
LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 6th June 2001 at 7.30 pm at Kingsley Hall.

Present:

Councillors: C C Pond (in the Chair)
 T G Owen M G Sellears
 R J Wilmot J P Woodman

Also in attendance:

Councillor: B Saggars
Officers: L R Fuller (Town Clerk)
 J M Innis (Administrative Assistant)

E58 Apologies for absence

Apologies for absence were received from Cllrs L M Ford and S W Murray. Best wishes would be conveyed to Cllr L M Ford for his speedy recovery.

E59 Confirmation of Minutes

Cllr M G Sellears asked why the agenda did not include football on the Roding Valley Recreation Ground and Loughton Brook. The Committee had not agreed to include an item on the former, and no report had been made by the protagonist of the latter. The Committee had considered the football Terms and Conditions on several occasions and had decided not to make any changes. A copy of the Terms and Conditions would be circulated to all members of the Committee to consider, and if there was sufficient demand a special meeting could be called, but needed to be soon as the booking forms would shortly be sent out. He also complained about the lack of current financial information.

The Minutes of the meeting held on 28th March 2001 were CONFIRMED as a correct record and signed by the Chairman.

E60 Matters for Report

60.1 Heritage plaques – Minute no. E54

The Committee NOTED the report about the plaque to Arthur Morrison and Cllr C Pond reported on the current position regarding siting a plaque to William Chapman Waller.

60.2 Epping Forest District Council Environmental Improvements – Local Budgets – Minute no. E27.3

The Clerk reported on the contact with Epping Forest District Council's Highways Department, the renovation of the fountain in the High Road and the other projects. Members felt that District Council officers were not progressing the projects sufficiently fast and it was agreed that the Chairman of the Committee would write to the District Council's Chief Executive.

The Town Centre Enhancement Focus Groups were supposed to draw up plans to harmonise street furniture.

60.3 Willingale Road Playing Fields

The Clerk reported on the current position on the Willingale Road Playing Fields. The Town Council's Solicitor is awaiting a revised transfer document from Essex County Council. The terms of the Licence are still being negotiated. The work required on the changing rooms may cost more than the income from the Licence. The Clerk is waiting for a key to the building to inspect its condition and obtain quotes for work required.

60.4 Felstead Road Playground

The Clerk reported on outstanding difficulties with the transfer, notably the ownership of the triangle of land behind London Underground Limited's fence.

60.5 Roding Road Allotments

The Clerk reported on amendments to the Agreement which were required to make it consistent.

E61 Current Financial Position

The Committee noted that the accounts for 2000/01 were not yet finalised and therefore a proper report could not be given on the current financial position. The Clerk assured the meeting that payments were being made and the financial situation monitored as normal.

E62 Motorway Noise

The present surface on the M11 motorway is hard concrete and is due to be resurfaced in 2003. It was AGREED to write to the Highways Agency of the DETR asking for a low-noise surface and to gain the support of Buckhurst Hill and Chigwell Parish Councils.

E63 Alleyways

The Chairman circulated to the members present a list of suggested names for a number of unnamed alleyways in Loughton based on old field names and people associated with the area which will be submitted to the Planning Committee for its approval and put to Epping Forest District Council for action.

E64 Housing Playgrounds

Following the Committee's agreement to assume management responsibility for District Council Housing Playgrounds at Hillyfields, Colebrook Lane, Westall Road, Oakwood Hill and Newmans Lane, some work had been carried out to improve them. The Committee agreed that it would accept the playgrounds in their current condition.

E65 Accounts for Payment

The following accounts for payment were APPROVED

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|------------------------------|---|----------|--------------|
| 961 | EFDC | Kingsley Hall Rates | | 109.00 |
| 962 | EFDC | Annual Grounds Maintenance 2000/2001 | 14219.00 | 95470.42 |
| 963 | Select Business Equipment | Photocopier Charges | 16.45 | 110.45 |

| | | | | |
|-----|---------------------------------|--------------------------------------|--------|---------|
| 964 | Service Publications Ltd | Printing Think Loughton Summer Issue | | 860.00 |
| 965 | Essex Telecom Installations Ltd | Office Telephone System | 392.18 | 2633.18 |
| 966 | Impact | Accounts Support | | 50.00 |
| 967 | Neopost | Licence fee | 4.38 | 29.38 |
| 968 | British Telecom Ltd. | Office phones | 105.21 | 706.45 |
| 969 | HSE Books | Book | | 9.95 |
| 970 | Glenny | Half Yearly Mgt Service Charge | 218.75 | 1468.75 |

A question was asked about the amount payable to Epping Forest District Council for Grounds Maintenance, and a possible refund relating to the football pitches.

