

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 5 June 2013 at 7.45pm at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
P Beales (from Min no EH54) C Davies (from Min no EH56)  
I Lawrence M Owen C C Pond  
P Abraham (as substitute for Cllr Pewsey)  
D Wixley (as substitute for Cllr Jennings)

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**EH52 Apologies**

Apologies for absence were received from Cllrs Downing, Jennings and Pewsey. The Town Clerk reported that Cllr Abraham had been nominated as substitute for Cllr Pewsey and Cllr Wixley as substitute for Cllr Jennings for this meeting.

**EH53 Confirmation of Minutes**

The Minutes of the meeting held on 27 March 2013 were CONFIRMED as a correct record and signed by the Chairman.

Cllr Beales joined the meeting.

**EH54 Public Representations**

None were received.

**EH55 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items 5.7, Winter Service and 7.1, Community Initiatives Fund, as a member of Essex County Council.

Cllr Owen declared a non-pecuniary and non-prejudicial interest in Agenda item 5.5.3 as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association.

Cllr Davies joined the meeting during the next item.

**EH56 Matters for Report**

**56.1 Alleyway Name Plates – Min no EH6.1**

The Services Manager reported that the installation of the new name plates in Meads Path and Lowery Path had been completed.

The Committee AGREED to add the following alleyways to the list of proposed alleyway namings:

- i. Driftway Path – Kirby Close to Green Walk, as the latter had been a driftway (cattle drove road).
- ii. Stanmore Path – Champions to Broadstrood, recalling Lord Stanmore, former owner of Goldings Manor.

**56.2 Heritage Open Days 2013 – Min no EH24.5**

The Chairman reported on her work to coordinate the properties planning to open in Loughton for the 2013 event, which will take place during the period 12 – 15 September.

**56.3 Committee Responsibilities and Priorities – Min no EH24.6**

The Committee NOTED that dates for the members' site visits to the Pyrles Lane allotment site, Loughton Cemetery and Lady Whitaker's Mead, and the Brook Project would be confirmed in due course.

**56.4 Seats and Benches – Min no EH36.1**

**56.4.1** The installation of the new wooden bench and litter bin at Potters Close/York Hill scheduled for the week commencing 27 May 2013 had been further delayed by the contractor.

**56.4.2** The Committee AGREED to replace one of the wooden benches on the green opposite the Gardeners Arms public house, recently removed for safety reasons, with a new 2.4m wooden bench to match the remaining bench. Costs were estimated to be £650 plus delivery and installation.

**56.4.3** The Town Clerk reported that enquiries with Essex County Council's agents, Lambert, Smith, Hampton, regarding the reinstatement of the bench at the junction of Sedley Rise and Church Hill would continue.

**56.5 Allotments – Min EH46**

**56.5.1 Allotment Training**

The Committee NOTED that the Town Clerk would be attending the next meeting of the Eastern Region Allotment Officers' Forum on 11 July 2013 at Parndon Wood Nature Reserve.

**56.5.2 Best Allotment in Loughton 2013**

The Committee welcomed confirmation that TV presenter and gardening writer, Christine Walkden, had agreed to judge this year's competition. Her inspection of the shortlisted allotment plots would take place on Friday 26 July 2013 following shortlisting by the Council's panel during the preceding two weeks.

**56.5.3 Roding Road Allotments**

It was NOTED that the second formal inspection of this allotment site, scheduled to take place on 29 May 2013, had been postponed by the representatives of the Management Committee owing to unforeseen circumstances but would be rearranged shortly.

The Town Clerk confirmed that a visit by Trevor Baker, Land Drainage Officer at Epping Forest District Council, had been arranged with the Chairman of the Roding Road Allotment and Leisure Gardens Association for 12 June 2013 to investigate the springs and drainage problems on the allotment site.

**56.5.4 Willingale Road Allotments**

The Committee NOTED that the Debden Horticultural and Allotments Society and one of its tenants had sought the assistance of the Town Council to resolve a long standing dispute with both sides agreeing to

abide by the result of arbitration. The Chairman of the Committee and the Town Clerk would meet those involved on 11 June 2013.

**56.6 Community Tree Strategy for Loughton – Min no EH47.1**

It was reported that the Committee's comments on the draft Action Plan had been welcomed by Chris Neilan, the District Council's Principal Landscape & Trees Officer, and the Plan updated accordingly. Public involvement in the consultation would be invited from mid-June with the consultation closing at the end of July 2013. The delivery of the printed copies was anticipated shortly.

**56.7 Winter Service – Min no EH47.2**

The Committee NOTED that the damaged salt/grit bin at the junction of Marjorams Avenue and The Greens Close had been removed and a replacement bin purchased at a cost of £141. This would be installed in late summer by Town Council staff and part-filled with salt/grit from the Council's stock.

**56.8 Blue Heritage Plaques – Min no EH47.5**

The Committee NOTED that the installation of the heritage plaque to commemorate Ralph Russell (1918 -2008), eminent scholar and translator of Urdu literature, who had lived in Queens Road from 1927 to 1940 and had attended Staples Road School, would take place shortly. Arrangements for an unveiling ceremony would be confirmed in due course.

