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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 19<sup>th</sup> June 2002 immediately following a Special Council meeting 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  
J P Woodman

**Also in attendance:**

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

**2 members of the public**

**E114 Apologies for absence**

Apologies for absence were received from Cllr R J Wilmot and apologies for a late arrival were received from Cllr Murray.

**E115 Confirmation of Minutes**

The Minutes of the meeting held on 3<sup>rd</sup> April 2002 were CONFIRMED as a correct record and signed by the Chairman.

The Chairman proposed that the Agenda items should be taken in the following order and this was agreed: 1 – 3, 5, 11, 4, 6 – 10, 12, 13.

**E116 Matters for Report**

**116.1 Environmental Improvements – Min. no. E108.2**

The members noted only one of the planters outside Browns in the High Road had been planted up and the planters outside the police station needed following up. The planters in the Broadway would be planted up in the Autumn with Potentilla, Hypericum and variegated Vinca.

The members noted the sites for the installation of lampposts in York Hill. The area for consideration of replacement lampposts covered all three conservation areas and the Clerk was asked to check with Epping Forest District Council conservation officer if his recommendation still applied.

**116.2 Roding Road Allotments Management Agreement – Min. no. E108.4**

The Committee NOTED the position.

**116.3 Roding Valley Recreation Ground – Joint Management**

The Chairman reported that there was no further progress in this matter.

The proposed installation and siting of an Interpretation Centre on the Nature Reserve was discussed and it was AGREED Mr Derek Macnab of Epping Forest District Council should be informed of the Town Council's interest in the siting of any such Centre.

**116.4 Skateboard facility**

It was reported there were right of way and access difficulties to the site in Borders Lane and alternative access was being investigated.

**116.5 Naming of Alleyways**

As Epping Forest District Council could not progress this item the Chairman thought it could be a future project for the Committee.

**Corporation of London – Epping Forest Forum**

The Clerk reported that this Forum was being set up. It was agreed the Council should be involved and a representative will be appointed at the next Council meeting.

**E117 Land adjacent to Davenant School – Min. no. 110**

**117.1** Cllrs Ford and Sellears were thanked for their hard work in clearing out the changing rooms.

It was AGREED the following recommendations should be adopted:

- 1 Note the report.
- 2 Agree to the continued use of Willingale Road Playing Fields for sport and recreational use.
- 3 Agree to the purchase of permanent goal posts within a budget of £3,000.
- 4 Approve works to bring the changing rooms up to a minimum standard within a budget of £11,000.
- 5 Approve the establishment of a cemetery on Lady Whitaker's Mead and recommend this to the Council.
- 6 Approve a virement of £5,000 for grass mowing from the budget heading of Future Projects.
- 7 Approve investigation of permissive right of way over the land.

Cllr M Hogan left the meeting.

**117.2** The Clerk reported on the latest position with regard to the Coop Dairy gates.

Cllr S W Murray arrived.

**E118 NACRO & Epping Forest Summer Sports Programme**

The Committee NOTED the report.

It was AGREED NACRO & Epping Forest District Council could use the facilities free of charge subject to final agreement of the details between the Town Council officers and the organisers.

The members of the public left the meeting.

**E119 Current Financial Position**

The Committee NOTED the current financial position.

**E120 Heritage Plaques – Min. no. E111**

The Committee agreed to ask the residents of 116 Forest Road if they would consider having a plaque on their property to George Granville Barker, Poet.

**E121 Christmas Lighting**

Members of the Committee reported they had reminded the Chairman of the Debden Traders Association several times to apply for a contribution towards the Christmas lighting before the end of the 2001/02 financial year.

Had the application been received earlier it would have been for the full amount but it was AGREED to make a contribution of £750.

**E122 M11 Junctions 4 to 14 Route Management Strategy**

The Committee noted the report.

The Committee would like to be kept informed, and reiterated the need for low-noise material when the resurfacing takes place in 2003.

The Clerk had received a report from the Orbit Consultation Team (Transport solutions around London: consultation on the provisional strategy).

