
LOUGHTON TOWN COUNCIL

ENVIRONMENT, HERITAGE AND LEISURE COMMITTEE

MINUTES of the meeting held on Wednesday 8th June 2005 at 7.45 pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
M R M A Chalk J Davis
R J Pennington S Pewsey
D J Wixley (substitute for J L Woods)

Also in attendance:

Councillors: W T Lattimore R E Pearce

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

4 members of the public

E54 Apologies

Apologies for absence had been received from Cllrs M L Daniel and J L Woods. Cllr C C Pond reported that Cllr Wixley had been nominated as Cllr Woods' substitute for the meeting.

E55 Confirmation of Minutes

The Minutes of the meeting held on 23rd March 2005 were CONFIRMED as a correct record and signed by the Chairman.

E56 Declarations of Interest

Cllrs C C Pond and S Pewsey declared a personal and prejudicial interest in Agenda item 11, Lopping Hall Clock, as they are both Trustees of the Lopping Hall Endowment Fund.

E57 Matters for Report

57.1 New cemetery – Min. no. E44.3

The Committee noted the report and that there were Environment Agency requirements to be addressed.

57.2 Skateboard facility – Min. no. E44.4

The Committee noted the report.

57.3 Public Convenience in the Broadway – Min. no. E44.5

The Committee noted the facility would be available for use as soon as the licence and cleaning contract are signed.

57.4 Environmental Improvements – Min. no. E44.6

The Committee noted the report.

57.5 Loughton Hall – Min. no. E44.12

The Clerk referred to the follow-up from the informal meeting with the Epping Forest College and asked for the item to be discussed as a confidential item. The Committee agreed to discuss the item as the last item on the agenda and to exclude the press and public.

57.6 Litter – Min. no. E51

57.6.1 The Chairman reported that he had not noticed any improvement in the clearing of litter around Loughton Station, although the yard was clear. It was also noted that the Cheltenham Gardens underpass to Loughton Station, Debden Station and the Loughton Leisure Centre had litter problems. Cllr Lattimore would ascertain who is responsible for clearing litter from the Loughton Leisure Centre environs.

57.6.2 The Committee noted the report and awaited the response from Buckhurst Hill Parish Council about the arrangements for its event.

57.7 Seats – Min. no. E52

The Committee noted the report. The Clerk hoped the matter would soon be resolved.

57.8 150th anniversary of the Railway to Loughton – 2006 – Min. no. E15.2

The Chairman reported London Transport museum was taking an interest in this event and it was suggested that the signal box at Loughton should be the venue.

57.9 Memorial plaque to civilian war dead

The Chairman reported on the successful unveiling of the plaque to the civilian war dead and he had received many messages of thanks. The Committee thanked the officers for the work involved in organising the event.

E58 Current Financial Position

The report on the financial position at the end of the financial year 2004/05 was noted.

E59 Teen Shelters – Min no. E46

The Committee noted the report. Epping Forest District Council Cabinet had now agreed to fund two shelters and a formal letter setting out the conditions was awaited. This would be reported to the next meeting. Concern had been expressed about the siting of the shelters.

E60 Roding Valley Recreation Ground – use by Vineyard Church

The Committee noted the report and confirmed the decision to give permission for the Vineyard Church to use the Roding Valley Recreation Ground on 30th and 31st July 2005 free of charge.

E61 Roding Valley Recreation Ground – fencing round tennis courts

The Committee wished to thank Paul Roden for his work as Properties and Projects Officer during his time in office.

The Committee noted the report and discussed the general state of repair of the tennis courts.

It was proposed and seconded to defer consideration of this item until consideration of a rolling programme for improvements. A vote was taken and the motion was defeated. A motion to accept the recommendation to replace the fencing was moved and seconded. A vote was taken and the motion was carried.

The cost of £17,200 would be met by £11,500 from the earmarked reserves and £5,700 from this year's budget.

