

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Wednesday 14 June 2023
at 7.30pm**

Present

Councillors: C C Pond (in the Chair)
C P Pond K Valentine
G Wiskin D Wixley (as substitute for B Cohen)

Officers: Mark Squire (Town Clerk)
Paul Hoy (Services Manager)

EH197 Apologies

Apologies for absence were received from Cllrs Beales and Cohen. The Town Clerk reported that Cllr Wixley had been nominated as substitute for Cllr Cohen for this meeting.

EH198 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities. Cllr Wixley declared a non-pecuniary interest in agenda item 9.2, as the resident who made the request is known to him.

EH199 Confirmation of Minutes

The Minutes of the meeting held on 28 March 2023 were CONFIRMED as a correct record and signed by the Chairman.

EH200 Public Representations

None were received.

EH201 Town Clerk's / Chairman's Report

The Chairman reported that at the Planning & Licensing (P&L) Committee meeting on 12 June 2023, the protection of Loughton's conservation areas was discussed. It was brought to the attention of the P & L Committee that seemingly small changes were being made within the Conservation Areas of Loughton, namely Baldwins Hill, Staples Road and York Hill, from unauthorised changes made by householders and/or lack of enforcement, which when taken together had had an incremental deleterious change in the Conservation Areas.

The P & L Committee had invited EFDC's Conservation Officers and Enforcement Team to be vigilant against these sorts of minor changes.

EH202 Heritage Plaques – Min EH185

The Clerk reported that a suitable location for the plaque for Charles Frederick Clark (1876 – 1945), Industrialist and Philanthropist, had been agreed with the homeowner at 8 Connaught Avenue. A contractor would be employed to erect the plaque at the owners preferred location at a cost of £60.00.

The Committee NOTED the request by the homeowner of 62 The Uplands for the placement of three plaques at the property. The three suggestions were considered, but it was AGREED that only the plaque for Percy Thompson (major historian of Loughton) met the criteria. This plaque would therefore be added to the Committee's list.

The Committee NOTED the guided tour and narrative on 27 May 2023, led by Cllr CC Pond, for a number of heritage blue plaques in the vicinity of Loughton Library, as requested by the Loughton Library Team. The event was considered a great success by all those in attendance, and requests have been received for the event to be repeated.

EH203 Allotments

203.1 Willingale Road Allotment Site

203.1 Status Report

The Committee NOTED the report. It was AGREED that important notices would display a variety of different languages, to reflect the diversity of the plot holders, as was recommended in the report. The Allotment Officer will ascertain the particular language(s) where there is a need for clearer communication and action accordingly.

The Committee also AGREED to sell the rotovator, as it is deemed too large and powerful for non-professional use. The proceeds of the sale will go towards the cost of providing a strimmer, for communal use.

203.2 Annual Rent Review

The Committee NOTED the report and AGREED that the rent increase for the period 1 September 2023 – 31 August 2024 should be set at 10%.

203.3 Grow Community Garden (Grow) - Hillyfields

The Committee NOTED the report of a number of recent break-ins with regret. The Town Clerk reported that Grow had requested that the Town Council ask EFDC for more robust fencing at the most vulnerable part of the perimeter at this site when the adjacent site is re-developed for housing. The Committee AGREED to this request and it was also AGREED that a request would be made to EFDC for the free provision of water supply to the site and the addition of CCTV at any development of the nearby garage block.

EH204 Signage

204.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH187.1

The Committee NOTED that all formalities have been completed by the Epping Forest Heritage Trust, and delivery and installation of the signage is expected soon.

204.2 Broadway Noticeboard – Min no EH187.2

The Service Manager reported that the purchase order for a new wall-mounted notice board was placed with the suppliers on 17 April 2023, as was anticipated to be delivered before the end of June. Installation will take place shortly after the notice board is received.

204.3 Oakwood Hill Noticeboard – Min no EH187.3

As with the Broadway Notice board (above), the purchase order for a new post-mounted notice board was also placed with the suppliers on 17 April 2023. Installation will also take place shortly after the item is delivered.

204.4 Alleyway Project – Min no EH187.4

The Services Manager reported that he was due to visit all sites with the installation contractor on Thursday 15 June 2023. Installations are due to commence immediately thereafter, and it is hoped that they will be completed on that day or soon after.

EH205 Correspondence with Essex County Council

205.1 Salt Bin provision – Min no EH188

The Town Clerk reported that all three potential sites for additional grit bins, and a request for the provision of additional salt bags, were with Essex County Councillor Vance and a further response are awaited.