The Chairman would draft a response for circulation to members. A copy of the questionnaire from the report would also be circulated to members.

**E123 London-Ipswich Multi-modal Study**

The Chairman reported he had seen the Epping Forest District Council officer's report and expressed concern that it did not realise all the implications. Epping Forest District Council should be informed that the Committee was concerned about this proposal.

**E124 Epping Forest District Council Highways Parish Month Maintenance Plan**

The Committee noted the report and members would report any maintenance needs to the Town Council offices by the end of July.

Cllrs Juniper and Sagers left the meeting.

**E125 Priorities**

It was AGREED members would consider the priorities list and return it amended to the Town Council offices by Monday, 24<sup>th</sup> June 2002.

**E126 Accounts for Payment**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1388	Olympus Optical Co.	Digital Camera		90.00
1389	AtoZ Supplies	Display Boards	85.93	576.93
1390	Arwin Services	Buck Crt/Khall - Cleaning	109.38	734.38
1391	Valley Hill Builders Merchants	Cemetery Supplies	5.95	39.95
1392	Royal Mail	Postage		250.00

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1393	Neopost Limited	Stationery	4.38	29.37
1394	DBJ (Woodford) Ltd	Buck Crt Building Mtc	7.45	50.00
1396	J. McLintock	Cemetery Repairs	12.20	81.91
1397	Ms L Fuller	Post Box		34.98
1398	Acumen Wages Service	Payroll - June	2.54	17.04
1399	Royal Mail	Door to Door		590.84
1400	Service Publications Ltd	Printing Think Loughton		860.00
1401	Thames Water Utilities Ltd	Roding Valley Rec/Cemetery		157.52
Transfer	No. 2 Account	Reimburse Imprest		11,371.06

Signed.....  
Date 11<sup>th</sup> September 2002

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 11<sup>th</sup> September 2002 at 1 Buckingham Court, Rectory Lane, Loughton.**

**Present:**

**Councillors:** C C Pond (in the Chair)  
L M Ford S W Murray  
M G Sellears J P Woodman

**Also in attendance:**

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

**3 members of the public**

**E127 Apologies for absence**

Apologies for absence were received from Cllrs T G Owen and R J Wilmot.

**E128 Confirmation of Minutes**

The Minutes of the meeting held on 19<sup>th</sup> June 2002 were CONFIRMED as a correct record and signed by the Chairman.

**E129 Declarations of Interest**

Cllr Pond declared a personal but non-prejudicial interest under item 6 – Quiet Lanes.

**E130 Matters for Report**

**130.1 Environmental Improvements – Min. no. E116**

The Committee NOTED the position.

**130.2 Willingale Road Playing Fields – Min. no. E117**

Cllr Murray reported on the work that has been done to the football pitches and changing rooms. He has had reports that they are the best they have been in a long time.

The Committee thanked the officers for all their work in getting the facilities up and running for the start of the football season.

Cllr M Sellears arrived.

The Chairman reported the Willingale Road Working Group had met three times and was due to meet again in the near future.

Cllr Sellears reported that the goalpost crossbars did not have hooks to accommodate goal nets. The Clerk would investigate.

As the full Council had approved the suggestion of the establishment of a cemetery at Lady Whitaker's Mead the views of local people would be sought through "Think Loughton".

### **130.3 Roding Valley Recreation Ground – changing rooms**

The Clerk reported that there had been major damage caused by deliberate vandalism to one block of the changing rooms on the Roding Valley Recreation Ground and this was condemned by the Committee. The matter of liability and insurance was discussed as the buildings still belonged to Epping Forest District Council.

### **130.4 Skateboard Facility**

The Clerk reported that the issue of access to the land was still being discussed with the Epping Forest College's solicitors and Essex County Council.

### **130.5 Reference min. no. E122 – London to South Midlands Multi-Modal Study**

The Chairman reported receipt of a consultation document on this matter; he would draft a reply.

### **E131 Current Financial Position**

The Committee NOTED the current financial position.

