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

**Minutes of the Meeting held on Wednesday 30<sup>th</sup> July 1997 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** F W Marshall (in the Chair)

R H Eveleigh

C C Pond

B R Sagers

P J Sare

J P Woodman

**Also in attendance:**

**Councillors:** M W Juniper

S W Murray

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

**E1 Apologies for absence**

Apologies for absence were received from Councillor Mrs Barnett.

**E2 Confirmation of Minutes**

The Minutes of the meeting held on 21<sup>st</sup> April 1997 were confirmed as a correct record and signed by the Chairman.

**E3 Matters for Report****3.1 Town Enhancement Schemes**

The consultants working on the scheme had requested to meet town councillors. The date of 20<sup>th</sup> August was AGREED for the meeting.

**E4 Finance**

The Chairman of Finance and General Policy Committee explained how this Committee's allocation of finance had been reached. The figure of £16,000 was for discretionary spending, in addition to committed works. The Committee was pleased that projects already agreed would now be able to proceed. The total spent on facilities under this Committee was the highest in the Council - £150,000. The Cemetery would not be handed over to the Town Council until 30<sup>th</sup> September 1997, and this would result in additional administrative charges for the Council.

The Committee DECIDED to maintain the allocation as one fund rather than allot it to specific budget headings.

**E5 Play Areas on Housing Estates – Min. no. 55**

The Committee CONFIRMED that it was interested in taking over these play area, and ACCEPTED that there were significant cost and other resource implications for the future. Joint site visits with the District Council would be arranged to assess the condition of the play areas. The Town Council would then decide which it felt able to take over as they stand, and what work was required on the others.

**E6 Donation of trees by Epping Forest District Council to commemorate new parishes – Min. no. 247**

The Committee NOTED the agreement of the District Council to the proposed tree planting site at the junction of Rectory Lane and Westall Road.

**E7 Noticeboards – Min. no. 311****7.1 Internal premises**

The Clerk REPORTED that noticeboard space is now in use in both the Loughton and Debden libraries. The Committee AGREED that a suitable board could be purchased for use in the Broadway Housing Office.

**7.2 Other boards**

The offer of a board from Epping Forest District Council was ACCEPTED, to be placed in the approach to Loughton Station. It was AGREED that a noticeboard could be purchased to place outside the Town Council office, subject to the landlord's agreement. Purchase of other boards would be deferred while the Town Enhancement Schemes were being drawn up, as these would set a standard of consistency for street furniture.

**E8 Public Seats – Min. no. 317**

The Committee CONFIRMED its agreement to assume responsibility for the public seats in Loughton. It was AGREED that up to £1000 could be spent on repairs and refurbishment of existing seats, and any in a dangerous state beyond repair should be dismantled. No new seats would be purchased pending the Enhancement Scheme reports.

The BP garage in the Broadway would be approached again regarding a seat.

**E9 “A” boards and merchandise on public footway/pavement – Min. no. 321**

The Committee NOTED the response from the District Council

**E10 Skateboarding Facility – Min. no. 327**

The Committee NOTED that the proposed site on Oakwood Hill was unsuitable; also that the land between Oakwood Hill and the river is part of the Nature Reserve.

It was suggested that the ramp could be placed on the Recreation Ground between the mound and the running track. The Clerk was asked to consult the Athletics Club on this proposal, and also to ask the potential young users what their requirements would be.

Provision of a skateboard ramp would be a major project and should be carried out as a capital item. The Clerk was asked to obtain some costs and place them before the Finance and General Policy Committee.

**E11 Bus Shelters – Min. no. 425**

It was AGREED that the bus shelter in Jessel Drive should be erected; the design should be the same as in Hillyfields. The shelter in Chester Drive should be repaired and re-painted; possible purchase of a litter bin would be deferred pending the Town Enhancement proposals.

The Committee NOTED that as Adshel's shelters remain their responsibility this was not a problem for the Town Council. The Committee agreed to ACCEPT responsibility for the other shelters in the town. Councillors would be asked to survey the shelters in their wards and report on their location and condition; also whether factors such as whether there are seats present.

**E12 Christmas Illuminations – Min. no. 427**

The Committee NOTED with thanks the work carried out by Councillor Mrs Sagers in canvassing traders; Councillor Sare had been prevented from assisting by family circumstances. As only a few traders had offered support, the Committee decided

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NOT TO PROCEED with a scheme for illuminations in the High Road, and to inform those traders accordingly.

