
LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 2nd July 2003 at 1 Buckingham Court, Rectory Lane, Loughton.

Present:

Councillors: C C Pond (in the Chair)
 J Davis (from Minute no. E186) L M Ford R J Wilmot
 J P Woodman

Also in attendance:

Councillors: L J Harris
 M W Juniper

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

E183 Apologies for absence

Apologies for absence were received from Cllr Sellears.

E184 Confirmation of Minutes

The Minutes of the meeting held on 9th April 2003 were CONFIRMED as a correct copy and signed by the Chairman.

E185 Declarations of Interest

Cllr Pond declared a personal but non-prejudicial interest in Agenda item 4.1 – Environmental Improvements.

E186 Matters for Report**186.1 Environmental Improvements – Min. no. E169.1**

The Clerk reported although it had been agreed that all the lampposts would be replaced in York Hill, Epping Forest District Council had blocked the orders as it was not sure of the amount of money remaining. Further information was awaited. Staples Road would be next.

Cllr Davis joined the meeting.

186.2 Salt/grit bins – Min. no. E169.2

The Committee noted this item and the Clerk reminded the members of the listed locations for the salt/grit bins.

Local residents and motorists will be able to use the salt/grit bins.

Cllr Pond reported that Essex County Council would not be making any contribution to the cost of the bins.

186.3 Roding Valley Recreation Ground – events – Min. no. E173

The Committee NOTED this item.

186.4 Heritage Plaques – Min. no. E173

The Committee NOTED this item. The Secretary of the Royal Navy Association would be informed when the Bill Sparks plaque had been erected. It was AGREED to allow the plaque for the Lester sisters to be put in between 47 and 49 Baldwin Hill as these two properties were adjoining and had the same owner.

186.5 Roding Valley Recreation Ground

The Committee NOTED this item.

The Clerk reported the Roding Valley Recreation Ground changing rooms had been seriously vandalised again.

186.6 Park Warden – Min. no. E176

The Clerk reported the Parks and Amenities Warden was now in post. It was requested and agreed that members of the committee should be sent the job specification.

The possibility of acquiring a van was discussed; the Town Clerk has been considering this and would continue to monitor the possibility.

186.7 Highway sign

The Clerk reported the Highways Authority wanted to remove the museum sign on the Epping New Road and replace it with a sign for Queen Elizabeth Hunting Lodge and this was AGREED.

E187 Current Financial Position

The Committee NOTED these reports.

The Clerk drew members' attention to the reserves being established for surveying/stabilising memorials in the cemetery and for a playground painting programme.

E188 Willingale Road Playing Fields – Min. no. E174.1

The Committee AGREED the terms of reference of the Management Committee and agreed the following members:

Town Councillors

Cllr C Pond
Cllr J Davis
Cllr L M Ford
Cllr S W Murray
Cllr M G Sellaars

Users

Representative of Colebrook Royals FC
Representative of Coppice Row FC
Representative of Staples Road Junior
School
Local resident

E189 Proposed Cemetery – Min. no. E174.2

The Committee NOTED that the traffic survey indicated the necessary sight lines could be achieved, although this would be subject to planning approval. Considerable research would be required towards establishing a new cemetery. Members of the Council would be asked for their opinion on the form of the new cemetery.

E190 Town Council football facilities

The Committee NOTED the report.

Cllr Sellaars had requested the amount of pitches to be reduced, although the reason for the request was not known. The officers would look at the possibility.

E191 Safer Journey to School Initiative

The Committee discussed the request to use part of the Willingale Road Playing Field for a “Safer Journey to School” initiative. There were a number of issues such as security for cyclists, pedestrians and the Council’s assets, lighting, surfacing and the effects on neighbours, and these should be brought to the attention of the originators of the request.

E192 Loughton Athletic Club – all weather training facility.

The Committee NOTED the report and discussed the request to use part of the tennis courts for an all-weather-surface facility.