### **E132 Quiet Lanes**

The Committee discussed proposals for designating Quiet Lanes and the traffic problems in the area. The Chairman was expecting detailed guidance and it was AGREED to wait until this was available.

### **E133 Christmas Illuminations**

Cllr Sellears declared a personal and prejudicial interest and left the room.

Two members of the public left.

It was AGREED to grant £900 to the Town Centre Partnership (High Road) towards the cost of Christmas illuminations.

Cllr Sellears returned to the meeting.

### **E134 Roding Road Allotments – Access Agreements**

The Committee noted the report. Members did not generally object to allowing access but felt it must be controlled and legal.

It was AGREED

- (1) to issue licences to properties with vehicular access at a charge of £25 per annum, subject to regular review.
- (2) for properties with pedestrian gates but no licence, if the property owner wished to retain the access, to issue a licence at no charge, but reserving the right to charge in future. If the access is not required the opening must be secured.
- (3) for properties with pedestrian access and a licence, to terminate these licences and re-issue in accordance with the terms in (2).

The Committee DECIDED not to seek a contribution towards its legal and administrative expenses from the licensees.

### **E135 Roding Valley Recreation Ground football**

The Committee noted the report and discussed the various difficulties on the Recreation Ground with regard to wet weather conditions, illegal play, maintaining the grounds, etc.

The bookings would be monitored and discussed again at the next meeting of the Committee.

### **E136 Priorities**

The Committee members would finalise their priority lists and let the Clerk have them by the next day for mailing prior to the Finance and General Policy Committee.

### **E137 Accounts for Payment**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1461	Royal Mail	Postage		250.00
1462	H Fairhead Ltd	Grounds Maintenance MRG	5.25	35.25
1463	Select Business Equipment	Stationery	18.55	124.55
1464	DBJ Woodford	Kingsley Hall Maintenance	17.50	117.50
1465	J McLintock & Sons	Cemetery Maintenance	23.75	159.45
1466	Epping Forest District Council	Rates Kingsley Hall, Buckingham Court		935.00
1467	Public Works Loans Account	Loan Repayment		6,050.00
1468	Coward Maintenance Ltd	Kingsley Hall Maintenance	36.22	243.22
1469	Arwin Services	Cleaning – Kingsley Hall	63.00	423.00
TRF	No 2 Account	Reimburse Imprest		11409.51
dd	Compuserve	August		18.61

Signed.....  
Date 6<sup>th</sup> November 2002

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 6<sup>th</sup> November 2002 at 1 Buckingham Court, Rectory Lane, Loughton.**

**Present:**

**Councillors:** C C Pond (in the Chair)  
 S W Murray T G Owen  
 R J Wilmot J P Woodman

**Also in attendance:**

**Councillors:** S M Harper  
 B R Saggars  
**Officers:** L R Fuller (Town Clerk)  
 J M Innis (Administrative Assistant)

**E137 Apologies for absence**

Apologies for absence were received from Cllrs L M Ford and M Sellaars. Best wishes were expressed for Cllr Sellaar's speedy recovery.

**E138 Confirmation of Minutes**

The Minutes of the meeting held on 11<sup>th</sup> September 2002 were CONFIRMED as a correct record and signed by the Chairman.

**E139 Declarations of Interest**

Cllr Pond declared a personal but non-prejudicial interest under items 4.2 Environmental Improvements and 10 Traffic calming and highway issues.  
 Cllr Murray declared a personal but non-prejudicial interest under item 9 – Willingale Road playing fields.  
 Cllr Woodman declared a personal but non-prejudicial interest under items 10 – Traffic calming and highway issues and 4.2 Environmental Improvements.

**E140 Matters for Report**

**140.1 Crime and Disorder**

The Committee NOTED the Council's obligations under the Crime and Disorder Act 1998 and would take them into account in its future deliberations.