205.2 Bus shelter – Min no EH196

The Committee NOTED the report. It was AGREED that a decision on this request would be deferred until after the commissioning of ECC's bus shelter replacement programme and further AGREED that the Town Clerk in conjunction with the Chairman should write to County Councillor Lee Scott to ascertain a time frame for the programme. It was AGREED that should this project go-ahead, it might be considered as a suitable project for the Essex County Councillor's 'Buckhurst Hill and Loughton South' Locality Fund. All the land round the northbound Greenstead Road bus stop was Highway, thus ECC would have strict rules (relating to size, specification, utilities etc as to what could or could not be placed on it.

EH206 Events

206.1 Loughton Day – Min no EH189

The Town Clerk Reported that organisation of the event is progressing well and would be stepped up following the Jessel Green Family Fun Day on 25 June 2023. A variety of potential sponsors will be approached by the Community Manager and Town Clerk.

206.2 Christmas Window Competition

The Committee AGREED to continue with the competition in its present format.

206.3 Loughton Wombles

The Town Clerk reported that the Loughton Wombles carried out another successful group litter pick on Saturday 27 May 2023, with 11 wombles out, in two teams, covering the length of Rectory Lane and Hillyfields Green. The next group meeting will be on Sunday 25 June 2023 for Jessel Green Fun Day, between 12 noon to 4pm, meeting point – the Loughton Town Council gazebo.

EH207 Chigwell Lane Bench – Min no EH190

The Services Manager reported that results from several utilities companies had been received and there was evidence of live electric cables in the vicinity. It was AGREED that further investigations should be carried out, to ascertain whether the implementation of the bench was still viable. The Committee NOTED that a charge of c£60.00 was necessary to ascertain site information from Thames Water. A report would be made at the next sitting of the Committee.

EH208 Financial savings – Min no EH194

The Town Clerk reported on a productive a meeting that he and the Services Manager had attended with the Managing Director ,Qualis, Property Solutions and Qualis, Head of Operations (Planned and Business Development) earlier in the day. All aspects of the contract formerly held with EFDC had been discussed, and new procedures around more regular and timely invoicing and accountability were agreed in principle. A report from Qualis Management in this regard would shortly be provided, and the Committee AGREED to consider any options for financial savings, specifically around re-wilding opportunities, on receipt and digestion of the report.

EH209 Closed Churchyard

The Town Clerk reported on the meeting that he, the Services Manager and Burial Clerk had attended with the Church Warden of St John the Baptist Church on 30 May 2023. A further tour of the site was also undertaken, and officers were informed that extensive works to make safe many of the memorials, following a detailed independent inspection, had recently been completed. It was AGREED by all parties at the meeting that a clear and comprehensive process would have to be followed, and the next stage would be for the Town Council to submit a list of questions asking for details on all aspects of the running of the churchyard. Answers to the questions would then be put to this Committee, for its consideration, at a subsequent meeting. The Committee AGREED to this plan of action.

EH210 Weekly Markets

The Committee NOTED the report and it was AGREED that the Chairman and Town Clerk would re-visit the Loughton Town Council (LTC) Market Policy and produce an updated version for members to consider at the next sitting of the Committee.

The Committee AGREED for officers to progress with an advertisement seeking a suitable Market Operator and AGREED that officers should investigate an appropriate fee that would need to be charged for a licence payable to LTC.

EH211 Financial Position

Current Financial Position

The Committee NOTED the current financial position as of 30 April 2023. The Town Clerk also reported that he along with the Deputy Town Clerk, Community Manager and Services Manager, would be meeting after every two months to discuss the current financial position, in order to identify any potential budget concerns at an early stage.

EH212 Financial Savings

None were identified.

EH213 Environmental Issues

No issues were raised.

EH214 Future Work of the Committee

No further items were raised.

EH215 Exclusion of the press and public

The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to contractual matters.

EH216 Allotment Dispute

The Committee NOTED the report and considered the detailed correspondence between the two parties involved in this dispute. The Committee AGREED that the Roding Road Allotment and Leisure Gardens Association (RRALGA) had followed due process throughout, and that LTC should support RRALGA in its decision.

It was also AGREED that LTC/ RRALGA agreements would be updated and formalised in the coming weeks.

