
LOUGHTON TOWN COUNCIL
ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 23rd June 1999 at 7.30pm at Kingsley Hall.

Present:

Councillors: F E Marshall (in the Chair)

CC Pond

Mrs B R Saggars

P J Sare

R J Wilmot

Mrs J P Woodman

Also in attendance:

Councillors: E V Boatman

Mrs S M Harper (to min. E153)

M W Juniper

Officers: L R Fuller (Town Clerk)

J P Fox (Assistant Town Clerk)

E146 Apologies for absence

An apology for absence was received from Cllr Mrs J M Barnett.

E147 Confirmation of Minutes

The Minutes of the meeting held on 7th April 1999 were CONFIRMED as a correct record and signed by the Chairman.

E148 Matters for Report
E148.1 Felstead Road Playground – Min. no. 126.2

The report on the progress of the transfer of Felstead Road Playground was NOTED.

E149 Financial Position

The 1998/99 end-of-year report and the 1999/2000 year-to-date positions were NOTED.

E150 Heritage Plaques – Min. no. E143

The Committee considered the suggestions put forward on the agenda. It was DECIDED to commemorate the following:

Capt. Richard Stannard VC, Hero of the action at Namsos, 33 The Avenue

John Strevens, Artist, 8 Lower Park Road

Further research on the other candidates would be carried out.

E151 Roding Valley Recreation Ground – Victorian Summer's Day – Min. no. E131

The Committee NOTED the progress of the arrangements. The names of volunteers for the day were collected. A financial contribution of £300 was AGREED.

E152 Loughton Cemetery – Min. no. E136.2

The Committee NOTED the report on the general condition of the property and works to be carried out. Regarding the site of the former shed, the Committee DECIDED that due to the shortage of grave space, the site would be preserved for use as additional spaces for cremated remains.

E153 Mini-Soccer Pitches

The report and recommendations were considered. It was DECIDED that one mini-soccer pitch should be established on the recreation ground for a trial period of one season with the teams to provide their own goals during this time. The fee would be 90% of the charge for an adult pitch. The matter will be reviewed at the end of the trial period.

Cllr Mrs S Harper left the meeting.

E154 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
487	Essex County Council	Hire of hall	0.00	36.00
488	Select Business	Stationery	2.18	14.63
	Equipment			
489	Epping Forest District Council	Rates for Kingsley Hall	0.00	115.00
490	Andrews	Fixing of heritage plaques	14.00	94.00
491	Zurich Insurance Co	Training	8.75	58.75
492	Essex County Council	Stationery for office and supplies for Kingsley Hall	12.66	84.95
493	Essex Association of Local Councils	Annual Subscription	0.00	912.56
494	J McLintock & Sons	Cemetery: works	4.20	28.20
495	Cash	Petty cash imprest	0.00	90.76
496	Royal Mail	Door to door service	0.00	533.00
Direct Debit	Compuserve	May subscription	0.00	6.23

E155 Exclusion of the Press and Public

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

E156 Matter for Report: Transfer of and agreement with Roding Road Allotments

The Clerk informed the Committee of the current position.

E157 New Agreements for Willingale Road Allotments, South Loughton Cricket Club and Debden Sports Ground

The Committee considered the information on these agreements. As there needed to be consistency between the agreements made for the two managed allotment sites, the new Willingale Road agreement should be for just one year.

Several points were raised about the South Loughton Cricket Club Licence, notably the responsibility for the water supply and the need to restrict the period during which refreshments could be served.

The Committee would consider a 25-year lease preferable for Debden Sports Club; this should be adequate for applying for lottery funding.

Signed

Date

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 22nd September 1999 at 7.30pm at Kingsley Hall.

Present:

Councillors: F E Marshall (in the Chair)

CC Pond

Mrs B R Sagers

P J Sare

R J Wilmot

Also in attendance:

Councillors: E V Boatman

M W Juniper

A T Lee

S Murray

Officers: L R Fuller (Town Clerk)

J F Hall (Committee Clerk)

Also: 1 member of the public

E158 Apologies for absence

An apology for absence was received from Cllr Barnett and Cllr Woodman.

E159 Confirmation of Minutes

The Minutes of the meeting held on 23rd June 1999 were CONFIRMED as a correct record and signed by the Chairman, subject to the following addition at the end of Paragraph 1 of Minute E157:

"Note: the text of this agreement was not before the Committee at the meeting."

E160 Matters for Report

E160.1 Roding Valley Recreation Ground – Victorian Summer's Day – Min no. E151

The cancellation of the Victorian Summer's Day was NOTED.