**E13 Emblem for Loughton Town Council – Min. no. 430**

The Committee AGREED to the expenditure of £225 to have the emblem professionally presented.

**E14 Conservation Area Enhancement Schemes – Min. no. 432**

The Committee NOTED the District Council's response, and asked about the documents which were said to be available in June.

**E15 Blue Plaque Scheme – Min. no. 433**

The blue plaques were to be erected either by a contractor acting for the Town Council, or by the householders themselves. The householders would be asked for permission to erect the plaques; a wayleave was not necessary.

**E16 Reinstatement of Loughton Pump – Min. no.434**

Although there had been no official information about the pump, councillors believed it had been found and re-furbished, and was awaiting permission from the Conservators before re-erection, at the District Council's expense.

**E17 Street light at junction of York Hill and Forest Way**

The Committee NOTED that this light was to be installed.

**E18 Loughton Burial Ground**

The Committee AGREED that it wished to enforce the cemetery regulations, and would support the District Council in their current efforts to do this.

The possibility of retaining the storage hut as an open-fronted shelter was discussed, and the Clerk asked to obtain some figures.

**E19 Roding Valley Recreation Ground – Canada Geese**

The Committee NOTED concerns expressed about the proliferation of Canada geese, although there is no easy solution to the problem. The Clerk would ask other bodies what sort of action might be possible.

**E20 Proposed Football School**

It was AGREED to defer this possibility to next season.

**E21 Review of Standing Orders**

This was DEFERRED for consideration at the next meeting.

**E22 Grange Farm Footpath over the M11**

The Committee AGREED that there needs to be access between Loughton and Chigwell but it should be as a public right of way. Two representatives from the Committee would attend the meeting when arranged.

**E23 Essex Playing Fields and Children's Play Association**

It was AGREED to join the Association.

**E24 Roding Valley Nature Reserve**

Members who wished to attend the walk should inform the Clerk.

**E25 Aircraft Noise**

The Committee NOTED that some councillors had had complaints about excessive aircraft noise; the Chairman of the Council offered to speak to the manager of the airport.

**E26 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to the Council's commercial affairs and staffing matters.

**E27 Kingsley Hall**

The Committee NOTED the information about the current users. It was AGREED that the general charges would be increased to £6.50 per hour or part thereof from 1<sup>st</sup> January 1998; the Day Centre charges would be £2 per hour. These prices would remain to April 1999, unless an unforeseen event required them to be reviewed prior to that.

The policy was that payment was required in advance for the facilities, but special arrangements would be made for the current principal user.

A new request to hire the Hall was noted, and it was AGREED that such uses were acceptable.

The current number of cleaning hours was CONFIRMED, and the times could remain flexible, subject to the needs of the Town Council.

**E28 Football Pitches, Roding Valley Recreation Ground**

The Committee NOTED the report. It was agreed that as the telephone was very expensive but had apparently been installed as a safety measure at the request of the clubs, they would be asked if they wished the facility to be retained. This option would result in increased cost for them.

It was to decided to increase the prices by 3.3%, rounded up. The current discount of 10% would be offered for payment for the whole season in advance. The norm would be payment in two halves. Any other method of payment would incur a premium of 5% of the whole amount.

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**Minutes of the Meeting held on Wednesday 8<sup>th</sup> October 1997 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** F W Marshall (in the Chair)

C C Pond

P J Sare

B R Sagers

J P Woodman

**Also in attendance:**

**Councillors:** L J Harris

M W Juniper

S W Murray

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

**E29 Apologies for absence**

Apologies for absence were received from Councillors R H Eveleigh and Mrs J M Barnett.

**E30 Confirmation of Minutes**

The Minutes of the meeting held on 30<sup>th</sup> July 1997 were confirmed as a correct record and signed by the Chairman.

**E31 Matters for Report**

**31.1 Oakwood Hill (Prohibition of Waiting) Order 1997**

The confirmation of this order was NOTED.

**31.2 Kingsley Hall Hire**

A request had been received to hire Kingsley Hall for a 13-year-old's birthday party on a weekday evening. There would be a disco until 9.00 p.m. It was agreed to PERMIT this use as an experiment.