Signed:
Date: 2 October 2023

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Monday 2 October 2023 at
7.30pm**

Present

Councillors:	C C Pond (in the Chair)	
	B Cohen	S Fontenelle
	C P Pond	J Riley (as substitute for G Wiskin)
	K Valentine	D Wixley (as substitute for P Beales)

Also in attendance

Councillor: W Kauffman

Officers: Mark Squire (Town Clerk)
Paul Hoy (Services Manager)

One member of the public

EH217 Apologies

Apologies for absence were received from Cllrs P Beales and G Wiskin. The Town Clerk reported that Cllr D Wixley had been nominated as substitute for Cllr P Beales, and Cllr J Riley had been nominated as substitute for Cllr G Wiskin for this meeting.

The Chairman apologised on behalf of himself and the Vice-Chairman for the cancellation of the previous meeting due to their ill health, and the resultant unavailability of substitutes for the meeting.

EH218 Leave of Absence

Members AGREED to an extended leave of absence from all Town Council and Committee meetings for Cllr Beales until the end of the current Town Council term ending 24 May 2024 due to exceptional prevailing health circumstances.

EH 219 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities. Cllr Wixley declared a non-pecuniary interest in agenda item 9.3, as he has made representations to Qualis on this matter previously, and agenda items 12.1 and 12.2 as a member of ECC's Local Highways Panel. Cllrs S Fontenelle and W Kauffmann declared pecuniary interest in agenda item 11, as part of their aspirations to set up a company to bid to run the proposed weekly market.

EH220 Confirmation of Minutes

The Minutes of the meeting held on 14 June 2023 were CONFIRMED as a correct record and signed by the Chairman.

EH221 Public Representations

None were received.

EH222 Town Clerk's / Chairman's Report

The Town Clerk confirmed that this year's 'Light up a Life' service at Kings Green was to be held on Saturday 25 November 2023, with the usual format and timings to be observed.

The Town Clerk also reported that Thames Water were to investigate a possible water leak at the cemetery. The Services Manager was due to meet with Thames Water engineers on Tuesday 3 October 2023 to review.

The Committee AGREED to bring the following agenda item forward.

EH223 Weekly Markets – Min no EH210

Cllrs S Fontenelle and W Kauffman addressed the Committee with a short presentation, outlining their vision of weekly markets in Loughton High Road under the umbrella of a company to be formed as Loughton Markets Ltd.

They informed the Committee that the company would be set up to make modest income with the intention to feed some funding back to charitable institutions.

Members took the opportunity to question the Councillors on their presentation.

Thereafter Cllrs Fontenelle and Kauffman and the local resident (a direct relative of Cllr Fontenelle) withdrew from the meeting.

The Committee considered the presentation and thereafter Cllrs Fontenelle and Kauffman rejoined the meeting, together with the local resident.

The Town Clerk reiterated his concern over potential conflict of interests.

The Committee AGREED that

- the other interested party would be given the opportunity to address the Committee, on a further date to be arranged.
- Cllrs S Fontenelle and W Kauffman should submit a written report detailing their business plan in full, with a comprehensive list of action points to be completed and a time frame stating when each element would be actioned.

EH224 Heritage Plaques – Min EH202

The Clerk reported that the plaque for Charles Frederick Clark (1876 – 1945), Industrialist and Philanthropist, had been received, and that a suitable installation date is currently being sought with the homeowner at 8 Connaught Avenue.

EH225 Essex County Council (ECC) The Public Health Accelerator Bids (PHAB) programme

The Committee NOTED the report and AGREED that this matter was better suited for the Recreation Committee, which would be consulted in this regard.

EH226 Allotments

**226.1 Willingale Road Allotment Site
Status Report**

The Committee NOTED the report.

**226.2 Roding Road Allotment and Leisure Gardens Association (RRALGA)
Allotments Report
Status Report**

The Committee NOTED the report.

Cllr Fontenelle declared a non-pecuniary interest in the next item.

**226.3 GROW Community Garden (Hillyfields) – Min no 203.3
Status Report**

The Committee NOTED the report and the subsequent response from Qualis.

EH227 Signage

227.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH187.1

The Committee NOTED that the interpretation sign had now been installed near to the Loughton Underground Station forecourt. It was also NOTED that the Epping Forest Heritage Trust has arranged a launch event at 10.30am on Thursday 18 October 2023.

227.2 Broadway Noticeboard – Min no EH187.2

The Committee NOTED that the installation of this noticeboard is imminent.

227.3 Oakwood Hill Noticeboard – Min no EH187.3

The Committee NOTED that the installation of this noticeboard is imminent.