E62 Highway Consultation

The Committee would like to extend the overnight lorry park ban to the whole of Loughton. Inclusion of the slip road (old Rectory Lane) was welcomed. The parking proposals in Station Road and Clifton Road were supported.

Cllrs C C Pond and S Pewsey withdrew from the meeting.

E63 Lopping Hall Clock

Cllr J Davis was nominated to take the chair for this item.

It was agreed that if the clock was repaired and brought up to a good standard that the Council would take over its future maintenance. The Council would retain the right not to undertake any major repairs under these arrangements.

Cllrs C C Pond and S Pewsey rejoined the meeting and Cllr C C Pond resumed the chair.

E64 Accounts for Payment

The following accounts for payment were approved:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2550	Whizzywig Ltd	Newsletter design	93.63	628.63
Direct Debit	NatWest credit card	Diesel & Town Mayor's expenses	13.20	108.21
2551	Sportsequip.co.uk	Playground works	1,937.08	13,006.08
2552	British Telecommunications plc	Cemetery	7.36	49.44
2553	Thames Water Utilities Ltd	Buck Crt/WRPF/Cemetery		229.60
2554	Lloyd Williams Chartered Surveyors	Community Centre fee for lease negotiation	787.50	5,287.50
2555	Craigdene Ltd	Playground safety inspections	59.50	399.50
2556	Epping Forest District Council	Community Centre Building Regulation fees	581.59	3,904.99
2557	Newsquest (London) Ltd	Properties & Projects Officer advert	75.15	504.55
2558	Deltagate Ltd	Buck Crt electrical works	17.23	115.73
2559	Avoncrop Amenity Products Ltd	Cemetery supplies	57.32	384.79
2560	Service Publications Ltd	Newsletter printing		990.00
2561	Essex County Council	WRPF grounds maintenance	120.20	807.03
2562	Centrewire Ltd	Motorbike inhibitor for WRPF	43.97	295.20
2563	RBS Software Solutions	End of year accounts 04/05	175.00	1,175.00
2564	Abbey Fire	Fire extinguisher service Buck Crt	7.96	53.46
2565	H Fairhead Ltd	Transport of fencing panels	5.25	35.25
2566	Royal Mail Group plc	Newsletter and Annual Report delivery		804.88
2567	Service Publications Ltd	Printing costs for annual report		725.00
2568	DBJ (Woodford) Ltd	Electrical works at RVRec Ch Rms	150.15	1,008.15
2569	Andrews Building & Maintenance	Civilian memorial plaque mounting	10.50	70.50
2570	Thames Water Utilities Ltd	RVRec changing rooms		31.70
2571	Acumen Wages Service	Payroll (June)	3.55	23.80
2572	LWC Engineering	RVRec playground repairs	5.25	35.25
DD	Compuserve	Subscription (May)		15.48

E65 Exclusion of Press and Public

The members 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 financial affairs.

E66 Loughton Hall

The Clerk reported on her discussions with the Mental Health Trust, Voluntary Action in Epping Forest and Epping Forest College.

The Committee was anxious to preserve the building and that it should be available for community use. The Committee noted the report and agreed two objectives: secure the building and return it to community use. The Committee expressed its intention to continue negotiations with the relevant authorities to achieve those objectives and would do what it could to facilitate a satisfactory outcome.

Signed.....
Date: 14th September 2005

LOUGHTON TOWN COUNCIL
ENVIRONMENT, HERITAGE AND LEISURE COMMITTEE

MINUTES of the meeting held on Wednesday 14th September 2005 at 7.45 pm at 1 Buckingham Court.

Present

Councillors: J L Woods (in the Chair)
M R M A Chalk (from min. no. E69) M L Daniel
J Davis (from min. no. E71.3) R J Pennington
S Pewsey C C Pond

Also in attendance:

Councillors: S M Harper W T Lattimore D J Wixley

Officers: E K Walsh (Deputy Town Clerk)
J M Innis (Committee Clerk)

1 member of the press

E67 Apologies

No apologies were received.