**140.2 Environmental Improvements – Epping Forest District Council**

**2.1 Fountain**

The Committee noted that the Epping Forest District Council officer dealing with the case had changed and investigations continue into the water supply and installation of a water meter and disposing of the waste water. It had been reported to the Town Council that the plinth structure will be installed next week.

**2.2 Lampposts in conservation area**

It was noted that all of the non-conforming lampposts in the York Hill conservation area except one (outside no 29) have been replaced.

It was agreed that the Town Council should request that this outstanding lamppost should be replaced, at a cost to the Town Council of £1,500. The money would be available from other activities not carried out in this financial year.

There was a discussion about continuing to fund replacements in future in other conservation areas. A cheaper design was discussed but rejected. It was agreed that a further two lampposts should be included in next year's estimates.

### **2.3 Planters**

The planters outside the police station in the High Road have been planted up and the planters in the Broadway would be planted shortly.

#### **140.3 Tree damage**

The Clerk reported that due to high winds there was extensive tree damage on the Roding Valley Recreation Ground, Hillyfields and the Loughton Cemetery which will be costly to deal with. Forecasts will have to be increased when considering budgets. She also reported that the office at the cemetery has been broken into.

#### **140.4 Felstead Road Playground**

The Clerk reported that the project administrator had obtained several plans and quotes for the playground equipment and expected to be placing the order shortly. Neighbouring properties would be informed about the imminent works.

#### **E141 Current Financial Position**

The Committee NOTED the current financial position.

#### **E142 Waste Management Strategy**

The document received from Essex County Council canvassed six options for its waste management strategy. Members discussed landfill, recycling, thermal treatment, mechanical biological treatment and incineration. The Committee held a strong view in favour of recycling if it could be done economically. The members had doubts about incineration. Options 1 and 2 were preferred.

Cllr Harper joined the meeting.

#### **E143 Roding Valley Recreation Ground football – Min. no. E135**

The Committee NOTED the report and discussed the possibility of taking some of the pitches out of use. This would cause some difficulty in satisfying the bookings.

It was suggested advertisements for the hire of the pitches could be put in the Loughton Review and Buckhurst Hill Parish Council newsletter.

The Clerk reported that the mini goal posts would be taken from the Roding Valley Recreation Ground and installed on the Willingale Road Playing Fields.

It was AGREED to keep the pitches as at present and review the subject in the Summer of 2003.

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**E144 Roding Valley Recreation Ground – management/ownership**

The Committee noted the report and the Chairman reported on the progress of discussions on the future ownership and management of the Roding Valley Recreation Ground.

The Committee reaffirmed the previous stance of Committee and Council

- (1) To take the Roding Valley land into Loughton Town Council ownership as soon as possible.
- (2) To accept a licence to occupy, given suitable drafting until Michaelmas 2003. and declared its intention to work in collaboration with Epping Forest District Council, Chigwell Parish Council and Buckhurst Hill Parish Council on issues affecting the valley as a whole by means of a joint committee.

**E145 Willingale Road Playing Fields**

The Chairman informed the Committee of the deliberations of the Willingale Road Playing Fields Working Party and discussed the various options for future management. Possibilities were still being explored and a recommendation would be made to a future Committee meeting.

It was agreed to establish a permissive footpath around the perimeter of the playing field.

It was agreed to discuss the proposed new cemetery at the next Committee meeting following the end of the consultation period.

**E146 Traffic calming and highways issues**

The Chairman reported that residents' requests to Epping Forest District Council for traffic calming were being refused for lack of funding.

As the County Council is the Highways authority, it should be asked to make increased provision for traffic calming, commensurate with government aims to reduce traffic.

Decriminalisation of parking and residents' parking schemes were discussed. The former is the topic of the pending Community Forum.

**E147 Budget for 2003/04**

Expenditure forecasts for 2002/03 for the Roding Valley Recreation Ground, Open Spaces and Cemetery were increased by £1,000 each for emergency tree works. The Committee discussed the 2003/04 budget estimates and increased the street furniture and lighting budget by £3,000 for two lampposts in conservation areas, increased the budget for a skateboard facility to £25,000 and put £5,000 in as a start to develop a cemetery on Lady Whitaker's Mead.