**56.9 Flower baskets**

The Committee commended the officers for achieving savings of £564 in the contracts for the summer and winter planting, watering and maintenance of the flower baskets in the Broadway and High Road for the period May 2013 – April 2014. The new contract price was £7,121.40 net of VAT with an additional fee of £100 for the safety inspection of the street lighting columns arranged through Essex County Council.

**56.10 Drinking Fountain**

The Town Clerk reported on her meeting with a local businessman who had expressed interest in supporting works to renovate the fountain canopy. It was NOTED that further investigations to enable a satisfactory schedule of works to be drawn up would be undertaken.

**56.11 Village Greens – Min no EH6.5 (also Staffing Report – Min no EH208)**

The Committee AGREED that:

- i. the detailed collation work to allow the submission of applications for the registration of Jessel Green, Newmans Lane, Rookwood Gardens and Westall Road should now be undertaken as a priority.
- ii. the recruitment of a Project Officer, as previously agreed by the Resources and General Services Committee, should be progressed. This was a post based on 15 hours per week on a three-month short term contract, SPC 29 (£25,129 pro rata) at a net cost of £3,200, including on-costs.

**57 Financial Position**

The end of year report for 2012/13 was NOTED.

**58 Community Initiatives Fund**

**58.1** The Committee NOTED the report on the Community Initiatives Fund (CIF), a small grants scheme funded by Essex County Council designed to fund community projects.

**58.2 Replacement of Non-conforming Street Furniture in Conservation Areas**

The Committee proposed the following item as being suitable for submission to the Community Initiatives Fund:

Continuing the replacement of the remaining concrete and steel lamp columns in Forest Way, Staples Hill Path, Staples Road and York Hill with conservation area style posts, as the former detracted from the ambience of the Conservation Areas. Members NOTED that this proposal was supported by the Hills Amenity Society's appraisal of the Conservation Areas.

**EH59 Future Work of the Committee**

The Committee agreed to consider the following items at a future meeting:

- i. Designation of public rights of way
- ii. Town signs
- iii. Interpretation boards – members were invited to suggest locations.

**Signed:**.....

**Date:**                   **31 July 2013**

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 31 July 2013 at 7.45pm at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
P Beales J Jennings M Owen  
S Pewsey C C Pond  
D Wixley (as substitute for Cllr Downing)

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

2 members of the public

**EH60 Apologies**

Apologies for absence were received from Cllrs Davies, Downing and Lawrence. The Town Clerk reported that Cllr Wixley had been nominated as Cllr Downing's substitute for this meeting.

**EH61 Confirmation of Minutes**

The Minutes of the meeting held on 5 June 2013 were CONFIRMED as a correct record and signed by the Chairman.

**EH62 Public Representations**

None were received.

**EH63 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda item 5.1, Closure of footpath, Borders Lane/Rectory Lane and any other discussions during the meeting on matters concerning Essex County Council as a member of that Council.

Cllr Wixley declared a non-pecuniary and non-prejudicial interest in Agenda item 5.2, Memorial Rose Garden as Chairman of the Recreation Committee, which may in due course take over responsibility for the maintenance of that garden.

**EH64 Matters for Report**

**64.1 Closure of footpath, Borders Lane/Rectory Lane – Min no EH24.8**

It was reported that Essex County Council had started work on the Town Council's application to have this path designated as a public right of way. Cllr C C Pond had assisted with a query on the exact location of the junction of the path with Borders Lane. A local District Councillor had been in discussion with the Nursing Home developer over the future of the path.

**64.2 Memorial Rose Garden (formerly the Brook Project) – Min no EH24.11**

Members NOTED that the Parochial Church Council of St Michael's Church in Roding Road had agreed to explore the possibility of the Town Council taking out a lease on the refurbished memorial garden and undertaking the associated maintenance.

The Committee referred this matter to the Resources and General Services Committee for further consideration, suggesting that a lease period of a minimum of twenty-five years should be sought for a peppercorn rent.

Members also noted that, if the proposal was taken forward, the ongoing maintenance would fall under the responsibility of the Recreation Committee.

**64.3 Heritage Open Days 2013 – Min no EH56.2**

The Committee NOTED that registration for the properties to open in Loughton as part of this year's events had been completed. These included Forest Hall Church, Lopping Hall, Loughton Arts Centre, Loughton Cemetery and Chapel, Loughton Masonic Hall and Loughton Methodist, St John's and St Mary's Churches.

Cllrs Beales, Jennings and Pewsey volunteered to assist visitors to the Loughton Cemetery and Chapel from 1pm – 4pm on Sunday 15 September.

The events would be widely publicised to encourage visitors.

**64.4 Committee Responsibilities and Priorities – Min no EH56.3**

The Committee NOTED that visits to the Pyrles Lane allotment site, Loughton Cemetery and Lady Whitaker's Mead, and the Brook Project had been delayed owing to members' commitments.

**64.5 Allotments – Min EH56.5**

**64.5.1 Allotment Training**

The Town Clerk had attended a meeting of the Eastern Region Allotment Officers' Forum on 11 July 2013 and received information on allotment policies, managing non-cultivation, water regulations and mentoring schemes for new tenants.