E68 Confirmation of Minutes

The Minutes of the meeting held on 8th June 2005 were amended to read in item 57.8 "Cllr Wixley raised the issue of holding an Open Day and queried listed building status of the signal box." The minutes also amended at minute nos. E57.1, E57.3, E57.6 and E66 from those circulated were CONFIRMED as a correct record and signed by the Chairman.

Cllr M R M A Chalk joined the meeting.

E69 Public Representations

None were received

E70 Declarations of Interest

Cllr C C Pond declared a personal and non-prejudicial interest in Agenda items 5.8, Essex County Council Financial Assistance, 8, Seats and 10, Parish Paths Partnership Scheme as he is a member of Essex County Council.

E71 Matters for Report
71.1 New cemetery – Min. no. E57.1

The Committee noted the report.

71.2 Skateboard Facility – Min. no. E57.2

The Committee noted the report and expressed concern at the lack of progress.

Cllr J Davis joined the meeting.

71.3 Public Convenience – Min. no. E57.2

The Committee noted the public convenience was now open for use.

- 71.4 Loughton Hall – Min. no. E57.5**
The Committee noted the report and requested that the Planning Committee considers making a comment on the current planning application that Section 106 agreement relating to the development includes the future security of the hall.
- 71.5 Heritage Plaques**
The Committee noted the report.
- 71.6 Willingale Road Allotments**
The Committee noted the report.
It was agreed to consider at the next meeting the placing of a town council sign on the site and to consider the formal arrangements for the management of the allotments.
- 71.7 Willingale Road Playing Field Management Committee**
The Committee noted the report.
- 71.8 Essex County Council Financial Assistance – for information**
The Committee noted the report and resolved to ask members to submit to the Chairman of the Community Committee and Environment, Heritage & Leisure Committees by 30th September 2005 suggestions as to what schemes could be put forward for consideration.
- 71.9 Environmental Improvements**
Cllr C C Pond reported that the replacement of lamp-posts had been completed.
- E72 Current Financial Position**
The Committee noted the current financial position.
- E73 Community Litter Picking – Min. no. E57.6**
The Committee AGREED to hold a community litter picking event run as a joint initiative with the Community Committee and that the details of the event should be arranged by the Chairmen of both committees.
- E74 Seats**
The Committee noted the report and that a full inspection of the seats was currently being undertaken.
It was AGREED to install two new seats, one at a suitable site in Oakwood Hill between Highwood Lane and the traffic lights and the other on the corner of Potters Close and York Hill, subject to land owners' consent. Members of the council were invited to submit requests for new seats to the Town Clerk before the next meeting of the committee.
- E75 Teen Shelters – Min. no. E59**
The Committee noted the report. In response to the grant conditions set by Epping Forest District Council it was AGREED to seek the views of potential user groups by contacting them directly and including an article in the next edition of Think Loughton.
- E76 Parish Paths Partnership Scheme (P3)**
The Committee noted the report and expressed interest in taking part in the P3 Scheme. It was AGREED to invite the Public Rights of Way Officer from Essex County Council to a meeting of this Committee and recommended that ward members should inspect the maps held by the Town Council.
Cllr C C Pond offered to draw up a synopsis of the Public Rights of Way and mark them on a suitable map for further consideration by the Committee.

E77 Budgets and Priorities for 2006/07

The Committee discussed suggestions for additional items to be included in next year's budget. It was AGREED that the budget for street furniture, including items such as name plates for alleyways, salt/grit bins and seats, should be raised significantly.

The Committee considered possible re-surfacing of the tennis courts on the Roding Valley Recreation Ground and agreed to seek an up-date from the Loughton Athletics Club on the progress of its proposed all-weather running track.