The Committee was reluctant to lose the existing facilities and discussed the possibility of extending the area adjacent to the tennis courts. The Committee would consider any alternative proposal put forward by Loughton Athletic Club.

E193 Corporation of London land**193.1 Standard Green**

It was agreed to retain the existing bulbs, but remove the concrete bed edging and level the beds so it was all one grass surface. The bare patches would be seeded with grass, although it was accepted that the green would never have a high standard of grass. It was also agreed to mend the broken fencing.

193.2 Footpaths on Conservators’ land

The Committee did not consider the Council should be responsible for maintaining footpaths on forest land. The one between the Crescent and the High Road was natural forest and should be left as such. The Corporation of London would be asked to lay hoggins to repair the surface of the path between Shaftesbury and Forest Road. It was suggested that as it formed part of the Three Forests Way, it was a public right of way, maintainable by the Highway Authority.

E194 Bus Shelters

The Committee NOTED the report and commented on the vandalism to bus shelters, exacerbated by the breakable clear panels. Epping Forest District Council would be asked what the plans were for the responsibility/maintenance of the non-Adshel shelters.

E195 Flood Alleviation Scheme – Roding Valley Recreation Ground

The Committee discussed the proposal to excavate a swale as part of the flood prevention measures for Boxted Close and Bradwell Road. Members agreed with the points of concern identified in the report. The view was expressed purely in respect of the effect on the Roding Valley Recreation Ground, not as a judgement on the scheme as a whole.

E196 Accounts for Payment

The following accounts were approved for payment

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|-----------------|-------------------------------|--------|--------------|
| 1786 | Glenny | Service Charge Buckingham Crt | 137.14 | 920.78 |
| 1787 | LWC Engineering | Roding Valley Rec Works | 15.75 | 105.75 |

| | | | | |
|------|-------------------------------------|---|-----------|------------|
| 1788 | Arwin Services | Kingsley Hall Cleaning | 63.00 | 423.00 |
| 1789 | TBS Hygiene | Bin for RVRec Playground | 7.70 | 51.70 |
| 1790 | Epping Forest District Council | Annual Maintenance Contract | 16,871.75 | 113,281.79 |
| 1791 | Orion Media Marketing Ltd | Stationery | 12.71 | 85.31 |
| 1792 | Alex Lawrie Factors (Signs Express) | Community Centre Signs Millennium Remembrance Grove Interpretation Boards | 203.24 | 1,364.64 |
| 1793 | Index Business Supplies Ltd | Equipment | 4.37 | 29.36 |
| 1794 | Acumen Wages Service | Payroll | 2.28 | 15.28 |
| 1795 | Essex County Council | Grounds Maintenance Willingale Rd Playing Fields | 44.84 | 301.09 |
| 1796 | AtoZ Accord | Stationery, Parks & Amenities Warden Supplies | 3.96 | 26.57 |
| 1797 | Signs of the Times | Heritage Plaque (Sparks) | 29.85 | 200.40 |
| 1798 | M G Sellears | Travel Expenses | | 6.79 |
| TRF | No. 2 account | Reimburse the Imprest | | 11,847.74 |

Signed.....
17th September 2003

200.5 Environmental Improvements – Min. no. E188

The Committee NOTED the current position on the installation of the lampposts.

200.6 Safer Journeys to School Initiative – E191

The Committee NOTED that Davenant Foundation School had decided not to pursue the proposal.

200.7 Loughton Athletic Club – all weather training facility – Min. no. E192

The Committee noted the disappointment of the Loughton Athletic Club that the proposal for an all-weather training facility had been refused. It was felt that there may be some room for manoeuvre and further talks with the club could take place. The Committee remained concerned about the loss of a tennis court. The Club would have to carry out a full public consultation with residents about any proposal.

200.8 Roding Road allotment site

Cllr Sellears reported that a JCB digger had gained access to the Roding Valley allotments site and it was reported the Allotment Association had dealt with the problem.

E201 Current Financial Position

The Committee NOTED the report.

E202 Roding Valley Nature Reserve Management Plan

The Committee NOTED this report and had no comment to make on the draft plan.