227.4 Alleyway Project – Min no EH187.4

The Committee NOTED that the installation of name plates had been carried out on seven hitherto unmarked alleyways around the town on 19 June 2023. An eighth, Bayliss Path, remains outstanding whilst the necessary permissions are being sought.

EH228 Correspondence with Essex County Council

228.1 Salt Bin provision – Min no EH205

The Committee NOTED the report.

228.2 Bus shelter – Min no EH205.2

The Committee NOTED the report and AGREED that this matter could not be progressed, as no available budget had been set aside for new bus shelters during financial year 2023/24.

[The Chairman informed the Committee that Essex County Councillor Tom Cunningham would be taking over the role of Portfolio Holder for Highways Maintenance and Sustainable Transport from Cllr Lee Scott].

EH229 Events

229.1 Loughton Day – Min no EH206.1

The Committee NOTED the Community Manager's report. The Town Clerk reported that the event had been very well received by visitors and participants alike, with very positive feedback coming back to the Town Council from members of the public. The budget for this inaugural event was likely to be exceeded but the excess would be covered by bank interest received, which is exceeding original expectations. The office had held a comprehensive debrief meeting to work towards another successful event in 2024.

The Committee AGREED to the staging of the event next year, likely to be 14 or 21 September 2024.

229.2 Horticultural Show

The Committee NOTED the report on this popular annual event.

229.3 Loughton Wombles

The Committee NOTED the report of the previous Wombles litter pick held Saturday 16 September 2023, at the Loughton Day event. Further dates were planned for the remaining months of 2024.

EH230 Chigwell Lane Bench – Min no EH207

It was AGREED that due to budgetary constraints, no further action would be taken on this matter during financial year 2023/24.

EH231 Oak Processionary Moth (OPM)

The Committee NOTED the report and that the same exercise will be carried out next year unless the protocol, as set by the Forestry Commission, is altered.

EH232 Closed Churchyard – Min no EH209

The Town Clerk reported that the matter was progressing and that the Town Council awaited further instruction from officials at St John the Baptist Church.

EH233 World Suicide Prevention Day

The Committee NOTED Cllr Davies' request but AGREED that a direct liaison between Redbridge Samaritans would be the most beneficial outcome. Officers would make the necessary introductions.

EH234 Hedgehogs R Us Project

The Committee NOTED the report. Unfortunately, whilst recognising the merits of the scheme, most requirements would be for private land and there is no budget available for this project currently.

EH235 Financial Savings – Min no EH208

The Committee NOTED that an onsite meeting at the Roding Valley Recreation Ground will be arranged soon with the Chairman of the Environment & Heritage Committee, the Chairman of the Recreation Committee and other interested parties including a representative from Qualis.

EH236 Financial Position

Current Financial Position

The Committee NOTED the report.

EH237 Environmental Issues

No issues were raised.

EH238 Future Work of the Committee

No matters were raised.

Signed:

Date: 15 November 2023

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Wednesday 15 November
2023 at 7.30pm**

Present

Councillors: C C Pond (in the Chair)
B Cohen
C P Pond
G Wiskin
S Fontenelle
K Valentine
D Wixley (as substitute for P Beales)

Also in attendance

Councillor: J Riley
Officers: Mark Squire (Town Clerk)
Paul Hoy (Services Manager)

EH239 Apologies

An apology for absence had been received from Cllr P Beales. The Town Clerk reported that Cllr D Wixley had been nominated as substitute for Cllr P Beales for this meeting.

EH240 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities. Cllr Fontenelle declared a pecuniary interest in Agenda item 6, weekly markets, as he has expressed an interest in managing the market.

EH241 Confirmation of Minutes

Following an amendment to the draft minutes, that Loughton Day 2024 will be held in September and not October as initially stated, the Minutes of the meeting held on 2 October 2023 were CONFIRMED as a correct record and signed by the Chairman.

EH242 Public Representations

None were received.

EH243 Town Clerk's / Chairman's Report

The Town Clerk reported on the 'Climate and Ecology Bill' which is due for its second reading in Parliament on 24 November 2023. The 'Zero Hour' group are leading the campaign to address the full extent of the climate and nature crisis in line with the most up to date science.

The Town Clerk reported that several line markings had recently appeared on the surface in the Traps Hill Playground. No communication has been received from utility companies in this regard, and the working hypothesis is that it could be connected to the imminent demolition, and then rebuilding, of the library. The Chairman AGREED to investigate this matter in his role as a member of Essex County Council.