**31.3 Noticeboard**

The District Council had responded to the Town Council's request for a board on the approach to the station, stating that this was land owned by London Underground and permission was likely to be very difficult to obtain. The Committee felt that as there had previously been a noticeboard, of which only the remains of posts were still extant, it was a replacement rather than a new board, and this venue was still the most desirable.

**31.4 Epping Forest District (Loughton Way Service Road, Loughton) (One-Way Traffic) Order 1997**

The District Council proposes to make an order introducing a one-way traffic system in Loughton Way Service Road. The Committee had NO OBJECTION to this proposal, but pointed out that the majority of the road was in the parish of Buckhurst Hill.

**31.5 Public Seats**

The possible new seat in the Broadway is still being investigated. A "Loughton Town Council" plaque on it would be desirable.

**31.6 Renewal of Licences for Public Entertainment**

The Committee NOTED the potential applications, and pointed out that the Roding Valley Annexe had been demolished several years previously.

**E32 Petition**

The Committee NOTED the petition received, and AGREED to forward a copy to the District Council, accompanied by a request for an urgent review of car parking in Loughton and of the arrangements for season tickets.

**E33 Facilities operated by this Committee – Management and Maintenance**

The Committee AGREED to set up a Working Party of five members, including the Chairman and Vice Chairman of the Committee and three others to be appointed at the Council meeting. The Working Party would report to this Committee, and was given delegated power to deal with any matters requiring decisions as a matter of urgency.

**E34 Review of Standing Orders**

The Committee SUPPORTED the concept of aims and objections to provide a framework for the Council's activities. There should be some provision in the Standing Orders expressly permitting joint meetings of committees. The Council would be asked which committee should deal with matters of public transport.

**E35 Boundary Signs on Town Approaches**

It was AGREED that boundary signs, incorporating the Council's emblem, should be placed on a number of approaches to the town. Councillor Pond offered to draw up a list of sites. Figures for likely costs would be obtained.

**E36 Estimates for 1998/9**

Firm figures would be drawn up at the next meeting. The backlog of items the Committee would like to carry out and the possibility of taking over play areas on housing land would probably require an increase in finance.

**Signed.....**

**Date.....**

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

**Minutes of the Meeting held on Wednesday 19<sup>th</sup> November 1997 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** F W Marshall (in the Chair)

J M Barnett	R H Eveleigh	C C Pond
B R Saggars	P J Sare	J P Woodman

**Also in attendance:**

**Councillors:** L J Harris                      M W Juniper                      A T Lee  
 J Ormston                                      R E Pearce  
 S M Harper (from 8.50 p.m.)

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

**E37 Apologies for absence**

No apologies for absence were received.

**E38 Confirmation of Minutes**

The Minutes of the meeting held on 8<sup>th</sup> October 1997 were confirmed as a correct record and signed by the Chairman.

**E39 Matters for Report**
**39.1 Skateboarding Facility – Minute no. E10**

The Committee NOTED that the Clerk was attending a meeting with the District Council to discuss the possibility of ramp provision.

**39.2 Conservation Area Character Appraisals – Minute no. E14**

The Committee NOTED that the character appraisals for the Loughton Conservation Areas were due out for consultation in November.

**39.3 Heritage Plaque Scheme – Minute no. E15**

The response to the requests to erect plaques had not been very positive. Cllr Pond would follow up the property in Woodbury Hill. He confirmed that the plaques did not infringe any English Heritage copyright. Forest green might be a more suitable colour.

**39.4 Roding Valley Recreation Ground – Canada Geese – Minute no. E19**

The Committee NOTED various possible options to control the population of Canada Geese, but felt there was no solution which could be pursued at the present time.

**39.5 Football Pitches – Minute no. E28**

The Committee NOTED that no football club had requested the telephone to be retained, so it had been removed.

**39.6 Petition – Minute no. E32**

The Committee NOTED that the District Council would discuss the points raised at the Transportation Committee on 4<sup>th</sup> November.

**39.7 Noticeboards – Minute no. E31.3**

The location of the former noticeboard by the Station was identified as 11 yards south of the junction. The Clerk would pursue this matter directly with London Underground.