E203 Roding Valley Recreation Ground**203.1 Lease from Epping Forest District Council**

Cllr Pond reported on the proposed lease which he felt was overly restrictive for a lease which would last 125 years. As a lease had been received, although not agreed, the Committee agreed to extend the deadline for agreement to Christmas Day 2003. The members were most unhappy with the lack of progress by Epping Forest District Council. A meeting involving Buckhurst Hill Parish Council might help to move matters along.

203.2 Bank Erosion Works

The Committee NOTED the request from Epping Forest District Council to contribute to bank erosion works, and would give the matter consideration when the lease of the Roding Valley Recreation Ground is signed.

203.3 Football Changing Rooms

The Committee NOTED the information about possible future expenses on the changing rooms.

The Clerk reported on further recent vandalism to the changing rooms and the Properties and Projects Officer would investigate the feasibility of installing more lighting.

E204 Drinking Fountain

The Committee agreed to accept the freehold transfer of the fountain from Epping Forest District Council. Arrangements would be made to connect the necessary services, subject to the available budget. The fountain would be operated for a year and reviewed subject to any difficulties encountered during that time. Discussions would be opened with the local sponsor. There would be initial and on-going costs.

E205 Tree Works

The Committee considered the report on work to a tree at Willingale Road. It was noted that experts' views were that the tree was stable, but works could be carried out in the interest of the residents. The Committee agreed in principle that the tree should not be felled.

A site visit on 29th September 2003 was agreed, and a decision deferred to the next meeting of the Committee. If works were agreed, the Committee could consider the question of who should pay for them.

E206 Loughton Cemetery – Chapel roof repairs

The Committee agreed to replace the roof rather than attempt repairs and accepted the lowest quote. A general refurbishment of the chapel could also be considered.

E207 Accounts for Payment

207.1 The following accounts were approved for payment

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|--|--|--------|--------------|
| 1868 | Thames Water Utilities Ltd | Buckingham Court, Willingale Road Ch Rms | | 154.66 |
| 1869 | EFDC | Cemetery Refuse collection | 21.23 | 142.57 |
| 1870 | Arwin Services | Kingsley Hall, Ch Rms RVRec & Willingale Rd Cleaning | 141.75 | 951.75 |
| 1871 | IBCA | Training Course | 13.13 | 88.13 |
| 1872 | NatWest | Bank Charge | | 7.00 |
| 1873 | Loughton High Road Town Centre Partnership | Xmas Lights Grant | | 900.00 |
| 1874 | Glenny | Buckingham Court 3 months Service Charge | 137.14 | 920.78 |
| 1875 | Public Works Loans Account | Community Centre | | 18,295.62 |
| 1876 | Epping Forest Volunteer Bureau | Training Course | | 20.00 |
| 1877 | Wicksteed Leisure Ltd | Colebrook Lane & Traps Hill Playground Equipment | 119.07 | 799.37 |
| 1878 | Service Publications Ltd | Newsletter Printing | | 900.00 |
| 1879 | Acumen Wages Service | August & September Payroll | 5.08 | 34.08 |
| 1880 | AtoZ Supplies | Stationery and Supplies | 10.61 | 71.25 |
| 1881 | Index Business Supplies Ltd | Stationery | 5.14 | 34.51 |
| 1882 | W Fayers & Sons | Cemetery Equipment | 0.89 | 5.97 |
| 1883 | Greenside Landscapes | Kings Green Repairs | 10.50 | 70.50 |
| 1884 | Signs of the Times | Muriel Lester Plaque | 29.90 | 200.75 |
| 1885 | Public Works Loans Account | Land Purchase | | 5787.50 |
| TRF | No. 2 account | Reimburse the Imprest | | 13,381.11 |

| | | | | |
|--------------------------------|------------|------------------------------------|-------|--------|
| dd | Compuserve | August | | 18.59 |
| The following cheque was noted | | | | |
| 1867 | NALC | Quality Council Application Fee | 17.50 | 117.50 |

Signed.....
Date 12th November 2003

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 12th November 2003 at 1 Buckingham Court, Rectory Lane, Loughton.