Cllr Fontenelle withdrew from the meeting for the next item.

EH244 Weekly Markets – Min no EH223

This meeting was immediately preceded by a presentation to all members present, (with the exception of Cllr Fontenelle who vacated the room), from Mr Lewis Hughes (Hughmark). Members were given the opportunity to ask Mr Hughes questions related to his experience of running markets and to his planned management of the proposed market in Loughton High Road.

Members had now had the opportunity to see the two separate market management presentations. It was felt that Hughmark had greater experience and track record of running weekly markets

The Committee AGREED (with one abstention, as the member convened had not seen the first presentation) to recommend to the next Town Council meeting of 12 December 2023, that 'Hughmark' be granted a licence in the New Year to run the proposed weekly Loughton market (subject to adherence to all terms and conditions of the licence).

Cllr Fontenelle rejoined the meeting, and the Chairman explained the Committee's decision.

EH245 Heritage Plaques – Min-no-EH224

Members noted that on 20 October 2023 a plaque was installed at 8 Connaught Avenue in honour of Charles Frederick Clark (1876-1945), Industrialist and Philanthropist. An appropriate ceremony would be arranged in due course.

EH246 Allotments

246.1 Willingale Road Allotments Report

The Committee NOTED the report.

There have been recent reports of a number of thefts of produce, and the Town Clerk reported that all plot holders contacting the Town Council in this regard, had been urged to report all incidents to the Police and to obtain a crime reference number.

246.2 Roding Road Allotment and Leisure Gardens Association (RRALGA) Allotments Report – Min no EH226.2

Members NOTED that a meeting with the RRALGA has been rearranged for 22 November 2023 to discuss updating Loughton Town Council (LTC) / RRALGA agreements, and any other ongoing issues. The meeting had been deferred by the Chairman of the RRALGA due to external commitments.

EH247 Signage

247.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH227.1

Members NOTED the report

The new interpretation board at 'Shaftesbury' has still not been installed. The Town Clerk will contact the Epping Forest Heritage Trust to seek further clarification.

247.2 Broadway Noticeboard – Min no EH227.2

Members NOTED the report. The Committee thanked Mr Samir Khan, Store Manager of Sainsburys, for his assistance in this matter.

247.3 Oakwood Hill Noticeboard – Min no EH227.3

Members NOTED the report.

247.4 Alleyway Project – Min no EH227.4

Members NOTED that permissions are currently being sought to allow for the installation of alleyway name plates at the following: 1) Bayliss Path, Church Hill to Queens Road, and 2) Gillingham Path, Loughton Station to Roding Road.

EH248 Correspondence from Essex County Council (ECC)

248.1 Salt bin provision – Min no EH228.1

Members NOTED the report.

It was AGREED that further media coverage should be launched to encourage members of the public to purchase their own supplies for use during the winter months.

EH249 Events

249.1 Loughton Wombles

Members NOTED the report.

249.2 Horticultural Show

The Town Clerk gave a verbal report following a previous suggestion that consideration be given to include the Horticultural Show as part of the Loughton Day event.

Following further review, and due to the additional resources required and extra costs involved, both the Town Clerk and Community Manager recommend that the Horticultural Show should be kept as a 'stand-alone' event. The Committee AGREED this recommendation.

249.3 Loughton Day

Members NOTED that Saturday 21 September 2024 has been confirmed as the date for the next Loughton Day event.

EH250 Closed Churchyard – Min no EH232

Members NOTED that dialogue with St John the Baptist Church continues, and that general publications regarding the legalities of Closed Churchyards had recently been received from the Church for consideration by the Council. A further report will be made at the next meeting.

EH251 Financial Savings – Min no EH235

Members NOTED that prospective dates have been circulated between the respective Environment & Heritage and Recreation Committee Chairmen, to set up a site meeting at the Roding Valley Recreation Ground (RVRG) between all relevant parties, (including Qualis and Epping Forest District Council (EFDC) at the first available opportunity.

EH252 Financial Position

Current Financial Position

The Committee NOTED the report and AGREED to increase the budget for the Loughton Community Day event.

EH253 Fees for Financial Year

The Committee AGREED to increase all fees by 7%.

EH254 Budget 2024/25

254.1 Committee Priorities

The Committee NOTED the report.

254.2 Budget Estimates 2024/25

The Committee NOTED the report and were aware of the continuing adverse financial climate.

EH255 Environmental Issues

No issues were raised.