The estimates for 2003/04 were agreed as follows:

	<b>Income</b>	<b>Expenditure</b>
Street furniture and lighting		22,000
Allotments	35	1,000
Roding Valley Rec. Gd.	4,400	103,000
Playgrounds – Capital costs		23,000
Playgrounds – Revenue costs		45,500
Open Spaces		8,500
Cemetery	9,000	40,000
Skateboard facility – Capital costs		25,000
Skateboard facility – Revenue costs		1,000
General		500
Contingencies		2,000
Future projects fund		0
Land purchase & loan		12,000
Willingale Road Playing Field	4,300	14,000
Lady Whitaker's Mead		5,000
Service costs		TBA
<b>Total</b>	<b>17,735</b>	<b>302,500</b>

#### **E148 Roding Valley Recreation Ground (continued)**

Cllr Owen returned to the topic of a proposed Interpretation Centre on the Nature Reserve. It was agreed to wait to make a comment until formally consulted.

#### **E149 Accounts for Payment**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1522	EFDC	Kingsley Hall, Buckingham Court, URC House - Rates		989.00
1523	WH Smith	Competition Prizes		100.00
1524	British Legion	Poppy Wreath		45.00
1525	DBJ (Woodford) Ltd	Repairs Kingsley Hall	23.10	155.10
1526	Arwin Services	Cleaning – Buck Court Kingsley Hall	109.38	734.38
1527	AtoZ Supplies	Supplies Kingsley Hall	6.63	44.53
1528	Greenside Landscapes	Kings Green Repairs	19.25	129.25
1529	M Sellears	Travel Expenses		6.30
1530	Royal Mail	Door to Door		590.84
TRF	No. 2	Reimburse imprest		2020.83

Signed.....

Date 12<sup>th</sup> February 2003

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 12<sup>th</sup> February 2003 at 1 Buckingham Court, Rectory Lane, Loughton.**

**Present:**

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

**Also in attendance:**

**Councillors:** L Harris  
 B R Siggers  
**Officers:** L R Fuller (Town Clerk)  
 J M Innis (Administrative Assistant)

**Seven members of the public**

The Chairman welcomed the members of the public to the meeting.

**E150 Apologies for absence**

Apologies for absence were received from Cllr L M Ford.

**E151 Confirmation of Minutes**

The Minutes of the meeting held on 6<sup>th</sup> November 2002 were CONFIRMED as a correct record and signed by the Chairman.

**E152 Declarations of Interest**

Cllr Pond declared a personal but non-prejudicial interest under items 4.4 – Traffic calming and highways issues, 6 – Environmental improvements and 8 – Salt/Grit bins, 13 Loughton Gateway Project.

Cllr Woodman declared a personal but non-prejudicial interest under item 4.4 – Traffic calming and highways issues, 13 Loughton Gateway Project.

Cllr Wilmot declared a personal but non-prejudicial interest under items 6 – Environmental improvements and 13 – Loughton Gateway project.

**E153 Matters for Report**

**153.1 Felstead Road Playground**

The Committee congratulated the officers for the work they had done to progress this project. Publicity will be arranged when the work is complete.

**153.2 Christmas lights – The Broadway**

The Committee NOTED this item and were assured the Town Centre Partnership had been asked to submit any future requests in good time.

**153.3 Cycle/pedestrian track, Rectory Lane**

Cllr Murray declared a personal interest in this item.

The Committee noted the Agenda report.

Completion of the work had been halted pending resolution of ownership issues on part of the land.

**153.4 Traffic calming and highways issues – Min. no. E146**

The Committee NOTED this item and welcomed the traffic calming measures.

**153.5 Skateboard facility**

Cllr Sellears asked about progress; details of the lease were still being negotiated.

The Chairman proposed that the Agenda items 10 and 13 should be taken next and this was agreed.

**E154 Public Right of Way**

The members NOTED the report.