**64.5.2 Best Allotment in Loughton 2013**

TV presenter and gardening writer, Christine Walkden, had judged this year's competition during her visits to the Loughton Potato Ground, Roding Road and Willingale Road allotment sites on 26 July 2013. Members sent their thanks to Ms Walkden and to the shortlisting judges for their work in the hot weather.

The presentations to the winner, runner up and highly commended gardeners will be made by the Town Mayor at 7.30pm on 27 August 2013 at the Willingale Road site, hosted by the Debden Horticultural and Allotment Society.

**64.5.3 Roding Road Allotments**

The second formal inspection of the site will be arranged shortly. The Town Clerk provided an update on the number of let and vacant plots and reported that there were currently nine people on the waiting list. She also reported that she had accepted an invitation to judge the Roding Road Allotment and Leisure Gardens Association's plot marker competition.

**64.6 Blue Heritage Plaques – Min no EH56.8**

The Committee NOTED that the ceremony to unveil the new blue plaque to commemorate Ralph Russell (1918 -2008), eminent scholar and translator of Urdu literature, at 6 Queens Road, had taken place on Monday 15 July 2013.

Members thanked officers, Vivienne Messenger and Paul Hoy, for their work in this regard.

The Committee AGREED to erect plaques, subject to homeowners' permission, to recognise the work of Ken Campbell, British actor, director and playwright, and Gladys Buchanan Unger, Californian-born playwright, both of whom had lived in Loughton for part of their life.

**64.7 Village Greens – Min no EH56.11**

The Committee NOTED that Sandra Lanning had joined the Town Council staff on 1 July 2013 on a three-month part-time contract to progress the collation of the evidence to support the submission of applications for the registration of various greens.

The Committee AGREED to proceed with the registration applications for the greens as listed on the agenda plus one other site from the original list.

**64.8 Finger Post Signs**

Members NOTED the report regarding the two heritage finger post signs in the High Road at the junctions with Forest Road and Traps Hill, refurbished by the Town Council in 2006 with permission from the Highways Authority, and that repair works had been carried out to the Traps Hill sign by LWC Engineering at a net cost of £180.00.

The Committee expressed concern that the Traps Hill sign was in a vulnerable position and asked the Services Manager to report on the options for moving this closer to the bus stop in the High Road. Mr Hoy was also asked to consider whether one of the direction fingers on the sign in Forest Road could be realigned.

**64.9 Parking**

Details of the North Essex Parking Partnership's recent proposals to designate two new pay-and-display parking schemes in the town, in the High Road and Pyrles Lane, were brought to members' attention. It was noted that a response was invited by 23 August 2013.

The Town Clerk was asked to distribute this information to all councillors, requesting comments by Tuesday 6 August 2013, to enable a draft response to be considered by the Planning and Licensing Committee at its meeting on 12 August 2013.

**EH65 Financial Position**

The Committee NOTED the current financial position.

**EH66 Consultation on Registration of New Town or Village Greens**

The Committee NOTED the consultation on further reforms to the process for town and village green registrations.

**EH67 First World War Centenary 2014**

The Committee discussed ideas for the commemoration of this important anniversary and noted that grant funding was available.

The Committee AGREED to join the First World War (FWW) Centenary Partnership which provided access to detailed information and guides on centenary events and project planning.

Members AGREED to discuss plans with other local organisations including the Royal British Legion.

**EH68 Future Work of the Committee**

The Committee AGREED to consider the following items at a future meeting:

- i) a proposal to seek permission to erect an interpretation board on The Triangle or Police Station forecourt to give a historical conspectus of the southern end of the High Road, including the Lopping Hall, Police Station, the first railway station and Loughton's first purpose built shops.

**Signed:**.....

**Date:**                   **23 October 2013**



**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 23 October 2013 at 7.45pm at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
P Beales J Jennings M Owen  
S Pewsey C C Pond  
D Wixley (as substitute for Cllr Lawrence)

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**EH69 Apologies**

Apologies for absence were received from Cllrs Davies, Downing and Lawrence. The Town Clerk reported that Cllr Mann had been nominated as substitute for Cllr Downing and Cllr Wixley as substitute for Cllr Lawrence for this meeting.

**EH70 Confirmation of Minutes**

The Minutes of the meeting held on 31 July 2013 were CONFIRMED as a correct record and signed by the Chairman.

**EH71 Public Representations**

None were received.

**EH72 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items 5.10, Winter Service 2013/14, 5.12, Part Night Street Lighting, 11, Road Safety, and 12, Review of the County Council's Local Bus Strategy as a member of Essex County Council.

Cllr Owen declared a non-pecuniary and non-prejudicial interest in Agenda item 5.5.2, Roding Road Allotments as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association.

**EH73 Matters for Report**

**73.1 Light up a Life Service – Min no EH24.1**

Members NOTED that this year's Light up a Life Service, organised in partnership with St Clare Hospice, would take place on Saturday 30 November 2013. Everyone was invited to meet at the Loughton Methodist Church from 4.30pm for the short procession to Kings Green for the service and switching on of the Christmas lights.