**39.8 Christmas Illuminations**

It was AGREED that the lights on the tree at Kings Green would be turned on after 1<sup>st</sup> December and switched off again after 6<sup>th</sup> January. The Clerk would obtain information about the specification for the work carried out last year.

No request for finance to support the lights on the Broadway had yet been received.

**39.9 Kingsley Hall**

The Committee AGREED that refunds would not be given for hall bookings which were not used; one month's notice of cancellation must be given.

**E40 Town Council Emblem – Minute no. E13**

**40.1** The Committee APPROVED the final designs and colour of the emblem, and further expenditure to draw up the style for stationery etc. The emblem would be widely used in the Town Council's activities as a unifying force.

**40.2** The Committee decided NOT TO PERMIT use of the emblem by an outside organisation.

**E41 Loughton Fountain**

The Committee CONSIDERED the District Council's proposal to restore the fountain, but requested further information.

**E42 Cemetery****42.1 Administration**

The Committee NOTED the administrative workload which had arisen since taking over the Cemetery.

**42.2 Professional Organisation**

The Committee agreed to JOIN the Confederation of Burial Authorities at a fee of £50.00 p.a.

**42.3 Definition of "Resident"**

The definition of "resident" was AMENDED. The revised rules as agreed are as follows:

The **Loughton** residents' rate for purchases of exclusive rights and interments will apply where:

EITHER

1. At the time of death the deceased was resident in the administrative parish of Loughton

OR

2. The person owning or purchasing the burial rights is resident in the administrative parish of Loughton

OR

3. In the case of a stillborn child, either parent is resident in the administrative parish of Loughton

OR

4. The deceased was resident in the administrative parish of Loughton for five or more years but became non-resident involuntarily (for instance to receive residential care in another area) during the period immediately prior to the date of death.

For memorial applications, the owner of the exclusive rights must be resident in the administrative parish of Loughton to qualify for the residents' rate.

For transfers and assignments, the residents' rate will only apply where both the transferor/assignor and the transferee/assignee are resident in the administrative parish of Loughton.

The **Buckhurst Hill and Chigwell** residents' rate will apply where the criteria listed above are satisfied in respect of residence by substituting "Buckhurst Hill or Chigwell" for "Loughton".

**EXCEPT THAT**

where the person owning the burial rights was, at the time of a purchase effected before 1<sup>st</sup> October 1997, resident in the administrative parishes of Buckhurst Hill or Chigwell and is still resident in either of those two parishes or meets the criterion specified in (4) above, the fees will apply as for Loughton residents. The rate will only apply to fees in respect of that grave space or spaces, and will not apply to any purchase taking place on or after 1<sup>st</sup> October 1997.

**42.4 Fees**

It was AGREED that the fee for interment of cremated remains should be increased to £80.00 (£160; £240) from 1<sup>st</sup> December 1997.

It was also AGREED that the District Council would be permitted to use public graves on occasions where it had a statutory duty to make funeral arrangements, but that the normal fees would apply.

**42.5 Regulations**

The Regulations required a major review; the Clerk would re-draft the Regulations and they would be agreed by the Chairman and Vice-Chairman of the Committee. Some immediate amendments were made: Memorials on cremated remains plots would be permitted to slope from 2" high down to 1". In the newly opened G section, the only memorials permitted would be the plaque and one vase. No other embellishments of the plot, nor planting etc., would be permitted.

**E43 Parking on Pavements**

Cllr Mrs Ormston spoke of the difficulties and dangers experienced by pedestrians when vehicles park on pavements. In some areas such vehicles are immediately fined, but in Loughton it appears any steps taken are very limited. The reason given is that the local authority has to enact a bye-law prohibiting such parking. This would have to be done by the District Council as the Town Council does not have the power.

**E44 Loughton Station**

The Committee considered that a bench in the booking hall would NOT encourage local youths to loiter. London Underground ought to be able to fund a bench from its own resources.

**E45 Estimates for 1998/9**

The estimates for 1998/9 were considered and AGREED as follows:

	Expenses £	Receipts £
Street furniture and lighting (includes seats, bus shelters, noticeboards and signs, Christmas lights etc.)	12,000	
Kingsley Hall	12,000	5,500
Allotments	2,000	
Roding Valley Recreation Ground Playgrounds	90,000	6,500
Open spaces	4,000	
Cemetery	42,000	15,000
General	500	
Contingencies	2,000	
Future projects fund	5,000	
Total	185,500	27,000
Net requirement	158,500	

Charges for 1998/9:

Kingsley Hall: £6.50 per hour; £2.00 per hour for Day Centre.