Present:

Councillors: C C Pond (in the Chair)
 J Davis SW Murray
 M G Sellaers J P Woodman

Also in attendance:

Councillors: L J Harris
 B R Sagers

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

1 member of the press.

E208 Apologies for absence

Apologies were received from Cllrs Ford and Wilmot.

E209 Confirmation of Minutes

The Minutes of the meeting held on 17th September 2003 were CONFIRMED as a correct copy and signed by the Chairman.

E210 Declarations of Interest

No Declarations of Interest were made.

E211 Matters for Report

211.1 Salt/grit bins – Min. no. E200.3

The Committee NOTED that the bins have been installed and filled.

211.2 Drinking Fountain – Min. no. E204

The Clerk reported on a letter received from the Epping Forest District Council enclosing copies of some old documents stating that they do not own the land on which the fountain stands although it is designated as highway. The Committee AGREED to accept the responsibility for the fountain on the terms as set out in the letter.

The Properties and Projects Officer is investigating the services for the fountain.

211.3 The Clerk reported that a grant of £591 had been received from Epping Forest District Council Planning Services towards roof works to the chapel roof at Loughton Cemetery, as it was a listed building.

E212 Current Financial Position

The Committee NOTED the current financial position.

E213 Tree Works – deferred from last meeting – Min. No. E205

The Committee agreed that it did not wish to carry out and pay for extensive works to the tree. However if the residents wished to progress this work at their own cost the Council gave its permission but the work must be to the specification advised by the tree surgeon and also carried out by him.

E214 Reference from Council – Loughton Hall

The Committee agreed with the Community Committee recommendation that a meeting should be set up with the Council, Epping Forest College, Epping Forest District Council, Essex County Council and Debden Community Association to discuss a way forward.

E215 Heritage Plaques

The Chairman reported the Police were happy in principle to have the plaque to civilians killed in World War II installed on the Loughton Police Station. It was AGREED this should be paid for out of the remaining 2003/04 budget for heritage plaques and contingency funds for 2003/04. It was suggested that local residents might wish to subscribe funds towards the plaque.

It was noted the Loughton Park Hotel where there is a plaque to Josie Collins was to be redeveloped. The local planning authority would be asked to place a condition on the planning permission that a new plaque should be erected on the building when it is finished.

It was agreed to take Agenda item 11 next.

E216 Christmas Lights – The Broadway

Cllrs Davis and Murray declared a personal but non prejudicial interest in this item. It was AGREED to support the Christmas lights in the Broadway and to grant £900 towards the cost.

Cllr Davis left the meeting.

E217 Shopping Parade, Borders Lane

The Committee NOTED the report and agreed to support the improvements planned by the Epping Forest District Council to the shopping parade at Borders Lane.

E218 M11 – Stansted Study

The Committee noted that the Study included the possibility of development of land between Theydon Bois and North Loughton for industrial purposes, which would affect the Council's position as land owner of Lady Whitaker's Mead and Willingale Road Playing Field. The Clerk was asked to inform the Chief Executive of Epping Forest District Council that the Town Council objected to this proposal.

E219 Countryside and Rights of Way Act**219.1 Open Access**

The Committee NOTED the report but had no comment on the contents of the draft map.

219.2 Signing of footpaths

The Committee AGREED Essex County Council should be approached to point out its obligations under Section 27 of the Countryside Act 1968 to provide footpaths signs.

E220 Willingale Road Playing Field Management Committee

The Committee NOTED the report.

It was agreed that an amount of £50,000 would be included in the estimates for 2004/05; if the bid for funds from the Football Foundation was successful this would allow match funding for improving two pitches and the changing rooms, at a total cost of £150,000.

E221 Estimates 2004/05**221.1 Expenditure**

The Clerk reported on the estimates for expenditure to the members present.