Signed.....

Date 12th September 2001

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 12th September 2001 at 7.30 pm at Kingsley Hall.

Present:

Councillors: C C Pond (in the Chair)
 S W Murray (Vice Chairman) T G Owen
 M G Sellaars M W Wardle
 J P Woodman

Also in attendance:

Councillors: L J Harris
 B R Saggars
Officers: L R Fuller (Town Clerk)
 J M Innis (Administrative Assistant)
 P S Roden (Project Administrator)
 P Kingham (Cemetery Attendant)

24 Members of the Public

A one minute silence was observed for the victims who recently lost their lives in America.

E66 Apologies for absence

Apologies for absence were received from Cllr R J Wilmot.

E67 Confirmation of Minutes

The Minutes of the meeting held on 6th June 2001 were CONFIRMED as a correct record and signed by the Chairman.

The Chairman proposed that agenda item 13 should be taken after item 7 and this was agreed.

E68 Matters for Report

68.1 Heritage Plaques – Minute no. E60.1

The Committee NOTED the installation of the plaques.

68.2 Epping Forest District Council Environmental Improvements – Minute no. E60.2

The Chairman reported that he had received a reply to his letter to Epping Forest District Council but did not get reasons why there is no response to the Town Council's requests. The Committee expressed its disquiet with the level of service from Epping Forest District Council Environmental Services.

68.3 Willingale Road Playing fields – Minute no. E60.3

The Committee NOTED that the legal processes had progressed this week.

68.4 Felstead Road playground – Minute no. E60.4

The members NOTED that the Council's solicitor had received the transfer document from the District Council. His formal report was awaited.

68.5 Roding Road allotments – Minute no. E60.5

The members NOTED that this matter continues.

68.6 Motorway Noise – Minute no. E62

The members were pleased to note that the existing concrete surface would be replaced with low-noise material when resurfacing takes place in 2003.

68.7 Roding Valley Recreation Ground

The Chairman and Vice Chairman reported on their meeting with Epping Forest District Council. It was agreed that, notwithstanding its resolution of 7th April 1999, the Committee authorised the Chairman and Vice Chairman of Environment, Heritage and Leisure Committee, together with the Town Clerk, to negotiate with Epping Forest District Council, Chigwell and Buckhurst Hill Parish Councils, and other interested parties on the formation of a joint board to plan and administer the Roding Valley Open Space in the three parishes. Progress reports will be made to the Committee from time to time. The proposals will be put to the Committee when clearer. It would be desirable if substitutes could attend the negotiations if necessary.

68.8 Loughton Brook – Minute no. E51.3

It was reported that the group seeking to improve the Brook environment had made an application to the National Heritage Lottery Fund for a feasibility study and it was hoped to report any response to the next meeting.

E69 Current Financial Position

A revised Report was circulated to replace page 5 of the Agenda; attached to these minutes.

The end of year financial position for 2000/01 and the current financial position for 2001/02 were NOTED.

The rebate received from Epping Forest District Council in 2000/01, made as a result of the Roding Valley Recreation ground not being maintained during the wet weather and the flooding of the fields, was discussed. There is no provision in the maintenance contract for a rebate but it was DECIDED to seek a greater refund.

E70 Roding Valley Cricket Club

The Committee appreciated the work done by cricket clubs for young people. It was unanimously AGREED to grant the request from the Cricket Club to be allowed a piece of land on the Roding Valley Recreation Ground on a medium term lease, to be used for junior cricket matches on the triangular area between the football pitches. Full details to be decided by the Town Clerk with the Chairman and Vice Chairman.

E71 Introduction

Paul Roden (Project Administrator) and Phil Kingham (Cemetery Attendant) were introduced and welcomed to the meeting.

E72 Cemetery Regulations

72.1 Members expressed their individual views on whether photographs should be permitted on memorial plaques. It was AGREED to allow photographs measuring up to 4 inches square on memorial plaques, design and construction to be agreed with the Town Clerk, subject to the photos not prejudicing public safety or enjoyment of the cemetery.