EH256 Future Work of the Committee

No matters were raised.

Signed:

Date: 30 January 2024

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Tuesday 30 January 2024
at 7.45pm**

Present

Councillors: C C Pond (in the Chair)
B Cohen
K Valentine
T Downing (as substitute for P Beales)
S Fontenelle
G Wiskin
D Wixley (as substitute for C P Pond)

Also in attendance

Councillor: C Davies

Officers: Mark Squire (Town Clerk)
Paul Hoy (Services Manager)

EH257 Apologies

Apologies for absence had been received from Cllrs P Beales and C P Pond. The Town Clerk reported that Cllr T Downing had been nominated as substitute for Cllr P Beales and Cllr D Wixley had been nominated as substitute for C P Pond for this meeting.

EH258 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities.

EH259 Confirmation of Minutes

The Minutes of the meeting held on 15 November 2023 were CONFIRMED as a correct record and signed by the Chairman.

EH260 Public Representations

None were received.

EH261 Town Clerk's / Chairman's Report

The Committee NOTED the update on repair to the surface pipe leading to one of the taps at the Town Council cemetery.

The Town Clerk reported that the annual 'Light up a Life' service would be held at Kings Green on Saturday 30 November 2024.

EH262 Weekly Markets – Min no EH244

The Committee NOTED that discussions have commenced with Hughmark regarding the due diligence and processes needed to be in place, in order to grant a market licence.

EH263 Heritage Plaques – Min-no-EH245

The Committee NOTED that officers are awaiting a response from the resident at Connaught Avenue to arrange a dedication ceremony in respect of the plaque for Charles Frederick Clark (1876 -1945), Industrialist and Philanthropist.

EH264 Allotments

264.1 Willingale Road Allotments Report

The Committee NOTED the report and AGREED to go ahead with the Town Mayor's Best Allotment Competition this year. It was further NOTED that the Loughton Horticultural Show has been confirmed for Saturday 7 September 2024 at Murray Hall, and a judge for the show has been confirmed.

264.2 Roding Road Allotment and Leisure Gardens Association (RRALGA) Allotments Report – Min no EH246.2

The Committee NOTED the report of the meeting held with the Chairman and Secretary of the RRALGA on 22 November 2023, and attended by the Town Clerk, Services Manager and Allotments Officer.

EH265 Signage

265.1 Signage to the Forest from Loughton Station / Town centre – Min no EH247.1

The Committee NOTED that a new 'Epping Forest' interpretation board has been placed by the City of London Corporation as part of the partnership project, at the Shaftesbury end of Staples Road to the left of the Staples Road storage pond, facing the gate 85 entrance.

265.2 Alleyway project – Min no EH247.4

The Committee NOTED that

- Transport for London (TFL) has approved two signs for the alleyway by the station, named "Gillingham Path," and an installation date is pending
- the remaining 'Bayliss Path' alleyway sign (lower part of Church Hill) is proving more difficult, as owners of the access way are not responding to Town Council requests and the Office will continue to chase.

EH266 Events

266.1 Loughton Wombles

The Committee NOTED the most recent litter-pick by two groups of Wombles on Saturday 13 January 2024. The next litter picks are scheduled for Saturday 10 February 2024 and Saturday 23 March 2024.

EH267 Closed Churchyard – Min no EH250

The Committee NOTED the report and that the dialogue with St John the Baptist Church continues. The Town Clerk will provide a further update at the next meeting of this Committee.

EH268 Christmas Window Competition 2023

The Committee considered the report and AGREED that any changes to the judging grid will be held over until the formation of the new Town Council in May 2024, following the local Town Council elections.

EH269 Meeting with the City of London Corporation (COLC)

The Committee NOTED the report.

EH270 Spring Bulb Display on Borders Lane

The Committee NOTED Cllr Davies' report and AGREED that the Town Clerk would write to the developers, Fairview Homes, asking that they reinstate this section of grass verge, to also include the planting of spring bulbs as before.

EH271 Consultation update on proposed changes to bus routes

The Committee NOTED the report. The Committee Chairman reported that the new buses to cross Loughton would be powered by electricity.

EH272 Loughton Station Disability access

The Committee NOTED the report and AGREED that it would be beneficial to include an article in the next edition of Think Loughton highlighting this matter. It was further AGREED that the Town Clerk would write to Transport for London to ask if they can address this situation.

EH273 Financial Position

Current Financial Position

The Committee NOTED the current financial position as at 30 November 2023, together with current details of the funds available from earmarked reserves.