The Committee AGREED not to reinstate the playground facility on Hillyfields but to improve facilities on existing playgrounds.

It was AGREED investigations would be made into the cost of purchasing or leasing a Council vehicle for use by the Parks and Amenities Warden and a figure added into the estimates presented to the Finance & General Policy Committee.

221.2 Income

It was AGREED to increase the fees and charges for 2004/05 by 3%.

The estimates for 2004/05 were agreed as follows:

| | Income | Expenditure | Transfer from reserves |
|--|---------------|--------------------|-------------------------------|
| Street furniture and lighting | | 15,000 | 7,000 |
| Allotments | 90 | 1,000 | |
| Roding Valley Rec. Gd. | 4,600 | 107,000 | |
| Playgrounds – Capital costs | | | |
| Playgrounds – Revenue costs | | 48,000 | 32,000 |
| Open Spaces | | 12,000 | |
| Cemetery | 13,000 | 39,500 | 2,000 |
| Skateboarding facility – Capital costs | | 26,000 | 26,000 |
| Skateboarding facility – Revenue costs | | 1,000 | |
| Land purchase and loan | | 12,000 | |
| Willingale Road Playing Field | 4,500 | 67,000 | |
| Lady Whitaker's Mead | | 5,000 | 4,000 |

| | | | |
|---------------|---------------|----------------|---------------|
| General | | 500 | |
| Contingencies | | 2,000 | |
| Service costs | | tbc | |
| Vehicle | | tbc | |
| Total | 22,190 | 336,000 | 71,000 |

222 Accounts for Payment

222.1 The following accounts were approved for payment.

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|-------------------------------------|--|--------|--------------|
| 1911 | Mr P Flack | War Memorial Maintenance | | 100.00 |
| 1912 | J. McLintock & Sons Ltd | Building Maintenance at Cemetery & Willingale Rd | 61.00 | 409.56 |
| 1913 | W Fayers & Sons | Cemetery – Supplies | 5.16 | 34.66 |
| 1914 | Tim Moya Tree Services | Cemetery Tree Maintenance | 12.25 | 82.25 |
| 1915 | Medway Galvanising Company Ltd | Playground Maintenance at Westall & Felstead Road | 65.63 | 440.63 |
| 1916 | Arwin Services | Kingsley Hall Cleaning | 63.00 | 423.00 |
| 1917 | Orion Media Marketing Ltd | Stationery | 6.65 | 44.63 |
| 1918 | AtoZ Supplies | Stationery & Supplies | 6.97 | 46.80 |
| 1919 | London Energy Plc | Willingale Road Ch-Rooms – Electricity | 1.75 | 36.65 |
| 1920 | British Gas Trading Ltd | Buckingham Court Gas | 1.63 | 34.23 |
| 1921 | Epping Forest District Council | Rates; Buckingham Court, Willingale Rd Ch Rms, RVRec Ch Rms, Kingsley Hall | | 1,173.00 |
| 1922 | Royal Mail Group plc | Door to Door | | 592.71 |
| 1923 | Royal Mail | Postage | | 250.00 |
| DD | Compuserve | October | | 18.08 |
| 1924 | Thames Water Utilities Ltd | Kingsley Hall – Water | | 138.46 |
| 1925 | DBJ (Woodford) Ltd | Kingsley Hall Building Maintenance | 35.53 | 238.53 |
| 1926 | TBS Hygiene | Felstead Road Playground Refuse Collection | 7.96 | 53.46 |
| 1927 | Greenside Landscapes | RV Rec Ground Works | 153.65 | 1031.65 |
| 1928 | Whizzywig Ltd | Newsletter Design | 82.69 | 555.19 |
| 1929 | Ms L Fuller | Stationery | | 44.60 |
| 1930 | Public Works Loans Account | Loan Repayment – Community Centre | | 17,849.90 |
| 1931 | United Advertising Publications plc | Recruitment Advertising | 88.20 | 592.20 |
| 1932 | Select Business Equipment Ltd | Photocopying | 25.87 | 173.69 |

| | | | |
|------|-----------------------------|------------------------------|-------|
| 1933 | Economy Print | Christmas card printing | 70.70 |
| 1934 | Zurich Insurance Company | Fidelity Guarantee Insurance | 30.90 |
| 1935 | Cash | Petty Cash Reimbursement | 88.35 |

Signed.....
Date 4th February 2004

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 4th February 2004 at 1 Buckingham Court, Rectory Lane, Loughton.