- 72.2** The members AGREED to permit British Standard kite mark toughened safety glass covers with polished or ground edges to be placed on memorial plaques. All other glass covers are to be removed for safety reasons. The members also AGREED that for health and safety reasons glass, ceramic, fibre-glass and terracotta flower pots should not be permitted on grave plots but plastic flower pots would be permitted.
- 72.3** The members AGREED to uphold the cemetery regulations as follows:-
- (a) not to permit shrubs or bushes to be planted on grave plots; annual flowers could be planted.
 - (b) Only 3/8th natural pea shingle is permitted in the cremated remains plots.
 - (c) The “G” section would now be subject to the same regulations as the other cremated remains sections.
 - (d) not to permit upright memorials in the lawn section.
- 72.4** The Members confirmed that anything not in the Regulations (subject to the above) is not permitted.
- 72.5** Matters affecting health and safety in the cemetery should be enforced, including dealing with unstable memorials.
- 72.6** The Clerk reported that some cemetery matters were likely to require attention in the near future. The Committee agreed that decisions on these could be made in consultation with the Chairman and Vice Chairman.

Phil Kingham left the meeting.

E73 Drains and Sewers in Loughton

The Chairman and Vice Chairman declared a non pecuniary interest which was declared to be insubstantial.

Local residents have got together to form an action group (CAMROD) to put pressure on Thames Water to renew local drains and sewers. It was AGREED to support the local residents and the Town Council would write to Thames Water asking them to respond to CAMROD’s request. It was also AGREED to invite CAMROD to write an article on the subject to be featured in “Think Loughton”.

E74 Willingale Road Playing Field – Mini-Soccer Proposal

The Chairman declared a substantial interest in this item, relinquished the Chair and did not take part in the discussion. The Vice Chairman took the Chair.

The area of land in question had not yet been transferred to the Town Council and it would not be appropriate to enter into any agreement.

The members unanimously AGREED to reject the proposal.

The Chairman returned to the meeting and resumed the Chair.

E75 CCTV at Loughton Way

The Committee felt no need to make a decision on the principle of CCTV but to take each request individually and consider it on its merits.

It was AGREED to support CCTV at Loughton Way and, if Buckhurst Hill Parish Council makes a contribution towards the scheme, to match its contribution up to a maximum of £500.

E76 Epping Forest District (Off Street Parking Places) Amendment Order 2001

The Committee noted that the proposal to charge in the Broadway North and South car parks is subject to a further report and would like to see a copy of the report when it is available. The Committee expressed its concern on the effect of the charges on the residents of flats in the Broadway, and the need to prevent commuter parking and stop it spilling into adjacent residential streets.

E77 National Society of Allotment & Leisure Gardeners

It was AGREED to join the membership of this Society.

E78 War Memorial Min. nos. E125 (1999) and E30 (2000)

Paul Roden was thanked for his report.

The Chairman said we owed a debt of honour to the war dead and it was AGREED to add the names of the World War I (any additions) and World War II dead to the War Memorial on King's Green and to allocate £5,000 from the street furniture budget. If it exceeds this amount, the matter should be referred back to the Committee.

It was also agreed to write to the British Legion informing them of the Committee's decision.

It was noted that the Town Council has formally accepted responsibility for the War Memorial.

E79 Heritage Plaques

It was AGREED to accept the offer from the Institute of Actuaries to erect a blue heritage plaque to John Finlaison on the corner of Algers Road and the High Road and to pay half of the cost of the plaque.

E80 Christmas Lights on Standard Green

It was AGREED the Town Centre Partnership could go ahead with plans to put lights on Standard Green subject to consultation with the Town Council on the arrangements and to obtaining the written agreement of the Corporation of London.

E81 Queen's Jubilee

It was AGREED to erect two town signs consisting of the Town Council logo, one in the Broadway and one in the High Road. £6,000 would be put into the 2002/3 budget for this project.

E82 Kingsley Hall – Heating

It was AGREED to investigate installing fire guards in the hall rather than new radiators.

It was also AGREED that if the playgroup wanted a radiator installed in the small hall they should pay rent for the use of the small hall.