Cllrs Murray, Pond and Wilmot could remember the footpath being in existence and used by the public for many years.

It was unanimously AGREED the Town Council should support the local residents and inform Essex County Council of its opinion that the path is a public right of way.

Four members of the public left the meeting.

**E155 Loughton Gateway Project – Min. No. E104**

The Committee noted with interest the feasibility study for landscaping the Loughton Brook proposed by the Roding Group. It was AGREED that the Council would accept responsibility for the land, subject to a detailed, costed maintenance plan and expenditure not exceeding £5,000 p.a.

The Chairman reported that pupils from the Roding Valley High School had taken this item as a school project which had been delivered to the Town Council offices.

**E156 Current Financial Position**

The Committee NOTED the current financial position.

**E157 Environmental Improvements – Min. no. E140.2****Drinking Fountain – High Road**

Cllr Wilmot declared a personal but non-prejudicial interest in this item.

Committee members expressed a view that they would like to see the fountain in working order but did not consider it a priority at the estimated cost of £10,000.

It was AGREED to allocate the remaining environmental improvement budget to replacing lampposts in the conservation areas starting with York Hill, and take the advice of Epping Forest District Council Conservation Officer as to the next priority. The sum of £4,000 for the fountain currently earmarked by the Council would remain so, but could be re-allocated if not spent by the end of the financial year.

**E158 Heritage Plaques**

**158.1** The Committee NOTED the position

**158.2** The Committee AGREED to install a heritage plaque to Bill Sparks, cockleshell hero, on 47 Poundfield Road.

**E159 Salt/Grit Bins**

It was reported Essex County Council is responsible for gritting the roads, etc. but Epping Forest District Council undertakes the gritting programme on its behalf.

Salt/grit bins can be installed; the price and other details are awaited from Essex County Council.

It was AGREED to fund installation of salt/grit bins up to a figure of £2,000 from the street furniture budget. Members will be asked to suggest possible locations for the siting of the bins; decision on priority to be made by the Clerk in consultation with the Chairman and Vice Chairman.

#### **E160 Roding Valley Recreation Ground – Min. No. E144**

The Chairman reported on the current position as per agenda report; it is expected that a report will be made by the Epping Forest District Council in April.

The Committee agreed that a long lease (possibly 99 years) would be an acceptable alternative to a freehold transfer.

Cllr Harris suggested an alteration to item (4) of the draft constitution that the chairman and vice chairman of the Joint Committee should be appointed in April/May.

#### **E161 Local Charter**

Cllr Murray asked for members to give instances of when the current Charter has not been adhered to, so these can also be forwarded to Epping Forest District Council with the Town Council's comments. Members are asked to submit their suggestions to the Town Clerk by 21<sup>st</sup> February 2003.

#### **E162 Willingale Road Playing Fields – Min. no. E145**

##### **162.1 Playing Fields**

The Committee noted the agenda report and AGREED that the possibility of setting up a charity be endorsed in principle, but not implemented pending the outcome of the review of charity laws. In the meantime, a management committee would be set up consisting of Town Councillors and users, and possibly an independent sports body.

The Working Party will meet again to progress this.

##### **162.2 New Cemetery**

The Committee NOTED that discussions were under way

#### **E163 Accounts for Payment**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1655	Select Business Equipment	Photocopying	13.32	89.41
1656	Nomix-Chipman Ltd	Cemetery Supplies	9.28	62.28
1657	London Electricity plc	Willingale Playing Fields, Kingsley Hall	8.52	178.99
1658	W Fayer & Sons	Cemetery Supplies	5.16	34.66
1659	Shaw & Sons Ltd	Book of Dedication MRG	20.74	139.24
1660	British Gas Trading Ltd	Kingsley Hall	69.96	469.81
1661	Machine Mart Ltd	Cemetery Equipment	25.01	167.95

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1662	AtoZ Supplies	Stationery/Supplies	9.24	62.04
dd	Compuserve	January		18.43
1663	Rural Community Council of Essex	Training		12.00

**E164 Exclusion of Press and Public**

The Committee RESOLVED to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as the item contained confidential information relating to the Council's property and legal affairs.