Present:

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

Also in attendance:

Councillors: R E Pearce (from min. no. 226.3) B R Saggars
 M E Taylor M W Wardle

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

6 members of the public

1 member of the press

E223 Apologies for absence

There were no apologies for absence.

E224 Confirmation of Minutes

The Minutes of the meeting held on 12th November 2003 were CONFIRMED as a correct copy and signed by the Chairman.

E225 Declarations of Interest

Cllr Pond declared a personal but non-prejudicial interest in agenda item 11 School Green. Cllr Davis declared a personal but non-prejudicial interest in agenda item 4.2 Christmas lights. Cllr Sellears declared a personal but non-prejudicial interest in agenda item 4.3 Roding Gateway Project. Cllr Murray declared a personal but non-prejudicial interest in agenda item 6 Loughton Athletic Club and a prejudicial interest in agenda item 4.2 Christmas lights and would leave the meeting for that item.

E226 Matters for Report

226.1 Drinking Fountain – Min. no. E211.2

The Committee NOTED that legal aspects and also technical matters to do with connecting and draining the water are currently being resolved.

226.2 Christmas Lights – The Broadway – Min. no. E216

The members NOTED this item. Cllr Davis reported that a letter was on its way to the Town Council.

226.3 Roding Gateway Project

The Committee agreed that a Council representative should sit on the Steering Committee.

Cllr Pearce joined the meeting.

Cllrs Murray and Sellears were both nominated and after a vote was taken Cllr Murray was duly elected to be the Town Council representative on the Roding Gateway Project Steering Group.

226.4 Salt/grit bins – Min. no. E221.1

The Committee NOTED the information about public liability.

226.5 Stansted/M11 corridor – Min. no. E218

The Committee NOTED this item.

226.6 Footpath in Church Hill/Queens Road

Cllr Pond reported the footpath has been opened up and the obstructions removed.

226.7 Loughton Hall

Cllr Pond reported on a meeting he attended at the College with the Principal and Cllrs Davis and Harper. The Hall will be turned into an adult education centre and the governors would meet shortly to discuss the future of the whole estate. The building was not in use as roof repairs were needed.

226.8 Skateboard facility

Cllr Pond had recently asked the Principal of Epping Forest College to expedite the legal process, and the Clerk had also made the same request on a different occasion.

226.9 Bus Shelters

The orientation of certain bus shelters would be raised at the next meeting with Epping Forest District Council.

It was agreed to take Agenda item 11 next.

E227 School Green

The Committee NOTED the report.

The Clerk reported that a letter had been received from the Corporation of London clarifying the position regarding the grass cutting régime and giving two options of an “amenity cut” three times a year or a “cut and collect” once a year. She felt the Town Council was duty bound to take notice of the advice.

Cllr Wardle pointed out an anomaly as regards golf courses on forest land and the Committee agreed to arrange a meeting with the Conservators and defer a decision on the grass cutting régime until the next meeting of the Committee. The Chairman and Vice Chairman would attend the meeting. The status quo of three cuts a year would be maintained

E228 Current Financial Position

The current financial position was not available at the meeting and would be circulated with the minutes.

E229 Loughton Athletic Club – Min. no. E192

The Committee NOTED the report and it was AGREED to accept the proposal to allow Loughton Athletic Club to lay an all-weather running surface to cover two tennis courts, as the whole area could still be used for tennis when training was not in progress. There would have to be a legal agreement formalising the permission.

Cllrs Sagers and Taylor left the meeting.