Football Facilities: Increase by 3.6%, rounded up.

Cemetery: The structure of fees as has been applied by the Town Council was confirmed. The fees would be increased by 3.6%, rounded up.

#### **E46 Accounts for Payment**

The cheques already paid were NOTED.

The accounts for payment were APPROVED as follows:

Cheque no.	Payee	Purpose	VAT	Gross Amount
148	Essex County Council	Supplies	44.10	296.16
149	CAB Loughton	Grant	0.00	300.00
150	Friday Day Care Centre	Grant	0.00	200.00
151	Partners by Design	Emblem	39.38	264.38
152	Select Business Equipmt.	Photocopying	6.49	43.59
153	Society of Local Council Clerks	Subscription	0.00	72.00
154	DBJ (Woodford) Ltd.	Boiler works, Kingsley Hall	51.05	342.75
155	Robin Stokes & Assocs.	Tree work	5.25	35.25
156	Eastern Essex Herts Regional Employers' Organisation	Employee handbook	0.00	10.00
157	Simply Computers	Software	13.13	88.13
158	L R Fuller	Mileage & Reimbursement	5.96	60.87
159	Cash	Petty cash	0.00	88.05
Transfer	No. 2 account	Reimburse imprest	0.00	3000.00
				4063.31

**E47 Exclusion of Press and Public**

The Committee RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to the Council's commercial affairs.

**E48 Acquisition of Property**

**48.1 Land off Willingale Road**

The Committee noted that Essex County Council might be interested in disposing of this piece of land, and AGREED to express an interest in acquiring it, depending on the terms offered.

**48.2 Former Luctons' Girls' School Playing Field**

The Committee AGREED to approach the College with a view to purchasing the field.

**48.3 Loughton Hall**

The Committee AGREED to approach the District and County Councils to request them to purchase the Hall and hand it over to the Town Council. The District Council would also be asked to ensure that at least part of the considerable sum of money, which they would raise by agreeing to lift the covenants on the land which the College wished to sell for housing, should be ploughed back into Loughton for the benefit of the community.

Signed.....

Date.....

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

**Minutes of the Meeting held on Wednesday 11<sup>th</sup> February 1998 at 7.30 pm at Kingsley Hall.**

**Present:**

**Councillors:** R H Eveleigh (in the Chair)

Mrs J M Barnett	C C Pond	Mrs B R Sagers
P J Sare	Mrs J P Woodman	

**Also in attendance:**

**Councillors:** Mrs S M Harper      M W Juniper      Mrs P Meadows  
S W Murray

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

**E49 Apologies for absence**

Apologies for absence were received from Cllr Marshall.

**E50 Confirmation of Minutes**

The Minutes of the meeting held on 19<sup>th</sup> November 1997 were confirmed as a correct record and signed by the Chairman.

**E51 Matters for Report**

This item was adjourned after Min. no. E54.2 to take the agenda item Safer Communities Partnership, and resumed after that item.

**51.1 Bus Shelters – Min. no. E11**

The Committee NOTED that the bus shelter in Jessel Drive had been ordered and should be erected end February/beginning March; also that the refurbishment of the shelter in Chester Road has been ordered.

**51.2 Loughton Pump – Min. no. E16**

The Committee NOTED the report on the current position regarding the reinstatement of the pump. It was AGREED to submit a planning application, at a cost of £47.50, to continue towards the goal of reinstatement, and also to take steps to assume formally the wayleave granted by the Conservators to the Hills Amenity Society.

**51.3 Conservation Area Character Appraisals – Min. no. E39.2**

It was NOTED that these documents are not yet available for consultation, but that Epping Forest District Council hopes soon to recruit staff whose duties will include this matter.

**51.4 Heritage Plaques – Min. no. E39.3**

It was AGREED that a plaque would be offered to commemorate W W Jacobs.

**51.5 Noticeboards – Min. no. E39.7**

The current position on the noticeboards was NOTED.

**51.6 Loughton Cemetery – Min. no. E42**

The Committee NOTED the letter from the Loughton Residents Association about the cemetery charges, and District Council's response.