E78 Accounts for Payment

The following accounts for payment were approved:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2679	Grangewood Plastic Packaging Ltd	Refuse sacks	42.44	284.94
2680	Arwin Services	Cleaning at K Hall	63.00	423.00
2681	WPP Architects	Community Centre fees	349.65	2,347.65
2666	Service Publications Ltd	Newsletter printing		990.00
2682	Public Works Loans Account	Community Centre		18,295.62
2683	Royal Mail Group plc	Newsletter delivery		622.91
2684	Hutton Construction Ltd	Community Centre construction	24,474.14	164,326.39

Signed.....

Date: 9th November 2005

LOUGHTON TOWN COUNCIL
ENVIRONMENT, HERITAGE AND LEISURE COMMITTEE

MINUTES of the meeting held on Wednesday 9th November 2005 at 7.45 pm at 1 Buckingham Court.

Present

Councillors: J L Woods (in the Chair)
M R M A Chalk M L Daniel
J Davis R J Pennington
C C Pond D J Wixley (substitute for S Pewsey)

Also in attendance:

Councillors: R E Pearce

Officers:

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

1 member of the public

E79 Apologies

Apologies for absence had been received from Cllr S Pewsey. Cllr D J Wixley had been nominated as Cllr Pewsey's substitute for the meeting.

E80 Confirmation of Minutes

The Minutes of the meeting held on 14th September 2005 were amended to read in item E71.8 "Among the schemes discussed were changing rooms at Willingale Road Playing Field and a street museum." The minutes were CONFIRMED as a correct record and signed by the Chairman.

E81 Public Representations

None were received.

E82 Declarations of Interest

Cllr C C Pond declared a personal and non-prejudicial interest in Agenda items 5, Parish Paths Partnership, 6.9, Salt/grit bins, 6.10, Naming of Alleyways and 8, Essex County Council Community Initiatives Fund as he is a member of Essex County Council.

E83 Parish Paths Partnership

Tim Gardiner of Essex County Council was welcomed to the meeting and gave a presentation about the Parish Paths Partnership Scheme.
Tim Gardner was thanked for his presentation and it was AGREED the Town Council would join the scheme.

E84 Matters for Report**84.1 150th Anniversary of the railway to Loughton – Min. no. E57.8**

Cllr C C Pond declared a personal but non-prejudicial interest by virtue of his membership of the Loughton and District Historical Society, which is producing a booklet on the anniversary.

It was agreed to ask Loughton Library if its exhibition space was free in August/September 2006.

84.2 New Cemetery – Min. no. E71.1

The report was noted.

Cllr R E Pearce joined the meeting

84.3 Skateboard facility – Min. no. E71.2

The report was noted.

84.4 Willingale Road Playing Field – Min. no. E71.7

A report had been received from Turftrax and was being evaluated.

84.5 Community Litter Picking – Min no. E73

The date of the event was noted and the members were asked to suggest venues for litter picking.

84.6 Seats on Highwood Lane – Min. no. E52

The report was noted. Sites for two new seats were discussed; it was agreed to proceed with one in York Hill (Potters Close). Three sites in Oakwood Hill were identified – a grass verge between Highwood Lane and the Oakwood Hill/Valley Hill traffic lights (which was not considered a suitable location) and outside the Oakwood Hill industrial estate or on the other side of the road by the Nature Reserve. These would be investigated and the result reported back to the Committee.

84.7 Teen Shelters – Min. no. E75

The report was noted.

84.8 Loughton Athletics Club – Min. no. E77

The report was noted and it was AGREED to give a timescale of one year to the Loughton Athletics Club for the work to be started.

84.9 Salt/grit bins – Min. no. E44.7

A meeting had taken place with the Area Manager of West Essex Highway Authority and the six sites were discussed with him.

84.10 Naming of alleyways – Min. no. E44.7

The report was noted. There was sufficient finance available to proceed with installing some nameplates without waiting for a conclusion to the salt/grit bin issue so this would be progressed.

