

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 2 July 2014 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales J Jennings I Lawrence
M Owen (from Min no EH109.2) C P Pond
S Pewsey

Also in attendance:

Councillors: D Wixley

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

EH105 Apologies

Apologies for absence were received from Cllr Downing.

EH106 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, 5.13, Bus Shelters, 5.15, Village Greens, 7, Community Initiatives Fund, and 8, Winter Salt Bag Partnership Scheme, as a member of Essex County Council.

EH107 Confirmation of Minutes

The Minutes of the meeting held on 26 March 2014 were CONFIRMED as a correct record and signed by the Chairman.

EH108 Public Representations

None were received.

EH109 Matters for Report

109.1 Closure of footpath, Borders Lane/Rectory Lane – Min no EH97.1

The Committee thanked officers for their work to secure the successful dedication of the footpath as a Public Right of Way. As no objections to the order had been received by Essex County Council during the appeal period, the order would now be sealed and the assistance of the County's footpath officer sought to secure the reopening of this route at the earliest opportunity.

The Chairman reported that he had secured funding (subject to cabinet member agreement) of £7,500 from the Local Highways Panel to make good this new highway and install name plates.

The Committee AGREED with the suggestion to name the route, Lady Mary's Path, after Lady Mary Wroth (1587-1653, the first recognised female author in England), who lived adjacent.

Cllr Owen joined the meeting.

109.2 Part Night Street Lighting – Min no EH97.2

The negative response from Essex County Council to the Town Council's request for the street lighting to remain on until 15 minutes after the close of public transport services was NOTED.

The Chairman reported that there may be an opportunity later in the year for districts and parishes to consider paying an additional sum per column of between £10 and £12, to keep columns lit throughout the night.

109.3 Flower Baskets – Min no EH101

The Committee NOTED the response from Essex County Council to the Town Council's request for the replacement of lighting columns to the north-east of the junction of the High Road with The Drive and Brooklyn Avenue, currently unsuitable for Christmas lights and flowers baskets.

Officers would explore the cost for the Town Council to replace some of these old columns.

109.4 Heritage Open Days – Min no EH86.5

Plans for the 2014 event, which runs from 11 – 14 September 2014, were well advanced, with the Loughton event registered on the website: www.heritageopendays.org.uk/

The Committee thanked Revd Geoffrey Smith of St John the Baptist Church, Church Lane, who had given permission for a display of classic cars to be mounted in the church car park during the afternoon of Sunday 14 September 2014.

Councillors would be asked to volunteer to assist visitors to the Cemetery on Sunday 14 September between 1pm and 4pm.

Work continued to prepare a Tree Trail around the Loughton Cemetery assisted by Tricia Moxey. An information sheet on the World War I graves in the cemetery would also be provided for visitors.

The Committee also NOTED that as part of the Loughton Art Trail, running from 5 – 13 September an interactive exhibition, The Return of Brambly Hedge, loaned by Epping Forest District Museum, would be mounted at the Murray Hall during the weekend of 6 and 7 September 2014.

109.5 Remembrance Services – Min no EH97.5

The Committee NOTED the provisional list of remembrance events for 2014 and in particular that the Loughton Branch of the Royal British Legion would be holding a candle lit event from 10pm on 4 August 2014 at their headquarters in Church Hill. Arrangements for a commemoration service at St Mary's Church were being finalised.

109.6 Allotments – Min no EH97.6

The Town Clerk confirmed that arrangements for the 2014 Best Allotment Award were in hand and updated members on issues affecting allotment sites in the town.

109.7 Community Tree Strategy for Loughton – Min no EH86.9

The Committee NOTED that a meeting to progress the Action Plan for the Strategy, including the launch of the Favourite Trees in Loughton scheme, was to be held shortly.

The Town Clerk was asked to write to Chris Neilan, at Epping Forest District Council, requesting that the Community Tree Strategies were adopted as Supplementary Planning Guidance under the existing Local Plan as they met the guidelines of the National Planning Policy Framework.

109.8 Road Safety – Min no EH86.10

It was reported that the local police were endeavouring to find trained police officers to assist with the proposed Community Speed Watch scheme in Loughton.

109.9 Public Transport – Min no EH91

The response from Essex County Council regarding the extension of night bus services to Loughton was NOTED.

109.10 Seats and Benches

The Town Clerk reported that the Town Council's solicitors had been instructed to negotiate with Lambert Smith Hampton, the County Council's agents, regarding a piece of land recently declared surplus to requirements off Church Hill.

109.11 Loughton Cemetery

109.11.1 The Committee NOTED the report regarding a recent break in at the Cemetery with the theft of grounds maintenance items valued at £1,700. Arrangements had been made to store the replacement equipment at an alternative location until security had been improved.

The Resources and General Services Committee would be asked to consider arranging new insurance cover for the contents when this work had been completed.