**51.7 Former Luctons Girls' School Playing Fields – Min. no. E48.2**

Epping Forest College had a board meeting on 19<sup>th</sup> February 1998, following which a response would be made to the Council's approach to procure the playing field. Depending on this response, any decision to purchase would be referred to a Council meeting. The Committee favoured the principle of purchase, and AGREED that negotiations should continue. The Committee NOTED that information on Millennium Greens has been obtained.

**51.8 Loughton Hall – Min. no. E48.3**

Having noted the response from Essex County Council, the Committee confirmed the County Council should be pressed on this matter, and the support of the County Councillors requested.

The Committee expressed disappointment at the negative response from Epping Forest District Council.

The possibility of a joint project with the E15 Acting School, who are also interested in the building, was discussed. It was AGREED that an approach should be made to the School to meet with the Chairman, Chairman of Environment, Heritage and Leisure Committee and Chairman of Finance and General Policy Committee.

**E52 Safer Communities Partnership – Graffiti Project**

Ms D Lecomber of Epping Forest District Council explained that the project was set up to enable a fast response to reports made locally of graffiti on public buildings/properties. The work was carried out by Essex Probation Service, and the cost of the materials borne by the local council. The existing projects had been very successful.

The Committee AGREED to participate in the project and allow expenditure of up to £300 p.a. Members would pass information on sites requiring attention to the Clerk.

**E53 Play Areas on Housing Estates – Min. no. E5**

The Committee NOTED the report on the condition of the play areas circulated at the meeting. It was AGREED that the play areas in Hillyfields, Oakwood Hill and Newmans Lane could be taken over after some repairs have been carried out, but the Colebrook Lane and Westall Road areas needed to be brought up to standard.

**E54 Skateboarding Facility – Min. no. E39.1**

The Committee NOTED the report about the current position on provision of a skateboarding facility. The Committee favoured the Willingale Road site, and AGREED that pending the possible transfer of the land to the Town council, Essex County Council should be asked to license the Town Council to erect a skateboarding facility.

**E55 Management and Maintenance of Facilities – Min. no. E33**

It was AGREED that the current arrangements should continue for the time being.

**E56 Boundary Signs – Min. no. E35**

It was DECIDED that Epping Forest District Council would be asked to erect and pay for boundary signs at the locations listed, without any additional wording. The highest priority sites are the two on the A104, the A121 (High Road) and the A1168.

**E57 Christmas Illuminations – Request for Financial Assistance – Min. no. E39.8**

It was AGREED that £750 would be granted to the Debden Traders Association towards the Christmas illuminations in the Broadway.

**E58 Parking on Pavements – Min. no. E43**

It was NOTED that the Council could take action against parking on pavements, but considerable resources would be required. It was AGREED that a private parking enforcement company would be approached about the possibility of carrying out the work on behalf of the Town Council, and cost involved. This would be reported back to the Committee.

**E59 Roding Valley Recreation Area**

The Committee did NOT AGREE to the proposal that the Recreation Area should be managed by a Trust as it would be a free-standing body not subject to democratic control. There could be merit in joint management of the area.

**E60 Cemetery Space**

It was AGREED in principle that the acquisition of space for a new cemetery by the Council was a strategic aim which should be pursued when possible, bearing in mind the constraints of availability of finance and land.

**E61 Traffic in Forest Road**

The Committee NOTED the letter from Mrs Harris.

**E62 Essex Waste Plan Second Consultation Draft**

The Draft Plan was NOTED; the Committee would like to see a mini-recycling site of intermediate size in Loughton.

**E63 Milestones**

It was AGREED that the Committee would like to improve the milestones, and that members volunteered to carry out the work themselves. The owners would be asked for their permission.

**E64 Accounts for Payment**

The accounts for payment were APPROVED as follows:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
			£	£
186	Select Business Equipmt	Photocopying	6.82	45.77
187	London Electricity plc	Kingsley Hall	7.18	123.53
188	NALC	Direct Information Service		87.00
189	British Gas Trading Ltd	Kingsley Hall	6.35	226.50
190	Louise R Fuller	Mileage		11.74

Additional cheques not on the agenda:

191	Essex County Council	)		72.15
192	Chubb Fire Ltd	)		7.34
193	SITA (GB) Ltd	)	Replacements for stolen	174.14
194	Fibrous Ltd	)	cheques (cancelled)	198.58
195	Travis Perkins Trading Co Ltd	)		108.10
196	K A Allen	)		123.38

**E65 Exclusion of Press and Public**

The Committee RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to the Council's property affairs.