**73.2 Remembrance Services – Min no EH24.2**

Following a recent meeting with representatives from the Loughton Branch of the Royal British Legion and Churches Together in Loughton, the Town Clerk provided an update on the arrangements for this year's service to be held at the War Memorial on Sunday 10 November 2013. The parade would leave the RBL Headquarters in Church Hill at 11.50am.

**73.3 Heritage Open Days 2013 – Min no EH56.2**

The Committee NOTED the report and thanked Cllrs Beales, Jennings and Pewsey and the Town Clerk for assisting visitors to the Loughton Cemetery and Chapel.

As this year's event had attracted a great deal of interest and an increase in visitors, members AGREED to support the scheme again in 2014. It was also agreed to review the Cemetery pamphlet and include details of Private Sidney Godley, buried in the Cemetery and awarded the first Victoria Cross of the Great War. A leaflet detailing a tree trail around the cemetery grounds would also be prepared for visitors.

**73.4 Committee Responsibilities and Priorities – Min no EH56.3**

The Committee NOTED that the proposed visits to the Pyrles Lane allotment site, Loughton Cemetery and Lady Whitaker's Mead would be arranged in due course.

**73.5 Allotments – Min EH56.5**

**73.5.1 Best Allotment in Loughton 2013**

The Committee NOTED the report of this year's competition and AGREED that officers should meet with representatives from the three allotment sites early in the new year, to discuss arrangements for the shortlisting of plots in the 2014 competition.

**73.5.2 Roding Road Allotments**

Members NOTED that good communication had been maintained with the managers of the of the Roding Road site this year. The Town Clerk had been invited to judge the plot marker competition organised by the RRALGA, which helped ensure that more of the plots were clearly displaying their plot numbers for ease of identification.

A further inspection of the plots had been carried out by members of the RRALGA Committee on 4 October 2013 resulting in a further eighteen warning letters being sent out reminding tenants of their responsibilities to maintain the plots in a satisfactory condition. Several other tenants were to have received telephone calls to discuss the condition of their plots. The Lettings Officer from the RRALGA had reported that she had re-let the plots vacated by tenants earlier in the season following the March 2013 inspection.

**73.5.3 Willingale Road Allotments**

The Committee NOTED the report.

**73.6 Blue Heritage Plaques – Min no EH64.6**

It was NOTED that the owner of Swiss Cottage, 40 Baldwins Hill had given his permission for the installation of a heritage plaque to commemorate Ken Campbell (1941-2008), actor, director and playwright, who had lived at this address. An order for the plaque had been placed.

**73.7 Village Greens – Min no EH56.11**

The Town Clerk reported that the applications for the Jessel, Newmans, Rochford and Rookwood Greens had been completed and once the necessary statutory declarations had been sworn would be submitted to Essex County Council.

**73.8 Community Tree Strategy for Loughton – Min no EH36.2**

The Committee NOTED that the publication *Loughton and its Trees* was now available from the Loughton and District Historical Society and local bookshops priced at £8.00. Copies of the action plan to further enhance the tree-scape of the town were provided to members for discussion at a future meeting. Plans for a book launch event would be drawn up by the Town Clerk in discussion with the Chairman and Vice Chairman of the Committee.

**73.9 Seats and Benches**

**73.9.1** It was reported that the seat and litter bin situated on the green space at the corner of Potters Close and York Hill had been replaced in July with timber items sympathetic to the conservation area. The seat removed from this location had since been installed on the Roding Valley Recreation Ground and the litter bin used to replace a damaged bin at the Colebrook Lane playground.

**73.9.2** It was also reported that the two new replacement timber seats had been installed on the green opposite the Gardeners Arms public house at the top of York Hill at a net cost of £1,294.00.

The Committee thanked the Services Manager for his work in this regard.

**73.10 Winter Service 2013/14 – Min no EH47.2**

The Committee NOTED that over fifty volunteers had come forward to take part in this winter's salt bag scheme and had received their bags of salt and instructions. However, as supplies of salt bags were now limited, the Services Manager was endeavouring to secure a second delivery from the County Council in readiness for winter weather.

**73.11 Parking – Min no EH64.9**

The Committee NOTED the response to the North Essex Parking Partnership consultation on new pay-and-display schemes in the High Road and in Pylres Lane confirmed by the Planning & Licensing Committee on behalf of the Council at its meeting on 12 August 2013.

The Town Clerk reported on the North Essex Parking Partnership's proposals to introduce parking restrictions on various roads in the town. As the consultation closed on 8 November 2013, the document would be circulated to all councillors with responses requested to be sent to the Town Clerk for collation. Depending on the level of the response the matter would be considered by the Planning and Licensing Committee at its meeting on 11 November 2013.

**73.12 Part Night Street Lighting – Min no 98 (Council)**

The Committee NOTED the report and the response prepared by Council at its meeting on 18 September. The Vice Chairman reported that pressure was being brought at the County Council to ensure street lighting in Epping Forest, particularly in Buckhurst Hill, Chigwell and Loughton remained on until at least 1am when bus services finished.