109.11.2 The Committee NOTED that fencing works were to be carried out at a net cost of £1,400 to address damage caused by the winter storms.

109.12 Heritage Plaques – Min no EH86.7

As it had not been possible to progress the plaque to commemorate Major Greenwood the Committee welcomed the suggestion from the E15 Acting School for a plaque to commemorate Joan Littlewood, the guiding light of the School and Margaret Bury-Walker, a key member of Theatre Workshop. A suitable location was considered to be the entrance gate pillars with the plaque size and wording to be discussed with representatives from E15.

109.13 Bus Shelters

The Chairman confirmed his request to Essex County Council for a new bus shelter at the end of Meads Path had been ratified at the Local Highways Panel meeting.

109.14 Heritage Asset Review – Min no PL482.5

The report to the Planning and Licensing Committee meeting on 30 June 2014, agenda item 4.2, was brought to members' attention. This concerned the District Council's Conservation Officer's support for extension of the York Hill Conservation Area Article 4 Direction to cover the same aspects of development as the Staples Road and the proposed Baldwins Hill Article 4 Directions, as these would be "beneficial in protecting the conservation area and would bring the planning controls in line with the neighbouring conservation areas, allowing a consistent approach to be taken across all three Loughton areas." A report to the EFDC cabinet on this point was expected later in 2014.

The Chairman reported that the Baldwins Hill Conservation Area Appraisal had now been adopted by the District Council subject to the call in period. The York Hill and Staples Road appraisals had been adopted previously.

109.15 Village Greens – Min no EH86.8

The Committee NOTED that the Town Clerk had confirmed to Essex County Council that the applications for the Jessel and Rochford Greens should proceed despite their existing designation under the Local Plan of Urban Space which afforded them a degree of protection.

The Committee also NOTED the recent Supreme Court judgment, Regina (Barkas) v North Yorkshire County Council, made on 21 May 2014. This referred to land provided and maintained by a local authority pursuant to section 12(1) of the Housing Act 1985, or its statutory predecessors.

109.16 War Memorials – Min no EH100

St Mary's Church had now donated the World War I parish memorial to the Town Council for safe keeping. Members admired the illuminated vellum memorial on display at the meeting. Officers would seek advice on the possible renovation of this item from the Essex Record Office before public display.

The World War II memorial of a similar design would remain on display in St Mary's until its plans for building works were granted planning permission.

EH110 Financial Position

The Committee NOTED the end of year financial report for 2013/14 together with details of the transfers to and from earmarked reserves.

EH111 Community Initiatives Fund

The Committee AGREED to submit an application for funding of £1,500 for a "York Hill Green Environmental Scheme" to enable the construction and installation of an orientation display board and other associated works, a scheme originated by the Hills Amenity Society. This scheme had already demonstrated community support.

EH112 Winter Salt Bag Partnership Scheme 2014-15

The Committee AGREED to participate in the 2014/15 Winter Salt Bag Partnership Scheme run by Essex County Council.

EH113 Environmental Issues

The Committee considered a new scheme proposed by the Chairman, to improve the ambience and environment of Loughton by tackling adverse factors and promoting positive ones.

The methodology was AGREED as follows:

Councillors should send to the Town Clerk at least 14 days before the meeting a statement of what the eyesore is, its exact location, its ownership, if known, and the desired course of action. Members would discuss the matter, come to a conclusion, and then the Clerk would write to the responsible body outlining what the Town Council would like to see done. If no action was taken, the matter could be publicised and revisited at a subsequent meeting.

EH114 Future Work of the Committee

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

- i. A re-evaluation of the current street planting scheme – Cllr Owen to prepare a report.
- ii. Towns Alive, a national charity formerly known as Action for Market Towns – the Town Clerk to prepare a report on the benefits of joining this charity.

Signed:.....

Date: **17 September 2014**

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the extraordinary meeting held on Friday 22 August 2014 at 9.30am at Kingsley Hall, 5 Austin Close.

Present

Councillors: C C Pond (in the Chair)
P Beales I Lawrence M Owen (from Min no EH118)
S Pewsey C P Pond
D Wixley (as substitute for Cllr Jennings)

Also in attendance:

Councillors: S Murray

Officers: E K Walsh (Town Clerk)
S Latchford (Allotments Officer)

5 members of the public

EH115 Apologies

Apologies for absence were received from Cllrs Davies, Downing and Jennings. Cllr Wixley had been nominated as Cllr Jennings' substitute for this meeting.

The Committee welcomed Mrs Susan Latchford, the recently appointed Allotments Officer to the meeting.

EH116 Declarations of Interest

No Declarations of Interest were received.

EH117 Public Representations

None were received.

Cllr Owen joined the meeting during the next item.