E160.2 Skateboarding – Min. no. E142

The Committee discussed the various options and likely costs in providing a skateboarding park. It was AGREED that the Clerk should have authority to proceed and spend up to £15,000 with the prior agreement of the Chairman. £10,000 would be vired from the playground budget to the skateboarding budget. Ideas for the skateboarding park would be discussed at the Community Forum.

E160.3 Millennium Remembrance Grove – Hillyfields Open Space – Min. no. E115

The Committee NOTED that the plan would be put forward at the next Community Forum.

E160.4 Heritage Plaques – Min. no. E143 and E150

The Committee NOTED that Ruth Rendell would prefer a plaque to be installed at 16 Broadstrood after her death. The third plaque for 1999/2000 will be considered at the next meeting in the light of further information from Cllr Pond regarding Jacob Epstein.

E161 Current Financial Position

The current financial position was NOTED. The Committee AGREED that the budget for 2000/2001 would need to take account of the proposed purchase of land in north Loughton if it proceeds.

E162 Christmas Illuminations**E162.1 Turning on the Lights**

The Committee NOMINATED Cllr Woodman to join the Working Group. As Cllr Woodman was not present, Cllr Wilmot agreed to step in if Cllr Woodman is not able.

E162.2 Financial Contribution

The Committee AGREED to contribute £800 each to Debden Traders' Association and the Town Centre Partnership.

E162.3 Kings Green Lights

The Committee AGREED to have additional lights, if operationally possible, and to provide the necessary funds.

E163 Street Furniture**E163.1 Seats**

The Committee AGREED that an exchange of letters could effect the take-over of responsibility of seats in the Town from a certain date, possibly 1st December 1999.

E163.2 Epping Forest District Council's "Environmental Blitz"

The District Council's intention to make £150,000 available for environmental works was NOTED.

E163.3 Bus Shelters

The Committee AGREED to identify by 4th October 1999, any bus shelters omitted from the District Council's list and supply a list of additional sites where it felt new shelters would be desirable.

E164 Drinking Fountain – High Road

The Committee AGREED to support the restoration of the plinth and the drinking fountain apparatus and that the Town Council should support the scheme financially.

E165 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
552	Select Business Equipment	Stationery	6.54	43.89
553	Essex County Council	Supplies: Office and Kingsley Hall	14.20	95.32
554	Acumen Wages Service	Payroll service (August)	1.75	11.75
555	Coward Maintenance Services Ltd	Kingsley Hall: works	42.35	284.35
Transfer	No.2 Account	Reimburse imprest (September)	0.00	7299.67
8.2 To note the following miscellaneous cheque drawn on No.2 account				
113	St Edmund's Hall Fund	Forum: Hall hire	0.00	20.00

E166 Exclusion of the Press and Public

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

E167 Kingsley Hall – Payment for Bookings

The Committee CONSIDERED the Roding Valley School of Dancing's request to pay monthly and DECIDED that a new system, similar to that applied to the letting of the football pitches at the Roding Valley Recreation Ground should be adopted whereby hirers booking and paying two quarters in advance should receive a discount of 10%, and those booking one quarter in advance, but paying monthly, should pay a surcharge of 5%. Hirers booking and paying one quarter in advance would pay as at present. Hirers of Kingsley Hall are to be notified of this change. The special arrangement made for an organisation inherited from Epping Forest District Council would be maintained.

Signed

Date

LOUGHTON TOWN COUNCIL
ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Special Meeting held on Wednesday, 27th October 1999 at 7.30pm at Kingsley Hall.

Present:

Councillors: F E Marshall (in the Chair)

Mrs J M Barnett

CC Pond

Mrs B R Saggars

R J Wilmot

Also in attendance:

Councillors: Mrs K F Ellis

L J Harris

Mrs S M Harper

M W Juniper

A T Lee

Mrs P Meadows

S W Murray

R E Pearce

M W Wardle

Officers: L R Fuller (Town Clerk)

J P Fox (Assistant Town Clerk)

E168 Apologies for absence

Apologies for absence were received from Cllrs Mrs J P Woodman and P J Sare.

E169 Confirmation of Minutes

The Minutes of the meeting held on 22nd September 1999 were noted and an amendment agreed to the wording of the first sentence of minute no. E160.4 so that it reads as follows: *“The Committee NOTED that Ruth Rendell would like the installation of a plaque to be considered only after her death.”* The minutes were then CONFIRMED as a correct record and signed by the Chairman.

E170 Exclusion of the Press and Public

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

E171 Land in north Loughton

Cllr Pearce declared an interest but this was insubstantial and did not prevent him from participating at the meeting as a non-committee member.