**73.13 First World War Centenary 2014 – Min no EH67**

The report was NOTED. It was AGREED to publish information on the Council's website about local World War I service personnel and life in Loughton at the time, and prepare a special article on the Centenary for the Summer 2014 edition of Think Loughton.

**EH74 Financial Position**

The Committee NOTED the current financial position.

**EH75 Interpretation Panel**

The Committee AGREED to seek permission to erect an interpretation panel in the Police Station forecourt to provide an historical overview of the southern end of the High Road, including the Lopping Hall, the Police Station, the first railway station and Loughton's first purpose built shops. A 2014/15 budgetary provision of £1,500 would be made for this item.

**EH76 Committee Priorities**

**76.1** As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list and AGREED on the following:

<b>Environment and Heritage Committee – Priorities 2014/15</b>		
<b>Current Priority</b>	<b>Main Function</b>	<b>Greater Detail/Current Position</b>
<b>Current activities</b>		
High	Heritage Open Days	Cemetery opening Sept 2014
High	Tourist brochures	In preparation
High	Registration of Village Greens	Research and collation of evidence, prior to application
High	War Memorial, Kings Green	Additional names
High	Conservation Areas / areas of local landscape merit	Proposals submitted to EFDC
Medium	Town signs	Awaiting funding
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
Medium	Salt/grit bins	Site surveys, permissions, and ordering – subject to ECC policy
Medium	Vehicle speed reduction measures	Community speed watch scheme to be researched
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation panels	In preparation
Medium	Seats (new)	Site surveys, permissions, purchase and installation
TBC	Heritage street lights	Awaiting funding
<b>On-going activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Broadway toilet and Community Lavatory scheme	Cleaning and maintenance, initial research and approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance
High	War memorials	Inspect and maintain

High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights on Kings Green	Maintenance
High	Christmas Window Competition	Admin and arrangements
High	Parish Paths Partnership	On-going
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

**76.2** The Committee CONFIRMED the following items for consideration by the Planning and Licensing Committee, as being suitable for a developer's Section 106 contribution should the opportunity arise.

- i. Public toilets
- ii. Town signs
- iii. Bus shelters

**Eh77 Estimates for 2014/15**

**77.1 Income**

The Committee AGREED that the following fees and charges should be increased by 3.2 per cent:

- i. Cemetery
- ii. Allotment rents (noting that the Pyrles Lane site is not available for letting at the present time)
- iii. Licence for vehicle access to Roding Road allotment site

**77.2 Rolling Programme**

The Committee discussed the proposed expenditure and in particular the benefits of digitising the cemetery registers for business continuity purposes and creating an on-line search facility for members of the public.

The rolling programme as presented in the Agenda was AGREED with the following additional items to be included in the 2014/15 budget:

- |      |                                    |         |
|------|------------------------------------|---------|
| i.   | Digitisation of cemetery registers | £5,000  |
| ii.  | Interpretation board (High Road)*  | £1,500  |
| iii. | Heritage street lighting**         | £15,000 |
| iv.  | First World War Centenary 2014     | £1,000  |

\*The enhanced services budget for heritage plaques/heritage panels was to be reduced from £750 to £500.

\*\*Depending on grant funding.

**77.3 Estimates for 2013/14**

The estimates for 2014/15 as presented in the Agenda were AGREED such that the net figures were as follows:

<b>Environment and Heritage Committee</b>	<b>£</b>
Total budget expenditure**	191,475
Income	22,361
Net expenditure	169,114
Transfers from earmarked reserves*	-26,670
<b>Total net expenditure</b>	<b>142,444</b>
<i>*Details of transfers from earmarked reserves:</i>	
<i>Cemetery memorial fund</i>	<i>6,000</i>
<i>Lady Whitakers Mead</i>	<i>10,600</i>
<i>Bus shelters</i>	<i>1,000</i>
<i>Community toilet scheme</i>	<i>1,000</i>
<i>Salt &amp; grit bins replacement</i>	<i>400</i>
<i>War memorial insurance &amp; maintenance</i>	<i>670</i>
<i>Pyrles Lane project</i>	<i>2,000</i>
<i>Village Greens – legal expenses reserve</i>	<i>5,000</i>
	<i>26,670</i>

\*\* **NB:** The total budget expenditure shown above included a service recharge of £78,000 (the 2013/14 figure). The 2014/15 figure would be confirmed by the Resources and General Services Committee at its meeting on 20 November 2013 and a revised budget provided to the Environment and Heritage Committee at its next meeting if appropriate.

**EH78 Christmas Window Competition 2013**

The Committee NOTED that all shops and businesses within the Town Council's boundaries were automatically entered in this annual competition. The competition had been publicised through posters, press releases and the website and had already been promoted in the autumn issue of Think Loughton.

The window displays were required to be in place by 1 December 2013 with the judging period kept to seven days to enable the charity shops to sell items from their displays. Officers would visit the smaller shopping parades on 2 December to check for any noteworthy displays and report these to the judges.

Members volunteered to distribute A5 flyers to the various shopping centres/parades in Loughton.