E83 Reference from Council – Roding Valley Recreation Ground

Councillor Sellears urged the members to examine the contract with the DSO for the maintenance of the Recreation Ground. Members who see problems should report this to the office with precise details of time and location.

It was AGREED that the Strategy and Staff Group should discuss employing a warden to look after this land.

E84 Accounts for Payment

The following accounts for payment were APPROVED

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|--------------------------------|--|-------|--------------|
| 1150 | G Wilks Construction | RVRec Pothole Repairs | 48.12 | 323.12 |
| 1151 | Public Works Loan Board | Loan Repayment for Willingale Playing Fields | | 6312.50 |
| 1152 | Service Publications | Printing Think Loughton Autumn Issue | | 860.00 |
| 1153 | A F Woodward & Sons | RVRec Ch Rms Shower Service | 49.88 | 334.88 |
| 1154 | SITA | Refuse Collection Cemetery | 42.22 | 283.44 |
| 1155 | British Telecommunications Plc | Cemetery, Office | 78.81 | 529.19 |
| 1156 | Royal Mail | Postage | | 250.00 |

Signed.....

Date 7th November 2001

E88 Current Financial Position

The Committee NOTED the current financial position.

E89 Heritage Plaques

The Committee agreed to ask the residents at Alderton Hall if they would consider having a plaque on their property to Jack Watling, Actor; the Committee decided not to go ahead with a plaque to Alex Comfort.

Investigations would continue into a plaque to Bill Sparks, Cockleshell Hero.

E90 Christmas Lights

It was AGREED to contribute £900 to the Town Centre Partnership (High Road) towards the Christmas illuminations. If there was a request from the Town Centre Partnership (The Broadway) for a contribution towards Christmas illuminations, it was AGREED to contribute a similar amount.

E91 Skateboard Facilities

The Committee AGREED to install a skateboard facility on the playing field opposite Epping Forest College which is owned by the college.

E92 Loughton Cemetery – Plots for Cremated Remains

The Committee AGREED the following revised recommendations :-

- 1 The length of time for which the Exclusive Right of Burial in a plot for Cremated Remains is kept at that for which it was sold (i.e. for post 1995 purchases, 25 years).
- 2 Similarly, the number of permitted interments in each plot be retained as that for which it was sold.
- 3 Renewal of the Exclusive Right of Burial at the expiry of the period be permitted on application by the owner and payment of a fee. Renewals will be for 15 years.
- 4 The fee payable will be £205 for Loughton residents commencing 1st April 2002.
- 5 The fee for transfer/assignment of Exclusive Right of Burial will be retained.

The fees payable would be pro rata for non-residents.

E93 Roding Valley Recreation Ground – Park Warden – Min. no. E83

The Committee agreed to the proposal to employ a Park Warden for an average 20 hours per week on spinal column Point 10 from April 1st 2002. It was noted the post might need to grow in the future.

The Chairman informed the Committee about an imminent meeting of the group looking at a possible joint board. It was noted that depending on the outcome of the joint board decision the Council could be liable for redundancy pay in the future.

Concerns were expressed that the lighting in the car park was not working

E94 Estimates for 2002/03

The estimates for 2002/03 were agreed as follows :-

| | Income | Expenditure | Transfer from Reserves |
|--|---------------|-----------------|------------------------------|
| Street furniture & lighting | 0 | 18,900 | 4,000 |
| Kingsley Hall | 12,000 | 13,300 | |
| Allotments | 13 | 1,000 | |
| Roding Valley Rec. Gd. | 4,000 | 101,000 | |
| Playgrounds – Capital costs | 5,000 | 20,000 | 20,000 |
| Playgrounds – Revenue costs | 0 | 47,600 | |
| Open spaces | 0 | 8,100 | |
| Cemetery | 5,000 | 42,000 | |
| Skateboarding facility – Capital costs | 0 | 0 | |
| Skateboarding facility – Revenue costs | 0 | 1,000 | |
| General | 0 | 500 | |
| Contingencies | 0 | 2,000 | |
| Future projects fund | 0 | 5,000 | |
| Land purchase & loan | 0 | 13,000 | |
| New land, fees and maintenance | 0 | 5,000 | 3,000 |
| Service costs | 0 | TBA | |
| Total | 26,013 | 278,400 | 27,000 |
| Net expenditure | | 225,387 | |
| | | + service costs | |