E85 Current Financial Position

The Committee NOTED the report.

E86 Essex County Council Community Initiatives Fund – Min. no. E71.8

The Committee noted the report. Suggestions for funding included a street museum, changing room facilities and pitch improvements on the Willingale Road Playing Field. Cllr C C Pond's draft proposals for a street museum would be circulated to all Committee members.

E87 Willingale Road allotments and open space**87.1 Management of the allotment site**

The report was noted.

The Committee asked about the conditions under which the Roding Road allotment site is managed, and requested a site visit there in Spring 2006.

Cllr R Pennington left the meeting.

82.2 The open space part of the site

It was agreed to leave the land wild at present, and to seek advice about management as a nature reserve. A pond could be dug out. The Committee noted the funds which had been budgeted for fencing works.

E88 “Finger” sign-posts

The Committee noted the report. Cllr C C Pond proposed the work should be carried out and funded from the underspent budget for fencing at the Willingale Road open space. The motion was seconded and was carried.

The Committee AGREED to suspend Standing Order 1.4 and AGREED to conclude the meeting by 9.45 p.m.

E89 Clean Neighbourhoods and Environment Act 2005

The Committee noted the report and it was AGREED to make no comment until more details were known.

E90 Committee Priorities

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

Current Priority	Revised Priority	Main Function	Greater Detail/Current Position
On-going activities			
	High	Running the committee	Agenda, reports, research, minutes, finance, admin
	High	Open spaces	Maintenance
	High	Cemetery	Burials, administration, maintenance
	High	Playgrounds	Maintenance
	High	Heritage plaques, drinking fountain, seats and other street furniture	Installation and maintenance
	High	Allotments	Lettings, licences, admin.
	High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance, works
	High	Broadway toilet	Maintenance
	High	Responding to consultations	Variable
	High	Any other matters within the committee's terms of reference	
Current activities			
	1	Lady Whitaker's Mead	Development of new cemetery
	2	Skateboarding facility	Negotiations with Epping Forest College
	3	Teen Shelters	Consultation and works

	3	Willingale Road allotments	Appointment of managers
	4	Salt/grit bins	Site surveys, permissions, ordering
	4	Seats	Investigate and install
	5	Naming alleyways	Investigate and install
	5	"Finger" signposts	Refurbish
	5	Playground works	Replacement of items/surfacing
	5	R V Rec Gd – colts pitch for Roding Valley Cricket Club	Licence under discussion with EFDC
	6	R V Rec Gd legal status	Awaiting EFDC
	6	Community Litter pick	
	6	Willingale Road Playing Field	pitch works
	7	Clean Neighbourhoods & Environment Act	Pending further information
	7	Willingale Road open space	Advice on creating nature reserve

The Committee AGREED to suspend Standing Order 1.4 and AGREED to conclude the meeting by 9.50 p.m.

E91 Draft estimates for 2006/07

The budgets for 2006/07 were AGREED as below. The Committee also AGREED to the Rolling Programme.

Estimates 2006/07			
	Income	Expenditure	Transfer from earmarked reserves
Street furniture and lighting		13,300	3,000
Allotments	80	1,000	
Roding Valley Rec. Gd.	6,620	109,500	
Playgrounds		20,000	
Open Spaces		13,500	
Cemetery	16,000	46,500	3,000
Skateboarding facility – Capital costs		38,000	33,000
Skateboarding facility – Revenue costs		1,000	
Willingale Road Playing Field	2,900	39,100	
Lady Whitaker's Mead/new cemetery		20,000	
Vehicle/replacement		1,000	
General		500	
Contingencies		2,000	
Service Charge		TBC	
Total	25,600	305,400	39,000

The Committee AGREED the cemetery increases specifically identified and a 3% inflation increase on all fees and charges.