**EH79 Road Safety**

Following the recent fatal road accident in Oakwood Hill, and increased public concern over speeding in Loughton, the Committee AGREED in principle to join if possible the Community Speed Watch initiative. The Town Clerk was asked to seek more information on the scheme to the Committee.

**EH80 Review of the County Council's Local Bus Strategy**

The Committee NOTED the public consultation on the review of the Local Bus Strategy which runs until 9 December 2013.

**EH81 Future Work of the Committee**  
No items were raised at this meeting.

**Signed:.....**  
**Date: 29 January 2014**

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 29 January 2014 at 7.45pm at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
P Beales C Davies (from Min no EH86.10)  
T Downing J Jennings I Lawrence  
M Owen S Pewsey C C Pond

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**EH82 Apologies**

Apologies for lateness were received from Cllr Davies.

**EH83 Declarations of Interest**

Cllr Owen declared a non-pecuniary and non-prejudicial interest in Agenda item 5.6, Roding Road Allotments as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association.

**EH84 Confirmation of Minutes**

The Minutes of the meeting held on 23 October 2013 were CONFIRMED as a correct record and signed by the Chairman.

**EH85 Public Representations**

None were received.

**EH86 Matters for Report**

**86.1 Alleyway Name Plates – Min no EH56.1**

The Committee NOTED that permission had been obtained from Epping Forest District Council for the installation of two name plates in Hardings Path, but that negotiations with Transport for London regarding Gillingham Path continued.

**86.2 Drinking Fountain – Min no EH56.10**

The Town Clerk confirmed that the insurance company had given authorisation for repairs to the stone fountain, damaged and displaced during the late evening on Sunday 29 December 2013. The works were scheduled to be carried out on 5 February 2014 with cost of these repairs amounting to £515 plus additional plumbing works.

CCTV footage of the incident had been made available to the police by the District Council and investigations continued.

The Committee also NOTED that, following advice from a civil engineer, a contractor who specialised in oak timber restoration had been invited to advise on the necessary works to the corner posts supporting the canopy.



**86.3 Light up a Life – Min no EH73.1**

The report on the 2013 event held on Kings Green, in partnership with St Clare Hospice, was NOTED and in particular that the collection at the Loughton service had raised £245 with donations from the Loughton area resulting from the charity's mail campaign totalled £2,360.

A date for the 2014 event will be arranged shortly.

**86.4 Remembrance Services – Min no EH73.2**

The Town Clerk confirmed that a meeting with representatives from Churches Together in Loughton and the local branch of the Royal British Legion, to discuss arrangements for the 2014 Remembrance Service and plans to commemorate the centenary of World War I, was to be held at 4pm on 4 February 2014. The Committee nominated Cllr Pewsey to attend as the Council's representative.

**86.5 Heritage Open Days 2014 – Min no EH73.3**

The Committee NOTED that the City of London had been approached to facilitate the opening of Warren House and Lawrence of Arabia's hut in its grounds.

Cllr C C Pond reported on the possible openings of new properties as part of the 2014 event. The Town Clerk was asked to approach those who had supported the event in previous years to allow time for a programme to be drawn up and well publicised.

**86.6 Allotments – Min EH73.5**

**86.6.1 Best Allotment in Loughton 2014**

A report of the Deputy Town Clerk's meeting with representatives from the allotment sites to discuss the 2014 competition was NOTED.

The Committee confirmed the minor amendments to the criteria as follows:

- *General appearance of the plot and condition of crops*
- *Use of recycled materials / compost bins / manure*
- *Use made of all ground areas in the plot*
- *A bit of flair / creativity / variety of crops*

The shortlisting in 2014 was to be carried out by a representative from each allotment site together with the Town Clerk. A representative would take no part in the judging at their allotment site but be present to help with the plot numbering.

The final judging was to be carried out by an independent judge. The Town Clerk confirmed that Mr Jeff Barber, the current Eastern Region Representative of the National Allotment Society had kindly agreed to undertake the judging this year on a date to be confirmed in late July.

The Committee welcomed the suggestion of a new judging category for newcomers – to encourage those tenants with less than two years experience. This would replace the Town Mayor's award.

Following the successful awards presentation event held at Willingale Road allotments in 2013, the Committee thanked the Chairman of the

Debden Horticultural and Allotments Society and accepted his offer to hold the 2014 presentations at that site.

**86.6.2 Roding Road Allotments**

The Committee NOTED that an inspection of the site would be arranged once the ground conditions had improved.

**86.7 Blue Heritage Plaques – Min no EH73.6**

The Committee NOTED that the heritage plaque commemorating Ken Campbell, actor, director and playwright, who had lived at Swiss Cottage, Baldwins Hill, had been erected in December 2013.

As the outcome of enquiries regarding the installation of a plaque for Gladys Buchanan Unger, Californian-born playwright, was uncertain, the Committee AGREED, if this was unsuccessful, to progress a plaque to Major Greenwood, a biologist and pioneer of environmental sciences, who had lived in Lower Park Road.