The Committee RECOMMENDED to the Finance and General Policy Committee that it acquires the land on offer and make a sum available for that purpose as reported in Item 4 of the Council agenda for the 8th November 1999.

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 17th November 1999 at 7.30pm at Kingsley Hall.

Present:

Councillors: F E Marshall (in the Chair)

C C Pond

Mrs B R Saggars

R J Wilmot

Mrs J P Woodman

Also in attendance:

Councillor: M W Juniper

Officers: L R Fuller (Town Clerk)

I Sampson (Committee Clerk)

E172 Apologies for absence

Apologies for absence were received from Cllr Barnett and Cllr Sare.

E173 Confirmation of Minutes

The Minutes of the meeting held on 27th October 1999 were CONFIRMED as a correct record and signed by the Chairman, subject to an amendment to the second paragraph of Minute E171 so that it read as follows:

"The Committee RECOMMENDED to the Finance and General Policy Committee that it acquire the land on offer and make a sum available for that purpose as would be reported in Item 4 of the Council agenda for 8th November 1999."

E174 Matters for Report

174.1 Roding Road Allotments

As the transfer was now about to be signed, the Committee was asked how it wished to proceed. The Committee told the Clerk to write to the Roding Road Allotment Association, informing them that the Council now owned the land and asking them to attend a meeting on a specified date.

174.2 Loughton Hall

Cllr Pond reported that Epping Forest District Council had agreed to Epping Forest College's plans for Loughton Hall and had therefore lifted the covenants limiting the use of the Hall to educational purposes.

It was AGREED that the Clerk should write to the District Council again, to ask about the current position and remind the District Council of the Town Council's interest in the possibility of using part of the premises.

E175 Current Financial Position

The current financial position was NOTED.

E176 Heritage Plaques - Min. no. E160.4

It was AGREED that the third plaque for 1999/2000 should commemorate Winifred Darch, children's author, and should be installed at the former Loughton County High School (now Roding Valley High), where she taught. Cllr Pond would draft the wording of the plaque.

E177 Langston Road/Debden Underground/The Broadway - Outline/Draft Development Brief

The Committee AGREED that it welcomed the proposals outlined in the development brief with the following provisos:

- The proposed area of 10% of the industrial estate was considered too limited for the proposals.
- In order to minimise disturbance to nearby residents, entertainment facilities should close at 11.30 p.m. Sundays to Thursdays, 12.30 a.m. Fridays and Saturdays.
- All facilities should be public, i.e. should not include private clubs.
- Drastic improvement of the public transport interface at Debden Station was essential.

E178 North Weald Airfield

The Committee AGREED that it did not support large-scale mixed development of the site, but that aviation should continue there for historical reasons.

E179 Environs of Loughton and Debden Stations

The Committee expressed its concern at the unkempt appearance of the environs of both stations, and considered Debden Station in particular to be a disgrace. It was AGREED that the new General Manager of the Central Line should be requested to come to a meeting with councillors to discuss the environs of Loughton and Debden Stations.

E180 Reference from Council - Agency Functions

The Committee AGREED that, as and when it becomes feasible to assume agency functions, the Town Council should give favourable consideration to doing so as a matter of policy.

E181 Reference from Council - Litter Bins in Playgrounds

The Committee APPROVED the recommendation that the situation be monitored and remedial steps taken as necessary.

E182 Mini-Soccer Pitches

The Committee APPROVED the following recommendations:

- That the hire rate be lowered for the rest of this season to £14.00 + 17.5% VAT for a casual booking, £216.00 for a season of 32 weeks and £126.00 for a season of 16 weeks.
- That a set of free-standing anti-vandal goals be purchased for up to a maximum of £400.00 + VAT.

It was AGREED that the situation should be reviewed at the end of the football season.

E183 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
587	Thames Water Utilities Ltd	Cemetery	0.00	53.42
588	W H Smith Ltd	Card competition prizes	0.00	100.00
589	Essex Association of Local Councils	Training	0.00	6.00
590	Epping Forest District Council	Kingsley Hall rates	0.00	115.00
591	Acumen Wages Service	Payroll service (October)	1.75	11.75
592	London Electricity plc	Football changing rooms	-21.53	177.15
593	Greenside Landscapes	Kings Green work	68.25	458.25
594	Select Business Equipment	Photocopying	10.04	67.43

E184 Exclusion of the Press and Public

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

E185 Cemetery

The Committee APPROVED the recommendation that a Cemetery Attendant/Handyperson be appointed under the terms outlined in the agenda.