E92 NACRO Project

The Committee AGREED to allow free use of the Willingale Road Playing Field and changing rooms by the Epping Forest and NACRO Community Sports and Leisure Project on Wednesdays from 4 – 7 p.m., weather and daylight permitting.

Cllr J Davis wished her dissent to be recorded.

E93 Roding Valley Recreation Ground – use by Vineyard Church

The Committee AGREED to allow free use of the Roding Valley Recreation Ground by the Vineyard Church for its Inside-out Weekend on 29th and 30th July 2006.

Cllr J Davis wished her dissent to be recorded.

E94 Accounts for Payment

The following accounts for payment were approved:

Cheque no.	Payee	Purpose	VAT	Gross Amount
DD	NatWest credit card	Diesel	5.96	40.01
2737	Acumen Wages Service	Payroll (October)	7.22	48.47
2738	Homebase Ltd	K Hall, cemetery & Parks & Amenities Warden supplies, RVRRec building maintenance	10.44	70.12
2739	Home Start Epping Forest	Grant		1,005.00
2740	Tim Moya Tree Services Ltd	Arboricultural services (Community & Youth Centre)	158.61	1,064.96
2741	Glasdon UK Ltd	Seat & fixings	68.70	461.31
2742	Britelec Network Services Ltd	Computer equipment	25.38	170.38
2743	EFDC	Rates; RVRRec Ch Rms, K Hall, WRPF Ch Rms, Buck Crt		1,345.82
2744	D&H Animal Husbandry	RVRRec tennis court fencing	2182.95	14,656.95
2745	London Energy	Cemetery	1.41	29.55
2746	Hutton Construction Ltd	Community Centre construction	13,277.88	89,151.46
2747	Select Business Equipment Ltd	Photocopying	14.45	97.04
2748	Arwin Services	Cleaning at Buck Crt & K Hall	109.38	734.38
2749	Royal Mail	Postage		250.00
2750	Klick Photopoint	Christmas competition certificate frames	3.12	20.94
2751	W.H. Smith	Christmas card competition prizes		100.00
2752	Hutton Construction Ltd	Transformer station works at Community & Youth Centre	39.38	264.38

Signed.....
Date: 8th February 2006

LOUGHTON TOWN COUNCIL

ENVIRONMENT, HERITAGE AND LEISURE COMMITTEE

MINUTES of the meeting held on Wednesday 8th February 2006 immediately following the Special Council meeting at 7.45 pm at 1 Buckingham Court.

Present

Councillors: J L Woods (in the Chair)
M R M A Chalk M L Daniel R J Pennington
C C Pond S Pewsey

Also in attendance:

Councillors: K E Angold-Stephens S M Harper
C P Pond D J Wixley

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

3 members of the public

E95 Apologies

Apologies for absence had been received from Cllr J Davis.

E96 Confirmation of Minutes

The Minutes of the meeting held on 9th November 2005 were CONFIRMED as a correct record and signed by the Chairman.

E97 Public Representations

None were received.

E98 Declarations of Interest

Cllr C C Pond declared a personal and non-prejudicial interest in Agenda items 5.1, as a Lopping Hall Trustee and Chairman of the Loughton and District Historical Society, 5.3, Seats, 5.4, Salt/grit bins and 5.6, Quiet Lanes (an extra Matters for Report item not in the Agenda) as he is a member of Essex County Council.

E99 Matters for Report

99.1 150th Anniversary of the railway to Loughton – Min. no. E84.1

As the Chairman of the Historical Society Cllr C C Pond offered to discuss the anniversary with the Society, officers and other parties to see if they could mount an exhibition in the library in September. This was agreed.

99.2 Community Litter Picking – Min. no. E84.5

The Committee noted the report. The Chairman urged members to keep the 6th May 2006 free and volunteer to help. Local schools and the college would be asked to support the initiative.