EH274 Budget 2024/25

The Committee NOTED the budget that was passed at the preceding Town Council meeting. The £5K earmarked funds for salt-grit bins, (an item that affects this Committee), was NOTED.

EH275 Environmental Issues

No issues were raised.

EH276 Future Work of the Committee

No matters were raised.

Signed:

Date: 26 March 2024

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Tuesday 26 March 2024 at
7.30pm**

Present

Councillors:	C C Pond (in the Chair)	
	S Fontenelle	C P Pond
	J Riley (as substitute for B Cohen)	K Valentine
	G Wiskin	D Wixley (as substitute for P Beales)

Also in attendance

Councillor: C Davies (from Min no EH281)

Officers: Mark Squire (Town Clerk)
Paul Hoy (Services Manager)

EH277 Apologies

Apologies for absence had been received from Cllrs P Beales and B Cohen. The Town Clerk reported that Cllr Wixley had been nominated as substitute for Cllr Beales and Cllr Riley as substitute for Cllr Cohen for this meeting.

EH278 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities.

EH279 Confirmation of Minutes

The Minutes of the meeting held on 30 January 2024 were CONFIRMED as a correct record and signed by the Chairman.

EH280 Public Representations

None were received.

Cllr Davies joined the meeting during the following item.

EH281 Town Clerk's / Chairman's Report

The Committee NOTED that the £2,100 sourced by Cllr Pond from the Essex County Council (ECC) Locality Fund for an electric charging point at Murray Hall for the community van had now been received before the financial year end.

EH282 Unwanted and Neglected Banners left in Town Centre, The Drive and around Loughton

The Committee NOTED the report. The Town Clerk reported that EFDC Enforcement Officers have now agreed to assign the District Council's Highway Rangers to remove the offending advertising banners from around the town.

EH283 Samaritans' Signs in Epping Forest

Cllr Davies asked the Committee to consider the placement of Samaritans' support signage to Loughton Town Council (LTC) owned benches, and to benches in and around the forest, which would be the property of the City of London Corporation.

Permissions would need to be granted by the City of London Corporation, who own Epping Forest
AGREED that the Town Clerk would write to the Superintendent of the City of London Corporation in this regard.

EH284 Weekly Markets – Min no EH262

The Committee NOTED the report.

EH285 Heritage Asset and Conservation Areas

285.1 Extension and Protection of areas within Loughton

The Committee discussed ways in which the built environment of Loughton might be afforded extra protection, and it was AGREED that this important matter would be discussed further following the instatement of the new Council after 2 May 2024. The new Council should place more emphasis and resources on considering specific areas and also focus on the Local List.

285.2 Heritage Plaques

The Committee NOTED the report and AGREED to install a plaque for Diana Kennedy, the authority on all things Mexican, especially cuisine, who was born in 1923 at 19 York Hill.

AGREED that the current owners of 19 York Hill, at their own request, would be invited to purchase a plaque for Edward Manley Cummings, Clerk of the works at St Pauls Cathedral, who also resided at this property. The Committee NOTED that following installation of these two plaques during the Council year 2024/25, 19 York Hill would display an unprecedented four blue heritage plaques.

It was NOTED that as no further response has been received from the Connaught Avenue resident (Min noEH263 refers), there will not now be an official dedication ceremony.

EH286 Signage

286.1 Alleyway project – Min no EH265.2

The Committee NOTED that the 'Gillingham Path' name plates have been successfully installed at either end of the alleyway linking the entrance to Loughton Station with Roding Road. The Customer Experience Manager (Design, Heritage & Planning) LU Customer Insight, Strategy & Experience, TFL, had been thanked for his assistance in this matter.

The Committee AGREED that a further attempt would be made to contact the owners of Bayliss Path, Church Hill to Queens Road, although this may prove too difficult. Officers had made three previous attempts to initiate contact, but all had proven fruitless.

EH287 Events

287.1 Loughton Wombles

The Committee NOTED that Loughton Wombles is now well into its second year of operations and continues to thrive and attract new members. The Town Clerk reported on the most recent litter pick on 23 March 2024, when two groups attended to litter in Englands Lane (through to Debden Lane), and Hillyfields (through to Pyrles Lane), respectively. A further litter pick has been scheduled for Saturday 20 April 2024, location(s) to be arranged.