**E66 Transfer of Land from Epping Forest District Council**

It was RESOLVED that the Council would agree to take over Loughton Cemetery, Kingsley Hall, the Hillyfields and Lindens open spaces, and the Roding Road and Pyrles Lane allotments. The strip in Oakwood Hill, the parks in Roding Road and in Wallers Hoppit would be better absorbed into highway land. The Committee would offer to take over the part of Hillyfields excluded from the transfer as it would make more sense for the area to be managed as a whole.

**Signed.....**

**Date.....**

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**Minutes of the Meeting held on Wednesday 8<sup>th</sup> April 1998 at 7.30 pm at Kingsley Hall.**

**Present:**

**Councillors:** R H Eveleigh (in the Chair)

C C Pond	Mrs B R Saggars
P J Sare	Mrs J P Woodman

**Also in attendance:**

**Councillors:** M W Juniper

**Officers:** L R Fuller (Town Clerk) J P Fox (Assistant Town Clerk)

**E67 Apologies for Absence**

Apologies for absence were received from Cllrs Barnett and Marshall.  
The new Assistant Town Clerk, Jan Fox, was welcomed to the meeting.

**E68 Confirmation of Minutes**

The Minutes of the meeting held on 11<sup>th</sup> February 1998 were confirmed as a correct record and signed by the Chairman.

**E69 Matters for Report**

**69.1 Loughton Pump – Min. no. E51.2**

It was NOTED that the wayleave for the pump has been granted, the planning application has been considered, and Epping Forest District Council will install the pump at its expense.

**69.2 Heritage Plaques – Min. no. E51.4**

It was NOTED that a plaque will be erected on the gateposts of the former Feltham House.

**69.3 Former Luctons Girls' School Playing Fields – Min. no. E51.7**

It was NOTED with regret that at present Epping Forest College is not in a position to make a decision on disposing of the playing fields.

**69.4 Skateboarding Facility – Min. no. E54**

It was NOTED that the matter of the site for a skateboarding facility is still being pursued with Essex County Council.

**69.5 Boundary Signs – Min. no. E56**

It was NOTED that Epping Forest District Council will be taking action on the boundary signs, although this would take some time.

**69.6 Parking on Pavements – Min. no. E58**

It was NOTED that no response had been received from the parking enforcement company.

**69.7 Traffic Order**

It was NOTED that Epping Forest District Council has made a traffic order to introduce a one-way system at Loughton Way Service Road.

**E70 Current Financial Position**

The report on the current financial position was NOTED. The year 1997/8 had not been typical in terms of expenditure, and future years would be higher.

**E71 Loughton Hall – Min. no. E51.8**

Cllr Pond reported on the meeting held with the E15 Acting School. It was AGREED that negotiations should continue.

**E72 Play Areas on Housing Estates – Min. no. E53**

It was AGREED that the Chairman and Vice-Chairman of the Committee would consider the proposed agreements with the Clerk and agree any changes required.

**E73 Milestones – Min. no. E63**

It was AGREED that a Working Party supervised by Cllr Sare would be held on Saturdays 30 May and 6 June.

**E74 Care and Maintenance of Open Space in Loughton owned by the Corporation of London**

It was AGREED that the Town Council would assume responsibility for Kings Green and the adjacent small grass areas, and for Standard Green, as the District Council would no longer be maintaining them. The Chairman and Vice-Chairman of the Committee would consider with the Clerk the agreements which would be made with the Conservators.

As Arewater Green is maintained by Epping Forest District Council from the general fund, the Town Council will not take over maintenance of this area.

**E75 Committee Aims and Objectives**

It was AGREED that the Committee’s aims would be “to protect the built and natural environment of the town, and to minimise pollution; economically and effectively to seek to provide sport and leisure facilities; and to conserve the town’s material and intellectual heritage, and to make it accessible to the people”, and the objectives would be as in the Terms of Reference in Standing Orders.

**Signed.....**

**Date.....**