99.3 Seats – Min. no. E84.6

It was agreed to install two seats in Oakwood Hill, towards the Chigwell Lane traffic lights end; the Properties and Projects Officer to decide the actual sites. The provision for providing and emptying litter bins near the seats should also be investigated.

99.4 Salt/grit bins – Min. no. E84.9

The report was noted.

Cllr C C Pond requested a letter giving details of the council's actions to get the bins installed. He would raise the matter with the relevant Portfolio Holder at Essex County Council.

99.5 Naming of Alleyways – Min. no. E84.10

The report was noted.

99.6 Quiet Lanes

Cllr C C Pond referred to the proposals discussed by the Committee in September 2002. He had been in touch with the Quiet Lanes Officer at Essex County Council. The Town Council might be asked to make proposals for action at the end of 2006/07.

E100 Current Financial Position

The Committee NOTED the report.

The Committee discussed the allotment finance and agreed to review the policy on allotment financing and management at a future meeting of the Committee.

E101 Teen Shelters – Min. no. E84.7

The report was noted.

The three chosen sites were discussed and sites near Broomfield Avenue and north/west Pyrles Lane were also proposed but were rejected as they were not included in the public consultation.

It was AGREED to site the teen shelters on the Highwood Lane and Willingale Road sites.

The situation would be monitored and, if either of the shelters had an excessive number of problems, the council would remove them. A report would be made to the Committee six months after installation of the shelters.

In the event that the shelters were to be moved there would be a further public consultation on any new sites.

E102 Willingale Road Playing Field – Min. no. E84.4

The report was noted. Concern was expressed about spending a significant sum on the pitches which were currently not greatly utilised.

The members discussed whether there was adequate football provision in the district and considered other sporting facilities.

It was agreed to defer any action on pitch improvements pending discussion with the local sports authorities and interested councillors to offer a wider basket of sports.

E103 Broadway toilet

The report was noted and it was AGREED to continue to maintain the toilet.

E104 Accounts for Payment

The following accounts for payment were approved:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2836	Wicksteed Leisure Ltd	Playground equipment	5.69	38.23
2837	Foskett Marr Gadsby & Head	Willingale Road allotments legal fees	265.38	2,027.88
2838	Epping Forest District Council	Refuse collection, Cemetery & Kingsley Hall	154.93	1,040.27
2839	Select Business Equipment Ltd	Photocopying and stationery	28.57	191.83

2840	Printing Supplies	Stationery	1.96	13.16
2841	ICCM	Training fees	17.50	117.50
2842	EDF Energy 1 Ltd	Kings Green, RVRec & WRPF changing rooms & Cemetery	29.53	620.17
DD	NatWest credit card	Diesel	6.11	41.01
2843	Newsquest (London) Ltd	Notice of Audit & Deposit of Accounts advert and Planning Clerk advert	166.39	1,117.19
2844	Rural Community Council of Essex	Annual subscription		30.00
2845	British Gas Trading Ltd	Kingsley Hall	95.36	640.32
2846	Cash	Reimburse petty cash		54.69
2847	Hutton Construction Ltd	Community Centre construction	15,042.21	100,997.71
2848	Royal Mail	Postage		250.00
2849	British Telecommunications plc	Buck Ct	50.05	336.06

E104.2 The Committee NOTED that the following payment was made between meetings as a matter of urgency:

336	Royal Mail	Postage		50.00
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E105 Exclusion of the 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 affairs.

E106 Roding Valley Recreation Ground – Changing Room blocks

The report was noted.

The members opposed the proposed arrangement and rejected the proposal.

Signed.....

Date: 5th April 2006

LOUGHTON TOWN COUNCIL

ENVIRONMENT, HERITAGE AND LEISURE COMMITTEE

MINUTES of the meeting held on Wednesday 5th April 2006 at 7.45 pm at 1 Buckingham Court.