E186 Estimates for 2000/2001

The Committee APPROVED the estimates for 2000/2001 as proposed. It was AGREED that fees and charges for 2000/2001 for the facilities at Kingsley Hall, Roding Valley football pitches and changing rooms, Loughton Cemetery and Pyrles Lane allotments should be increased by 2.2%.

Signed

Date

LOUGHTON TOWN COUNCIL

ENVIRONMENT HERITAGE AND LEISURE COMMITTEE

MINUTES of the Meeting held on Wednesday, 2nd February 2000 at 7.30pm at Kingsley Hall.

Present:

Councillors: C C Pond (in the Chair)

Mrs B R Sagers R J Wilmot Mrs J P Woodman

Also in attendance:

Councillors: L J Harris Mrs P Meadows S W Murray

R E Pearce

Officers: L R Fuller (Town Clerk)

J P Fox (Assistant Town Clerk)

Members of the Public:

There were eleven members of the public present.

E187 Apologies for absence

Apologies for absence were received from Cllrs Mrs Barnett, M Hogan and F M Marshall.

E188 Confirmation of Minutes

The Minutes of the meeting held on 17th November 1999 were CONFIRMED as a correct record and signed by the Chairman.

On the suggestion of the Chairman, agenda item 6 was brought forward.

E189 Skateboard Proposal – Hillyfields – Min.no. E160.2

The Committee reviewed the above proposal in the light of opposition by residents living close to Hillyfields. It was the view of the Committee that a skateboarding facility was a desirable facility for the youth of Loughton but accepted that the location should be reviewed. The Committee wished to take further advice about possible alternative locations and RESOLVED at this time to make no decision on the siting of the skateboarding ramp.

E190 Matters for Report

E190.1 Loughton Hall – Min. no. E174.2

The Committee NOTED the new information about the usage of Loughton Hall.

E190.2 Langston Road/Debden Underground/The Broadway – Outline/Draft Development Brief – Min. no. E177

The Committee NOTED the Epping Forest District Council recommendations.

E190.3 Environs of Loughton and Debden Stations – Min. no. E179

The Committee NOTED the request from Central Line officers to provide precise details of the nature and the location of the reported environmental problems; Cllrs Pond and Sagers have agreed to provide these.

E190.4 Felstead Road Playground – Min. no. E148.1

The Committee DECIDED not to accept the draft 125 year lease on the very restrictive terms offered and to reiterate its wish to become the owners of the land if the Epping Forest District Council could not offer more flexible terms.

E190.5 Heritage Plaque – Min. no E150 and E143

The Town Clerk informed the Committee that the plaque to commemorate Capt. Richard Stannard VC, Hero of the action at Namsos, is now fully in place at 33 The Avenue.

On the suggestion of the Chairman, agenda item 5 was taken before agenda item 4.

E191 Roding Road Allotments

The Committee discussed the correspondence with the Roding Road Allotments and Leisure Gardens Association and NOTED the current position.

The Committee AGREED the recommendations as follows:

- 1) That owing to the persistent refusal of the Roding Road Allotments and Leisure Gardens Association to meet the members of the Environment, Heritage and Leisure Committee, and as the management agreement has now ended, the Town Council will, from 1st April 2000, take the management of the allotments back into its own hands unless an agreement has been concluded by then.
- 2) If no agreement has been made, a public meeting of allotment holders be called to discuss a scheme for the future management of the allotments and the terms on which the tenancies will be renewed.

The Committee DECLARED its intention to continue appropriate provision of allotments on the Roding Road site for the foreseeable future and to continue the tenancies of plot-holders on terms no less favourable than at present.

E191 Current Financial Position

The current financial position was NOTED.

E193 Accounts for Payment

The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
630	Essex Association of Local Councils	Training	0.00	80.00
631	Essex County Council	Copy of Report	0.00	10.00
632	Andrews	Works: Changing Rooms, Cemetery and erection of heritage plaque	46.36	311.36

633	Acumen Wages Services	Payroll service (January)	1.75	11.75
634	Foskett Marr Gadsby & Head	Legal fees (Roding Road & Pyrles Lane allotments and Cemetery transfers)	227.50	1683.16
635	British Gas Trading Ltd	Gas: Kingsley Hall	52.86	354.95
636	London Electricity plc	Electricity: Changing Rooms, Cemetery, Kingsley Hall	67.87	749.28
637	Copytrend Ltd	Manual	0.00	30.00

Signed.....

Date.....

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

MINUTES of the Meeting held on Wednesday, 29th March 2000 at 7.30pm at Kingsley Hall.