E230 Heritage Plaques for 2004/05

The Chairman gave brief details of the suggestions for heritage plaques. Millican Dalton – trekker/rambler/outdoor enthusiast and “professor of adventure” who lived at Walnut Cottage, Stoney Path. Hazzeldine Warren – Palaeontologist, antiquary who lived at Sherwood, 49 Forest Road which he operated as a museum. George Pearson, early film producer and headmaster of Staples Road Boys’ School who left to enter the film industry. Thomas Willingale who is buried in St. John’s Churchyard in a pauper’s grave.

It was AGREED to install heritage plaques to Thomas Willingale and George Pearson from the 2004/05 budget. The former would be in partnership with the Willingale Family Society.

Cllr Murray left the room.

E231 Christmas Lights – High Road and Broadway

Cllr Sellears had suggested that the Town Council should assume responsibility for the Christmas lights in the High Road and the Broadway. Cllr Wardle has been involved with the Christmas lights in the High Road for many years and outlined the difficulties involving raising finance and finding reliable contractors.

Cllr Sellears proposed the Town Council should accept responsibility but this proposal was not seconded.

It was noted that the Town Council granted £1,800 towards the Christmas lights. It was agreed that the Town Council representatives on the High Road and Broadway Town Centre partnerships would be asked to ascertain what the Partnerships would like to see as the Town Council’s contribution to the lights.

Cllr Murray returned to the meeting.

E232 Community Projects

All the suggested projects were supported. The possibility of a teen shelter with seats on the Roding Valley Recreation Ground was also put forward.

E233 Debden Sports Ground

It was agreed that the Town Council would like to take over ownership of Debden Sports Ground from Epping Forest District Council. It was noted that Debden Sports Club holds quite a long lease on the site which would be retained.

E234 Accounts for Payment

A list of the following accounts for payment was tabled and approved.

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|---------------------------|--------------------------------------|--------|--------------|
| dd | Compuserve | Telecomms | | 16.71 |
| 1995 | AtoZ Supplies | Stationery | 4.93 | 33.08 |
| | Essex County Council | | | |
| 1996 | Alex Lawrie Factors Ltd | Sign for Lady Whitaker's Mead | 1.45 | 9.75 |
| 1997 | Vaughtons | Vice Chairman's badge | 6.83 | 45.83 |
| 1998 | TBS Hygiene | Bin emptying | 7.96 | 53.46 |
| 1999 | EFDC | Salt bins | 332.50 | 2232.50 |
| 2000 | Acumen Wages Service | Payroll | 2.28 | 15.28 |
| 2001 | EALC | Course | | 24.00 |
| 2002 | Arwin Services | Cleaning, Kingsley Hall | 63.00 | 423.00 |
| 2003 | LCR | Local Council Review sub. | | 37.50 |
| 2004 | British Gas Trading Ltd | Buck Ct, K Hall | | 571.11 |
| 2005 | London Energy plc | Kings Green, K Hall, Comm C, Buck Ct | 18.76 | 394.04 |
| 2006 | Orion Media Marketing Ltd | Stationery | 7.01 | 47.07 |

Signed.....

Date 31st March 2004

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 31st March 2004 at 1 Buckingham Court, Rectory Lane, Loughton.

Present:

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

Also in attendance:

Councillors: R E Pearce (from min. no. 226.3) B R Saggars
 M E Taylor M W Wardle

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

6 members of the public

E235 Apologies for absence

There were no apologies for absence.

E236 Confirmation of Minutes

The Minutes of the meeting held on 4th February 2004 were amended to read "E225.....Cllr Murray declared a personal but non prejudicial interest in agenda item 6 Loughton Athletic Club and a prejudicial interest in agenda item 4.2 Christmas lights in respect of the Broadway and would leave the meeting for that item." Also to delete before "E231" "Cllr Murray left the room" and at the end of "E231" "Cllr Murray returned to the meeting." The minutes were CONFIRMED as a correct copy and signed by the Chairman.

The Chairman proposed that the Agenda item 7 (School Green) should be taken after Declarations of Interest and this was agreed.