**86.8 Village Greens – Min no EH73.7**

The Town Clerk reported that the applications for the registration of Jessel, Newmans, Rochford and Rookwood Greens had been submitted to Essex County Council and allocated case numbers.

**86.9 Community Tree Strategy for Loughton – Min no EH73.8**

The Committee NOTED that the action plan associated with the Strategy was awaiting approval by the portfolio holder at the District Council. Arrangements for the book launch event were to be confirmed shortly.

Cllr Davies arrived during the next item.

**86.10 Road Safety – Min no EH79**

The Committee AGREED to seek the views of Inspector Andy Fusher from Essex Police, who was scheduled to attend the Town Council meeting on 26 February 2014, on the appropriateness of setting up a community speed watch scheme in Loughton.

Cllr C P Pond drew members' attention to the North Essex Parking Partnership's new scheme to help make streets safer by deploying a new 'Park Safe' camera car particular near school entrances.

**86.11 High Beach Visitor Centre – Min no EH24.9**

The Committee welcomed the news that the High Beach Visitor Centre would re-open in April 2014 initially for a minimum of two days a week and be operated by the Friends of Epping Forest.

**EH87 Financial Position**

The Committee NOTED the current financial position.

**EH88 Christmas Window Competition 2013**

The Committee thanked Vivienne Messenger for her report on the competition.

**EH89 Loughton Building Design Award**

Members NOTED the referral from the Planning and Licensing Committee, and that nominations were required by 31 January 2014.

**EH90 Pyrles Lane Allotments**

Members welcomed the approach from the Harlow Community Service to hold a regular project based at the allotment site to initially clear the ground and then be part of its future plans, as a potential community allotment or orchard.

The Committee CONFIRMED that the scheme should be progressed.

**EH91 Public Transport**

Noting that the Loughton branch of the Central Line was not among those to receive a new weekend night service, and that as Loughton now had a considerable night-time economy, the Committee AGREED to press Transport for London for an extension of the night bus route N55 to Debden Station on Friday and Saturday evenings. In the event that this was not feasible for operational reasons, an extension to Loughton Station would be welcome.

**EH92 Future Work of the Committee**

The Committee agreed to consider the following item at a future meeting:

- i. Taking over the ownership, and arranging for the public display, of the large metal World War 1 memorial previously on display in St Mary's Church but now in storage – Cllr Pewsey to prepare a report.

**Signed:**.....

**Date:**                   **26 March 2014**

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 26 March 2014 at 7.45pm at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
P Beales C Davies (from Min no EH97.7) T Downing  
I Lawrence M Owen C C Pond  
S Pewsey D Wixley (as substitute for Cllr Jennings)

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**EH93 Apologies**

Apologies for absence were received from Cllr J Jennings. The Town Clerk reported that Cllr Wixley had been nominated as her substitute for this meeting.

**EH94 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items 5.1, Closure of footpath, Borders Lane/Rectory Lane, 5.2, Part Night Street Lighting, 7, War Memorials, 8, Flower Baskets, and 10, Seats and Benches, as a member of Essex County Council.

Cllr Owen declared a non-pecuniary and non-prejudicial interest in Agenda item 5.6, Roding Road Allotments, as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association.

Cllr Pewsey declared a non-pecuniary and non-prejudicial interest in Agenda item 7, War Memorials, as a member of St Mary's congregation.

**EH95 Confirmation of Minutes**

The Minutes of the meeting held on 29 January 2014 were CONFIRMED as a correct record and signed by the Chairman.

**EH96 Public Representations**

None were received.

**EH97 Matters for Report**

**97.1 Closure of footpath, Borders Lane/Rectory Lane – Min no EH64.1**

The Committee NOTED that the County Council had considered all of the evidence submitted and decided to grant the Town Council's application to have this route registered as a public right of way.

The Order modifying the Definitive Map of Public Rights of Way has been made and sealed by the County Council. Notice of the making of this Order was scheduled to take place in the week commencing 7 April 2014. At that time the Town Council would be sent a copy of the Order together with a copy of the Notice of the making of this Order. If, as it appeared likely, the landowners appealed this decision then the Order would be passed to the Planning Inspectorate for confirmation by the Secretary of State. The

Planning Inspectorate was likely to call a public inquiry, as the Order has been made on user evidence.

The Committee referred to an email dated 11 April 2013 from the site developer confirming that it was their client's intention to re-open the route from Borders Lane once construction had finished and the site hoardings were removed and to keep the route open into the car-park and beyond. Members also asked the Town Clerk to source copies of the relevant webcasts of the Area Planning Subcommittee South to see whether the decision to grant permission for the care home development had been based on this confirmation of retaining the footpath, or offered any evidence of the developer acknowledging its existence.

**97.2 Part Night Street Lighting – Min no EH73.12**

The Committee AGREED to reinforce its previous comments to Cllr Rodney Bass of Essex County Council that the street lights in Loughton should not be switched off until fifteen minutes after the public transport services had finished, and should be switched on before their re-start in the morning, noting that this view was also supported by Inspector Andy Fusher, Neighbourhood Inspector for the Epping Forest District of Essex Police.