E95 Accounts for Payment

The following Accounts for Payment were approved:-

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|---------------|-----------------------------------|--|-------|-----------------|
| 1197 | Inter County Office | Furniture | 43.40 | 291.40 |
| | Furniture | | | |
| 1198 | Newsquest (London) Ltd | Advert | 21.19 | 142.28 |
| 1199 | RS Components | Supplies | 3.16 | 21.26 |
| 1200 | Arwin Services | Buckingham Court Cleaning | 46.38 | 311.38 |
| 1201 | British Gas Trading Ltd | Kingsley Hall | 3.59 | 68.30 |
| 1202 | AtoZ Supplies | Stationery | 0.33 | 2.23 |
| 1203 | W H Smith | Christmas Card Competition Prizes | | 100.00 |
| 1204 | P Batt | Newsletter Design | | 450.00 |
| 1205 | Orion Media Marketing Ltd | Stationery | 11.67 | 78.35 |
| 1206 | Epping Forest District Council | Rates Kingsley Hall, Buckingham Court | | 1116.00 |
| 1207 | Cash | Petty Cash Imprest | | 142.15 |
| 1208 | EALC | Training | | 20.00 |
| Transfer | No. 2 Account | Reimburse Imprest | | 10,115.42 |

To note the following cheque drawn on No. 2 Account

| | | | | |
|-----|-----------------------|-----------------|------|------|
| 209 | Acumen Wages Services | Payroll Service | 0.26 | 1.75 |
|-----|-----------------------|-----------------|------|------|

Signed.....

Date 6th February 2002

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

**MINUTES of the Meeting held on Wednesday, 6th February 2002 at 7.30 pm at
1 Buckingham Court, Rectory Lane, Loughton.**

Present:

Councillors: C C Pond (in the Chair)
L M Ford S W Murray
T G Owen R J Wilmot

Also in attendance:

Councillors:

J Davis
B R Sagers
M W Wardle

Officers:

L R Fuller (Town Clerk)
J M Innis (Administrative Assistant)

1 member of the public

The Chairman welcomed Cllr Ford to the meeting after his spell of absence due to ill health.

E96 Apologies for absence

Apologies for absence were received from Cllrs Sellears and Woodman.

E97 Confirmation of Minutes

The Minutes of the meeting held on 7th November 2001 were CONFIRMED as a correct record and signed by the Chairman.

E98 Matters for Report

98.1 Longcroft Rise noticeboard – Min. no. E12

The Committee noted the current position.

98.2 Names on War Memorial – Min. no. E78

The Chairman expressed thanks to Paul Roden for his work investigating names to be added to the memorial. The British Legion would like to be involved in a ceremony. The Chairman would speak to Churches Together in Loughton for their views. Various possible dates were suggested.

Epping Forest District Council Environmental Improvements – Min. no. E87.1

Fountain, Planters and Lamp posts in conservation areas. The Committee noted the current position.

98.3 Purchase of land adjacent to Davenant School – Min. no. E.87.1

The Clerk reported that the transfer has been agreed with Essex County Council. The District Council has agreed to extend the variation of the covenant to cover the whole area and the wording will match that agreed by Essex County Council.

98.4 Skateboard facilities – Min. no. E91

The Clerk reported that the College was happy to proceed with the proposals and would instruct its solicitors to issue a lease for the land. Results of the youth survey would be known in the near future but may not yield the desired information; it was likely that further research into the type of facility would be required.

98.5 Roding Valley Recreation Ground Joint Management Board

The Chairman reported the proposed meeting had been postponed. He felt a joint board was likely to prove too problematical to implement, and he would report back when the meeting was re-convened.

E99 Current Financial Position

The Committee NOTED the current financial position.

E100 Felstead Road Playground

The Committee noted the transfer had been completed, and the contributions from London Underground Limited and Buckhurst Hill Parish Council.

It was felt the facility should be for toddlers, dog-proof fencing, a seat and litter bins installed but the views of the public would be welcomed.

E101 Heritage Plaques

The Committee agreed to ask the residents of 57 Alderton Hill if they would consider having a plaque on their property to Harold Curwen, graphic artist. It was reported that Sir Edward Maufe, architect, had also lived at the same address.