**E165 Access to Council properties**

Cllr Sellears declared a personal but non prejudicial interest.

The Clerk reported to the Committee the progress to date with licences for access on to the Roding Road allotments site. Legal advice about disputed accesses has been sought. The Committee decided how it wished to proceed about the disputed accesses.

The Chairman reported that similar issues could arise with the Roding Valley Recreation Ground.

Signed.....  
Date 9<sup>th</sup> April 2003

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 9<sup>th</sup> April 2003 at 1 Buckingham Court, Rectory Lane, Loughton.**

**Present:**

**Councillors:** C C Pond (in the Chair)  
 L M Ford S W Murray (from minute no. E168)  
 T G Owen M G Sellears R J Wilmot  
 J P Woodman

**Also in attendance:**

**Councillors:** L Harris  
 R E Pearce  
 B R Saggars  
**Officers:** L R Fuller (Town Clerk)  
 J M Innis (Administrative Assistant)

**One member of the public**

**E166 Apologies for absence**

There were no apologies for absence.

**E167 Confirmation of Minutes**

The Minutes of the meeting held on 12<sup>th</sup> February 2003 were amended at Minute no. E160 to read "The Chairman reported on the current position as per agenda report; it is expected that a report be made to the Cabinet of Epping Forest District Council in April." The minutes were then CONFIRMED as a correct record and signed by the Chairman.

The Chairman proposed to take Agenda item 9 – Roding Valley Recreation Ground at item 5.

**E168 Declarations of Interest**

Cllr Pearce declared a personal but non-prejudicial interest under item 6 – Christmas Lights.

Cllr Murray joined the meeting.

**E169 Matters for Report**

**169.1 Environmental Improvements – Min. no. E157**

The Clerk reported the lamppost works were in hand. It was agreed to revisit the subject of whether to retain the earmarked reserve for the fountain again in the Autumn when it might be clearer whether the fountain will be connected to a water supply.

**169.2 Salt/grit bins**

The list of proposed locations for the bins had not yet been finalised. The Committee had already agreed to spend up to £2,000 on supplying these. Cllr Pond would pursue whether Essex County Council would provide them free.

**169.3 Archives**

Cllr Pond had received a letter from the Records Office undertaking to locate copies of certain items of local history in Loughton Library but a meeting had not yet taken place.

**E170 Roding Valley Recreation Ground**

The Committee noted the report. It was AGREED to permit the Vineyard Church to hold its community events on the afternoon of 5<sup>th</sup> July and morning of 6<sup>th</sup> July 2003 subject to agreement of the details with the Clerk, such as the exact location of the grounds to be identified, public liability insurance cover and adequate toilet facilities to be provided by the organisers.

The Committee would like more details about the private function on the recreation ground before a decision could be made.

The member of the public left the meeting.

**E171 Current Financial Position**

The Committee NOTED the current financial position.

**E172 Christmas lights**

It was AGREED to contribute £900 to the Town Centre Partnership (High Road) towards Christmas lights in 2003.

**E173 Heritage Plaques**

The Committee noted the two plaques to be installed.

The Committee considered the plaque to Ben Platten who was a civilian casualty of the World War II. Members would prefer a plaque to mark all civilian casualties rather than one individual. The Police Station would be a suitable location and enquiries would be made as to whether the police would agree to a plaque.

It was AGREED to erect a plaque to Doris and Muriel Lester, philanthropic peace campaigners on 47 or 49 Baldwins Hill, subject to further research into which house they actually lived in.

**E174 Land in North Loughton****174.1 Willingale Road Playing Fields**

The Committee endorsed the recommendation to set up an informal management committee as a first stage towards an independent body. Proposed terms of reference would be circulated with these minutes and councillors should make any comments to the Town Clerk.

Users of the field should be encouraged to clear their litter.