**97.3 Drinking Fountain – Min no EH86.2**

It was reported that, following the damage to the fountain in late December 2013, the works had now been completed to reinstall the stone unit and reconnect the plumbing. The water would be switched on again shortly.

The cost of the works, £634.64 net of VAT, had been met by the Council's insurance company, less the standard £250 excess.

The Town Clerk was in discussion with a specialist contractor regarding repairs to the oak corner posts.

**97.4 Light up a Life – Min no EH86.3**

The Committee NOTED that the 2014 service on Kings Green would take place on Saturday 29 November, in partnership with St Clare Hospice.

**97.5 Remembrance Services – Min no EH73.2**

Members NOTED that Cllr Pewsey and the Town Clerk had met representatives from Churches Together in Loughton and the local branch of the Royal British Legion to discuss arrangements for the 2014 Remembrance Service and plans to commemorate the centenary of World War I.

It was AGREED that, once confirmed, local events commemorating World War I should be publicised on the Town Council's website.

**97.6 Allotments – Min EH86.6**

**97.6.1 Roding Road Allotments**

The Town Clerk confirmed that the Spring 2014 inspection of the site would take place on 11 April. The membership secretary had reported that all full plots suitable for immediate cultivation had been let, with two people on the waiting list for a full plot, two half plots available. As a result of the March Inspection by the RRALGA committee members, two plot holders had been issued with a Notice to Quit and fourteen others given warning letters regarding cultivation standards.

Cllr Davies joined the meeting during the next item.

**97.7 Community Tree Strategy for Loughton – Min no EH86.9**

The official launch of the Loughton Community Tree Strategy had taken place on 25 March 2014 in the Council Chamber.

Members NOTED the Action Plan associated with the Strategy recently adopted by Epping Forest District Council and reconfirmed a commitment to protecting notable trees in private front gardens.

The Committee CONFIRMED that the Chairman and Vice Chairman together with the Town Clerk should convene meetings with the other stakeholders as necessary to progress the strategy.

**98.8 Road Safety – Min no EH86.10**

The Committee AGREED to make a formal approach to Essex Police to enable a community speed watch scheme in Loughton to be progressed.

**98.9 Public Transport – Min no EH91**

The Committee NOTED Transport for London's response to the Council's request for an extension of the night bus route N55 to Debden Station and commented that as Woodford Wells was not a 'destination of choice' for many local residents, the low number of passengers currently alighting there was not surprising.

It was AGREED to await the outcome of the new Night Tube Network Services on the Hainault part of the Central Line with a view to pressing for an extension of this to Loughton, which did appear to have the required staffing facilities at Roding Road.

**98.10 Broadway Toilet**

The Committee NOTED that, as the tenant of shop no 42 in The Broadway had vacated the premises, Epping Forest District Council was now in a position to move ahead with the refurbishment of the walkway to the Burton Road car park to improve access and visibility.

The plans required the demolition of both shop no 42 and the toilet currently managed by the Town Council under licence. Given the existing provision of an automated toilet towards the end of The Broadway outside of the petrol station, the District Council had no plans to replace the toilet.

The Town Clerk reported that under the terms of the Licence, it was terminable immediately without notice by the District Council. However, she would negotiate with their officers to allow the notice period for the cleaning contract to end. A notice would be attached to the outside of the toilet door advising patrons that the facility would be closing shortly and of the location of the alternative toilet.

**EH99 Financial Position**

The Committee NOTED the current financial position.

**EH100 War Memorials**

The Committee NOTED the report on the interim World War I war memorials commissioned for the town on which the names of the dead had been elaborately inscribed in illuminated script.

The Committee AUTHORISED the Town Clerk, in conjunction with the Chairman and Vice-Chairman of this Committee, to obtain the necessary consents and negotiate with the various authorities involved so that the memorials from St Mary's Church may be handed over to the Town Council for safe keeping and display.

**EH101 Flower Baskets**

The Committee CONFIRMED that an approach should be made to Essex County Council Highways requesting the replacement of the existing lighting columns to the north-east of the junction of the High Road with The Drive and Brooklyn Avenue with new, in a style to match the rest of the High Road and suitable for both Christmas lighting displays and flower baskets.

**EH102 Improvements to the M25 Motorway**

The information from the Highway Agency on construction works on the M25 between junctions 5-7 and 23-25, to enable the road to operate as All Lane Running (all lanes open to traffic, with no hard shoulder) was NOTED. Additional publicity for this new scheme and details of how it works and what to do in an emergency would be included in *Think Loughton*.

**EH103 Seats and Benches**

**103.1 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 it contains confidential information relating to land acquisition.

**103.2** The Committee AGREED to make a formal offer for the piece of land recently declared surplus to requirements by Essex County Council subject to confirmation by the Resources and General Services Committee at its next meeting.

**EH104 Future Work of the Committee**

The Committee agreed to consider the following items at a future meeting:

- i. Following the example of Maldon Town Council, having a new standing item on each agenda entitled "eyesores" – Cllr C C Pond to prepare a report.
- ii. The Loughton Art Trail – Cllr Pewsey to prepare a report.

**Signed:**.....

**Date:**                      **2 July 2014**