E102 Naming of Alleyways – Min. no. E63

The Committee amended the list of alleyways and agreed to request Epping Forest District Council to adopt the names formally and supply signs as listed.

| Location | Name proposed | Reason |
|--|----------------------|---|
| Church Hill (75) to Church Lane | Meads Path | So known. Boundary of ancient house, The Meads |
| Alderton Way to Barncroft Road | Ryegrass Path | From Ryegrass field, on the site |
| Baldwins Hill to Sedley Rise | Oatley Path | From the distinguished surgeon that lived in adj. house |
| Borders Lane to Colson Road | Luctons Path | From the school |
| Brooklyn Avenue to Traps Hill Car Park | Gould's Alley | After George Gould, who built "Brooklyn" |
| Cheltenham Gardens to Kenilworth Gardens | Polefield Path | From the field through which it went |
| Clifton Road to the High Road, next to Chong's | Jackson Alley | From Edward Jackson, well known local character |
| Coteford Close (7) to Hillyfields | Street's Path | From Jim Street, sweep, who lived nearby |
| Englands Lane (35) to the Croft | Tee Path | From James Tee, founder of Golding's Church |
| Englands Lane (97) to Pyrles Lane | Rayhouse Path | From the house on the site |
| Forest View Road to Nursery Road | Dragons Path | Skirts the land of the prominent house, The Dragons |

| | | |
|--|--------------------|---|
| Habgood Road to the Infant School, Staples Road | Hardings Path | From Harding's clearing, opposite the school |
| High Road, next parish hall, to Brook Road | Brook Path | Named already but nameplates lost |
| High Road, opp. St. Mary's Church to Smarts Lane | Cuthbert's Alley | So known, from the ironmonger's at the corner |
| Lenthall Road to Torrington Drive/Chigwell Lane | Reaveley Path | From the Reaveley Maitlands, who lived on the site |
| Station to Algers Road | Finlaison Path | From the actuary, who lived at Algers House |
| Station yard to Highland Avenue | Great Eastern Path | From the railway company and athletic club |
| The Broadway (41) to Barrington Road | Brickclamps Path | From Brickclamps House which was nearby |
| The Drive (107) to 25 Staples Road | Staples Hill Path | Leads directly up to Staples Hill |
| Upper Park to Albion Park | Lowery Path | After Sir Joseph Lowery, who lived adjacent |
| Broodstrood to Goldings Hill | Wauchope Path | From the owner of Golding's House, on the site |
| Roding Road to the Station | Gillingham Path | From the author of "Unto the Fields", who lived nearby |
| Greenfields to Deepdene Road | Sparks Path | From the "Cockleshell hero", who lived in Poundfield Road |

E103 Roding Road Allotments Management Agreement

The Clerk reported on the current state of negotiations with the Roding Road Allotments and Leisure Gardens Association (RRA & LGA). The Chairman referred to various options and it was agreed that the council appoint the RRA & LGA as managers of the allotment site pursuant to Section 29 of the Small Holdings and Allotments Act 1908, subject to the conditions already agreed. This would be done by means of a letter which would obviate the RRA and LGA from signing a legal agreement.

E104 Roding Gateway Project

Cllr Ford tabled a document for consideration by the members present in which the Committee were asked to support in principle adopting the land which would enable the Roding Gateway Project to obtain lottery funding for a feasibility study. Roding Gateway Project were proposing to obtain funding for the initial tidying up of the land and for the Town Council to get involved in its on-going maintenance under licence.

The Committee **RESOLVED** that, subject to the feasibility study proving acceptable to it, the Town Council will assume responsibility for the land. The Council reserves the right to withdraw from the project should it seem necessary to do so.

E105 Accounts for payment

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

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|--------------------------------|------------------------|-----|--------------|
| 1275 | Epping Forest District Council | Buckingham Court Rates | | 1007.00 |

| | | | | |
|------|------------------------------|-----------------------------|-------|--------|
| 1276 | Arwin Services | Kingsley Hall Cleaning | 63.00 | 423.00 |
| 1277 | Citygate (London) Ltd | Stationery | 2.46 | 16.52 |
| 1278 | AtoZ Supplies | Kingsley Hall Supplies | 6.79 | 45.59 |
| 1279 | Orion Media Marketing | Stationery | 3.75 | 25.18 |
| 1280 | Signs of the Times Ltd | Replacement Heritage Plaque | 28.14 | 188.94 |
| 1281 | British Red Cross Society | First Aid Course | 21.00 | 141.00 |
| 1282 | British Gas | Kingsley Hall & Buck Crt | 64.42 | 472.98 |

Signed.....