Present

Councillors: J L Woods (in the Chair)
M L Daniel R J Pennington
S M Harper (as substitute for Cllr Chalk)
R E Pearce (as substitute for Cllr Pewsey)
D J Wixley (as substitute for Cllr C C Pond)

Also in attendance:

Councillors: R E Brookes

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

3 members of the public

E107 Apologies

Apologies for absence had been received from Cllrs M Chalk, C C Pond and S Pewsey.

E108 Confirmation of Minutes

The Minutes of the meeting held on 8th February 2006 were CONFIRMED as a correct record and signed by the Chairman.

E109 Public Representations

None were received.

E110 Declarations of Interest

No Declarations of Interest were made.

E111 Matters for Report

111.1 Loughton Hall – Min. no. E71.4

The Clerk reported the talks were continuing between the college and the preferred bidder.

111.2 “Finger” signposts – Min. no. E88

The Committee noted the finger posts were now in place in Forest Road and Traps Hill and expressed congratulations to the local company who had created them.

111.3 Seats – Min. no. E99.3

The Committee noted the proposed locations of the seats and litter bins to be placed on sites in Oakwood Hill and York Hill.

111.4 Naming of Alleyways – Min. no. E99.5

The Clerk reported that some nameplates had now been placed.

111.5 Teen Shelters – Min. no. E101

The Committee noted that the teen shelters had been ordered. It also noted the petition received from the residents of the Oakwood Hill estate and the concerns of the residents were discussed.

The original decision of the Committee to install the teen shelters was further discussed and it was reiterated that the shelters would be moved if there were problems with their use.

It was agreed that installation of the shelter on the Roding Valley Recreation Ground would be postponed to allow two members of the Committee and the Clerk to meet residents. The meeting would be held as soon as possible within the next fortnight, and the shelter would not be installed until after this time.

111.6 Community Litter Picking Day – 6th May 2006 – Min. no. E99.2

Several sites had been identified for litter picking. Protective equipment and sacks would be provided and the event would be advertised with posters on noticeboards and an article in the local press.

Refreshments would also be made available.

Cllr Brookes left the meeting.

111.7 Parish Paths Partnership Min. no. E83

The Committee noted the report and dates for volunteer days planned for June would be circulated to members.

E112 Current Financial Position

The Committee NOTED the report.

E113 Use of Roding Valley Recreation Ground**113.1 Use by NACRO**

The Committee noted the report and it was agreed to consent to NACRO's request for the Epping Forest Community Sports and Leisure Project to run informal football and sports sessions at Highwood Lane on Thursdays from 4 – 5 pm free of charge.

113.2 Use by outdoor fitness group

The report was noted. It was agreed to allow the use by the fitness group of up to a maximum of 60 members at a charge of approximately 1.5 times the cost of a football pitch per session. The arrangement would be reviewed after six months.

113.3 Potential football club

The report was noted and the proposal was discussed.

It was noted that the lease to be granted to the Town Council by Epping Forest District Council had still not been finalised and the question of the Town Council issuing licences to clubs arose.

Similar approaches had been made in the past by outside organisations to the Town Council and it was agreed in principle that the Town Council should continue to manage the football pitches and keep the recreation ground for greater public use.

E114 Accounts for Payment

The following accounts for payment were approved:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2896	Epping Forest District Council	Rates; Buck Crt, K Hall, RVRec & WRPF Ch Rms		1,457.58

2897	NALC	LCR subscription		42.00
2898	EALC	Training fees		26.00
2899	CPRE	Subscription		26.00
2900	NALC	DIS Subscription	15.75	105.75
2901	J T Wheeldon	Webmaster honorarium		1,000.00
2902	Zurich Insurance Company	Insurance 06/07	31.50	5,237.57
2903	British Gas Trading Ltd	Buck Ct	10.83	227.61
2904	Cash	Reimburse petty cash	3.77	118.91
2905	AtoZ Supplies	Stationery & KHall supplies	8.44	56.69

Signed.....

Date: 21st June 2006