Present:

Councillors: C C Pond (in the Chair)
Mrs B R Sagers R J Wilmot
Mrs J P Woodman

Also in attendance:

Councillor: M W Juniper
S W Murray (from min. no. 199)
Officers: L R Fuller (Town Clerk)
I Sampson (Committee Clerk)

Also one member of the public

The meeting was opened with a minute's silence in memory of Cllr F E Marshall, Chairman of Environment, Heritage and Leisure Committee, who died on Friday 17th March.

E194 Apologies for absence

An apology for absence was received from Cllr Barnett.

E195 Confirmation of Minutes

The Minutes of the meeting held on 2nd February 2000 were CONFIRMED as a correct record and signed by the Chairman.

As regards Minute E191, Cllr Pond said that his understanding of the Committee's intentions was that the Town Council would take over the management of the Roding Road Allotments unless negotiations with the Roding Road Allotments and Leisure Gardens Association were at an advanced stage by 1st April 2000.

E196 Matters for Report**196.1 Felstead Road Playground – Min. no. E190.4**

The Committee NOTED that the possible sale of the land to the Town Council rather than a lease had been referred back to Epping Forest District Council's Housing Committee.

196.2 Heritage Plaques

Cllr Pond reported that he and the Chairman of the Council had attended an unveiling ceremony at 33 The Avenue, the site of the heritage plaque commemorating Captain Stannard.

He further reported that a resident of Whitakers Way was claiming that his house was the former residence of Thomas Willingale, and that if this claim was verified, it would satisfy the conditions agreed by the Committee for the granting of heritage plaques (min. no. E143).

E197 Current Financial Position

The current financial position was NOTED. The Clerk reported that as there were some outstanding bills not included in the figures, this was not the final position for the end of the financial year.

E198 Naming of Streets

The Committee AGREED that while it had no actual objection to the name Warren Heights, it felt that some confusion may arise due to the similarity to the name Warren Hill.

Cllr Murray joined the meeting.

E199 Skateboarding Facility

It was AGREED that the search should continue for a suitable site for the proposed skateboarding facility. The Committee stressed the Town Council's commitment to providing a skateboarding facility in the town, and expressed very strongly the hope that its successor committee would implement the proposal as soon as possible.

E200 Roding Road Allotments

Cllr Pond reported on negotiations that had taken place with the Roding Road Allotment and Leisure Gardens Association (RRA&LGA) and expressed his optimism that an agreement would ultimately be reached. However, as, for various reasons, it was unlikely that this would happen by 1st April, the deadline would not be implemented. Meanwhile, as the Association now had no legal basis on which to act, it was AGREED that in order to safeguard the position of both parties, the existing agreement should be extended to 30th June 2000. This could be achieved by an exchange of letters.

E201 Playground on Hillyfields Open Space

The Committee NOTED the report on the playground on Hillyfields. It would like a facility of some description to be retained on the site. The Clerk was asked to investigate the cost of erecting the wooden equipment, currently being held in store, with the necessary surfacing. In the meantime the existing equipment and surfacing would be removed due to its condition.

E202 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
662	The Yards	Millennium mugs	158.76	1065.96
663	Cheltenham & Gloucester College of Higher Education	Course fees	0.00	110.00
664	Service Publications Ltd	Newsletter: Printing	0.00	800.00
665	L Hall	Gravedigging	0.00	1190.00
666	LH Supplies	Kingsley Hall: Supplies	13.65	91.65
667	Royal Mail	Newsletter: Delivery	0.00	560.68
668	Audit Commission	Audit fee 97/98	45.82	307.62
669	NALC	Subscription	0.00	87.00

670	CPRE	Subscription	0.00	17.50
671	Cash	Petty Cash imprest	0.00	56.56
672	SITA (GB) Ltd	Refuse collection: Kingsley Hall and Cemetery	39.30	263.90
673	Essex County Council	Electrical equipment testing: Kingsley Hall, Cemetery and Office	12.15	81.60
674	Newsquest (London) Ltd	Advertisement	7.00	47.00
675	Arwin Services Ltd	Relief cleaning at Kingsley Hall	12.95	86.95
676	Epping Forest CVS	Subscription	0.00	5.00
Direct debit	Compuserve	Subscription: February	0.00	6.31
Transfer	No. 2 Account	Reimburse imprest (February)	0.00	7103.37

E203 Exclusion of the Press and Public

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

E204 College Playing Fields

The Committee AGREED that it was interested in principle in acquiring a lease on the college playing fields in Borders Lane, but that the lease should be for a minimum period of 25 years and at a nominal rent.

The Chairman closed the meeting by thanking past and present members of the Committee for their support over the last four years.

Signed

Date