Date 3rd April 2002

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

**MINUTES of the Meeting held on Wednesday, 3rd April 2002 at 7.30 pm at
1 Buckingham Court, Rectory Lane, Loughton.**

Present:

Councillors: C C Pond (in the Chair)
L M Ford S W Murray
T G Owen M G Sellears
R J Wilmot

Also in attendance:

Councillors:

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

3 members of the public

E106 Apologies for absence

Apologies for absence were received from Cllr Woodman.

E107 Confirmation of Minutes

The Minutes of the meeting held on 6th February 2002 were amended to read "E101It was reported that Sir Edward Maufe, architect, had designed this house." The cheque list, omitted from the circulated minutes, had already been added to the copy to be signed. The minutes were CONFIRMED as a correct record and signed by the Chairman.

E108 Matters for Report

108.1 Names on War Memorial – Min. no. E98.2

The members noted the date of the ceremony to dedicate the new plaques on the War Memorial to be held at the Loughton Methodist Church at 6.30 p.m. on Sunday 30th June. The Clerk was asked to contact the British Legion about the ceremony on King's Green. The list of invitees was also discussed.

An article regarding the ceremony would feature in the Summer edition of Think Loughton and also a notice would be put in the Council noticeboards.

The Chairman suggested if any names were found to be missing from the War Memorial they could be added at a later date.

108.2 Environmental Improvements – Min. no. E98.2

The members noted the Fountain had not yet been reinstated.

108.3 Felstead Road

The Committee noted the request to use Felstead Road as a secure storage compound and that a fee of £1000 for four weeks had been agreed.

108.4 Roding Road Allotments Management Agreement

The Chairman reported the Allotment Association had been formally appointed to manage the site but had not yet complied with the conditions of the appointment.

108.5 Town Centre Enhancements

The members noted the position of Town Centre Enhancements.

108.6 Naming of Alleyways

Epping Forest District Council had replied to this suggestion to say that resources did not permit it to be progressed at present.

E109 Current Financial Position

The Committee NOTED the current financial position.

E110 Purchase of the land adjacent to Davenant School – Min. no. E98.3

The use of this land will not change in the near future and will continue as playing fields.

Cllr Murray declared an insubstantial non-pecuniary interest but it did not prevent him from speaking or voting.

It was agreed a Working Group should be appointed to consider the future of the land and changing rooms and draw up a development plan. The Working Group would comprise Cllrs Ford, Murray, Pond and Sellears. All Councillors were invited to walk around the land on Tuesday 23rd April at 4.30 p.m. and to make any comments to the Working Party.

Cllr Sellears reported that the Coop Dairy was developing a site off Church Hill and were disposing of large metal gates; the Town Council would enquire about acquiring the gates.

Three members of the public left the meeting.

E111 Heritage Plaques

The Chairman reported that the decision to erect a plaque to Alex Comfort could not be revisited under the Standing Orders.

The Committee noted the report on the current position with Heritage Plaques and deferred its proposals for the plaques to be erected from the allocation for 2002/03 to the next meeting.

E112 Motorcycle access on to the Roding Valley Recreation Ground

The members noted the report and the issues raised.

The various problems were discussed and it was decided to continue with replacement where fencing and/or gates were missing. The bye-laws needed to be displayed on the Roding Valley Recreation Ground and the subject would be raised at the next meeting to discuss management of the Roding Valley Recreation Ground.

E113 Accounts for payment

The following accounts for payment were APPROVED:

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|---------------|----------------------|--|--------|-----------------|
| 1325 | Alex Lawrie Factors | Noticeboard | 106.75 | 716.75 |
| 1326 | S Harper | Expenses | | 8.73 |
| 1327 | Greenside Landscapes | Tree work | 45.00 | 305.50 |
| 1328 | AtoZ Supplies | Stationery | 7.85 | 52.71 |
| 1329 | L R Fuller | Reimbursement for Audit Guidance book | | 9.95 |
| 1330 | CPRE | Subscription | | 25.00 |
| 1331 | EFDC | Rates, Buck. Ct & Kingsley Hall | | 936.80 |

Signed.....

Date 19th June 2002