E237 Address by member of the public

The meeting was adjourned to hear an address by a member of the public about School Green.

E238 Declarations of Interest

Cllr Pond declared a personal but non prejudicial interest in agenda items 4.7 and 7, Cllr Davis declared a personal but non prejudicial interest in agenda item 4.2. Cllr Murray declared a prejudicial interest in agenda item 4.2 and would leave the meeting for that item.

E239 School Green

This matter had been deferred from the last meeting of the Committee pending a meeting with the Conservators of Epping Forest, who own the land. The Town Council maintains it.

The Chairman reported on the meeting. The Conservators require there to be three cuts a year by rotary mower 50 – 75 mm high in April, June and October, so the Town Council would implement this.

The meeting had also discussed some footpath matters.

Two members of the public left the meeting.

E240 Matters for Report**240.1 Drinking Fountain – Min. no. E226.1**

The Committee NOTED the legal process was continuing.

Cllr Murray left the room.

240.2 Christmas Lights – The Broadway – Min. no. E226.2

The members NOTED this item. Cllr Davis reported the Broadway Town Centre Partnership was proposing to display more Christmas lights in the Broadway in future.

Cllr Murray returned to the meeting.

240.3 Community Projects – Min. no. E2232

The Committee NOTED this item and commended the work already undertaken.

240.4 Debden Sports Ground – Min. no. 233

The Committee NOTED this item.

240.5 Traps Hill playground

The Committee NOTED the present position.

240.6 Loughton Hall clock

Cllr Pond reported on a meeting of the Trustees in which they discussed the drain on their finances maintaining the clock.

240.7 Environmental Improvements – Staples Road street lights

The Committee NOTED that no progress has been made.

E241 Current Financial Position

The Committee NOTED the current financial position.

E242 Skateboard facility – Min. no. E226.8

The Clerk reported on the right of way over highway land to allow pedestrian access and the charge to be levied by Essex County Council for surveyors' fees and legal fees.

E243 Dedication of land under the Countryside and Rights of Way Act 2000

The Committee NOTED the report and it was decided not to dedicate any land at the present time.

E244 Roding Valley Recreation Ground**244.1 Funfair**

The Committee was in favour of allowing the funfair to be held on the Roding Valley Recreation Ground, the details of which would be agreed by the officers.

244.2 Vineyard Church

The Committee agreed to allow the Vineyard Church to hold its event on the 3rd and 4th July 2004. No charge would be made subject to the conditions agreed at last year's event.

It was not agreed to give general agreement to future requests for this event.

E245 Environment Agency – Proposed additions to the main river network

The Committee NOTED the report and supported the proposal to include the specified additional length of Loughton Brook within the main river network.

E246 Conservation area

The Committee agreed to propose that Debden Green hamlet be designated a conservation area. The Clerk was asked to put the proposal to Paul Sutton, and also to write to John Preston and the portfolio holder at Epping Forest District Council requesting adequate resources for the conservation function.

E247 Accounts for Payment

A list of the following accounts for payment was tabled and approved.

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|---------------------------|--------------------------|--------|--------------|
| 2056 | Acumen Wages Service | Payroll (March) | 2.28 | 15.28 |
| 2057 | AtoZ Supplies | Cemetery supplies | 5.41 | 36.31 |
| 2058 | G B Sport & Leisure | Tennis nets | 15.00 | 100.72 |
| 2059 | Essex County Council | WRPF grounds maintenance | 116.71 | 783.63 |
| 2060 | Avery Weigh-Tronix | Postage | .96 | 6.43 |
| 2061 | Orion Media Marketing Ltd | Stationery | 9.91 | 66.49 |
| 2062 | AtoZ Supplies | Office furniture | 86.30 | 579.30 |
| 2063 | Essex County Council | WRPF grounds maintenance | 116.71 | 783.63 |
| Tfr | No. 2 account | Reimburse imprest | | 443.97 |

The Chairman thanked the members and the officers for their hard work.

Signed.....
Date 28th July 2004