**174.2 Proposed cemetery**

It was AGREED to consult a traffic engineer for a fee of £500 and obtain specialist advice on access to the site by road.

It was AGREED to take Agenda item 15 Park Warden next.

**E175 Exclusion of Press and Public**

The Committee RESOLVED to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as the item contained confidential information relating to the Council's staffing affairs.

**E176 Park Warden**

The Committee discussed the duties and responsibilities involved in this post. The recommendation was agreed and the post should be advertised as soon as possible after the next Finance and General Policy meeting.

The nuisance caused by motorbikes gaining access onto the Roding Valley Recreation Ground was discussed and the efforts being made to restrict access from Loughton. It was suggested Buckhurst Hill Parish Council should be approached to restrict access to the grounds from that parish.

Cllr Saggars left the meeting.

**E177 Exclusion of Press and Public**

The Press and Public were readmitted to the meeting.

**E178 Race Relations (Amendment) Act 2000**

The Committee AGREED the report. The following policies will be implemented in respect of these functions.

**Hiring of Council recreational facilities**

The Council will not discriminate in letting these facilities.

The Council will not hire to anyone whom it considers would practice racial discrimination or would promote bad race relations.

Hirers must not discriminate in allowing access to their function or whatever the purpose of the hiring, and must not permit activities detrimental to good race relations. Hirers will be reminded that racial abuse, e.g. on or around the football pitches must not be tolerated.

**Contractors**

Council contractors are expected to be committed to race equality, and not to discriminate in their employment or business practices.

**E179 Public Art**

The Committee noted the report. It was AGREED the Town Council should be associated with this scheme although no financial commitment was discussed.

**E180 Accounts for Payment**

The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1703	Loughton Union Church Day Care Centre	Financial Assistance		400.00
1704	Parsonage Court	Financial Assistance		100.00
1705	Loughton Broadway Town Centre Partnership	Financial Assistance		500.00

1706	Loughton Stroke Club	Financial Assistance		200.00
1707	Loughton Potato Ground	Financial Assistance		200.00
1708	Epping Forest Community Church Youth Group	Financial Assistance		1,000.00
1709	Essex Handicraft Association	Financial Assistance		100.00
1710	Citizen's Advice Bureau	Financial Assistance		1,000.00
1711	J T Wheeldon	Website Honorarium		500.00
1712	Greenside Landscapes	Millennium Grove Quarterly Maintenance	78.75	528.75
1713	CPRE	Annual Membership		25.00
1714	NALC	DIS Annual Subscription		87.00
1715	Zurich Insurance Company	Lift Inspection, Council Policy	43.83	3311.27
1716	Epping Forest District Council	Rates; RVRec Ch Rms, K Hall, Willingale Rd Ch Rms, URC House, Buckingham Court		1218.20
1717	Manda Barber	Millennium Remembrance Grove Dedication Book entries		191.00
1718	LWC Engineering	RVRec Playground Repairs	34.65	232.65
1719	Martin Royce	Millennium Remembrance Grove Boards Design	238.00	1598.00
1720	Index	Equipment & Stationery	33.88	227.48
1721	Orion Media Marketing Ltd	Stationery	3.33	22.37
1722	London Electricity Plc	Community Centre	0.86	18.11
1723	AtoZ Accord	Stationery	0.20	1.35
dd	Compuserve	March		18.52
1724	British Gas Trading Ltd	Buckingham Court	5.28	111.03
1725	Able Glaze UK	Community Centre Repairs	11.90	79.90
1726	London Electricity	RVRec	128.01	859.48
1727	Select Business Equipment	Stationery	18.55	124.55
1728	AtoZ Accord	Stationery	3.44	23.10
1729	Arwin Services	Buckingham Court Cleaning	46.38	311.38

**E181 Exclusion of Press and Public**

The Committee RESOLVED to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as the item contained confidential information relating to the Council's property and legal affairs.

**E182 Access to Roding Road allotments**

The Clerk reported the current position on granting licences for access to the allotments.

Signed.....

Date

2<sup>nd</sup> July 2003