287.2 Loughton Day – Saturday 21 September 2024

The Committee NOTED that organisation of this year's event is already in an advanced stage. Following the success of the 2023 event, many of the previous exhibitors and stallholders have asked to return, with interest from new participants coming forward. It was AGREED that New City College would be approached, with a view to participating in this year's event.

EH288 Cemetery Matters

288.1 Closed Churchyard – Min no EH267

The Committee NOTED the report from the meeting that the Town Clerk, Cemetery Clerk and Services Manager held on site, with the Church Warden of St John the Baptist Church (SJBC) on 8 March 2024, to conduct a comprehensive survey of the area, which the SJBC wishes to transfer to LTC. A decision will need to be made by the Environment & Heritage Committee, and subsequently full Council at some point soon as to whether they wish to proceed with taking over the responsibility of the Closed Churchyard. However, it was AGREED that no further comment would be made until a response had been received from SJBC, regarding a series of maintenance questions that had previously been raised by LTC.

288.2 Tree damage

The Committee NOTED that overnight on 26 February 2024 during one of the recent storms, a large tree went over a pathway near the entrance to the cemetery.

288.3 Rough Sleeper

The Services Manager reported that during late January / early February 2024, evidence of a rough sleeper was found at the cemetery. A referral was made to 'Street Link' and two outreach workers from CHESS Outreach Team attended the cemetery to investigate. This issue would appear to have gone away, but the site continues to be monitored for any such evidence.

There had been evidence of a rough sleeper along the Great Eastern Path, near Loughton Underground Station. The office was asked to monitor any subsequent reports of any further such incidents of rough sleepers in the underpass and contact the appropriate authorities accordingly.

EH289 Tree Report

The Committee NOTED the Tree Survey Report, which was completed on 8 January 2024 by Place Services, ECC, with minimal follow-up work required to trees on sites that are the responsibility of this committee.

EH290 Spring Bulb Display on Borders Lane – Min no EH270

The Committee NOTED that no response has been received from the request sent to Fairview Homes on 13 February 2024, and it was AGREED that the Town Clerk will continue to chase.

EH291 Loughton Station Disability Access – Min no EH272

The Committee NOTED that the contact for this area of responsibility had been sourced from Transport for London (TFL) and that Town Clerk will continue to chase a response.

EH292 Removal of seven Loughton Salt Grit Bins by ECC – Town Council Min no 235

The committee NOTED that a further holding e-mail had been received from the ECC Cabinet Member for Highways, Infrastructure and Sustainable Transport dated 23.2.24. Following an office survey, only one salt bin on the Golding Manor Estate has been replaced and filled up. The Town Clerk will endeavour to obtain a further update, prior to the next Committee meeting.

EH293 Indoor / Outside Boot Sales – Loughton Lawn Tennis and Bowling Club (LLTBC) request

The Committee NOTED that a request dated 1 March 2024 had been received from LLTBC (based in Eleven Acre Rise, Loughton) to be allowed to hold Indoor/Outside Boot Sales. It was AGREED that as a one off request and as per common practice from local authorities, the request would be allowed without the granting of a licence, but LLTBC would need to produce a risk assessment and give consideration for their parking arrangements. For future regular such requests a 'car boot policy' would need to be provided and a draft policy would be brought to the next committee meeting for members to consider.

EH294 Drinking Fountain, High Road Loughton

The Committee NOTED that one of the ridge tiles has detached from the roof and has left a gap, although the roof appears to be sound. A trusted roofing contractor visited the site on 22 March 2024, and a quote is awaited, before the works can be progressed.

EH295 Hanging flower baskets, Loughton

The Committee AGREED to continue with the annual planting, maintenance and watering of hanging baskets in Loughton, namely 38 hanging baskets in The Broadway, 31 wraparound baskets for The High Road, and 11 wraparound baskets for Old Station Road, for the period 20 May 2024 to 22 September 2024 – 18 weeks. Officers will now make the necessary application to ECC Highways.

EH296 Financial Position

Current Financial Position

The Committee NOTED the current financial position as at 31 January 2024, together with current details of the funds available from earmarked reserves.

EH297 Environmental Issues

No items were raised.

EH298 Future Work of the Committee

No specific items were raised, although it was noted that the LTC website should be reviewed and updated to feature any items of interest that may attract tourists to Loughton.

EH299 Closing Remarks of the Committee Chairman

As this is the last Environment & Heritage Committee meeting of this current Town Council administration, the Chairman took the opportunity to thank the Officers, Committee members and substitute members for all their hard work during the past three years.

Signed:

Date: 11 June 2024