EH118 Willingale Road Allotments

118.1 The Committee NOTED that the Debden Horticultural and Allotments Society (DHAS) had managed this site for over sixty years on behalf of the former London County Council, Epping Forest District Council and then, on the transfer of land in 2005, on behalf of the Town Council.

The Committee publicly thanked the Society for its hard work, attention to detail and dedicated management of the site particularly in recent years.

The Town Clerk confirmed that, at an extraordinary general meeting held on 21 July 2014, the Society had been dissolved and responsibility for the day to day management had passed immediately to the Town Council as landowner.

118.2 The Committee NOTED the appointment of Mrs Susan Latchford as Allotment Officer, a new temporary part-time post authorised by the Resources and General Services Committee at its meeting on 16 July 2014.

- 118.3** The Town Clerk confirmed that the Council's public liability insurance had been updated to include the allotment site at no additional cost.

A 5-year electrical test and inspection condition report had been undertaken on the buildings at a cost of £250 plus VAT. Consideration would be given to any remedial works required by the report. The water tanks on site had also been inspected and several repairs carried out with the cost of this work yet to be confirmed.

118.4 Management Policy and Tenancy Agreements

The Committee AGREED the annual allotment rent for existing tenants at the Willingale Road site effective from 1 September 2014 as:

£30 per full plot
£20 per half plot
£10 per small uncultivable plot with shed.

It was further AGREED that fees would be doubled for all new tenants not resident in the civil parish of Loughton – see point 6 of the Tenancy Agreement.

The Committee gave twelve months' notice of the maximum rent for a full plot to be applied from 1 September 2015 for Loughton residents as £36.00 per annum (half plot - £24, small uncultivable plot - £12). This represented an increase of £1 p.a., as £5 p.a. per plot had been levied by the Society as a membership charge.

This amount would be reviewed by the Committee at its summer 2015 meeting.

The Town Clerk updated members on various items and the Committee AGREED to proceed as reported, namely:

1) Management of Site Buildings:

The transfer documents from Epping Forest District Council applied to the whole site including the existing buildings. However, other documents confirmed that some of the site buildings had been paid for by the DHAS. Whilst the Council's management appointment to the DHAS included the maintenance of buildings, there was no reference to what action was to be taken in the event of the demise of the Society in this regard.

Whilst the Town Council will take responsibility for the buildings under its Duty of Care, the Town Clerk would seek legal guidance to clarify this matter.

2) CCTV Camera

The Committee confirmed that the dummy CCTV camera, recently installed by person(s) unknown, was to be removed.

3) Maintenance of Buildings

The Town Clerk reported that one structure appeared to be in a potentially dangerous condition with the roof collapsing. This would be addressed.

All buildings would receive a detailed inspection and officers would look at grant funding to help finance these and other site improvements. Routine portable appliance testing and fire safety checks would be carried out. Arrangements for the emptying of the cess pit would be made.

The meeting room would continue to be available for use by allotment tenants for social events by prior arrangement with the Council. There would be no fee for this at present.

Arrangements would be put in hand for a new site sign at the entrance gates.

4) Accounts

Arrangements for the transfer of utility supplies to the Town Council were in hand. Once this had been completed, the DHAS accounts for the year September 2013 – August 2014 would be finalised.

The balance of the Society's funds were to be transferred to a trust fund held by the Eastern Region of the National Society of Allotments, as was common practice in such situations.

The DHAS will transfer the balance of the year's running costs (income from rents) to the Town Council.

5) Allotment Equipment

The DHAS was to provide an inventory to the Town Council. Insurance cover would be arranged, subject to confirmation by the Resources and General Services Committee, once a value was known.

Plot holder use of such equipment including a cultivator and small mower, would be subject to Council permission.

A risk assessment would be completed in this regard and the general one for the site reviewed.

The Committee acknowledged with thanks the offer of assistance from former DHAS Committee members. Mr Wyn Marshall had volunteered to undertake the grass cutting of main paths for the Council and other minor maintenance jobs and Ms Teresa Whitham, the cleaning of the meeting room and toilets. The Council's insurance company would be informed.

6) Bees

The Committee NOTED that bee hives were kept on the far back corner of the site in an uncultivable section by the brook and that no rent was charged for this plot.

7) The management policy and tenancy agreements were AGREED as follows:

Willingale Road Allotments – Management Policy

Introduction

The purpose of this Policy is to help provide an effective service to allotment tenants and people on the waiting list, and to be clear about what is expected of plot holders during their tenancy.

Loughton Town Council is committed to high standards of customer service. We are here to help you and will always deal with your enquiries promptly and in the best possible way. We expect the same level of courtesy from you, the tenant. It is unacceptable for our employees or councillors to be subjected to verbal abuse or physical intimidation or assault while they are carrying out their duties. We will take appropriate action against anyone behaving violently or using threatening behaviour towards our employees or councillors.

Loughton Town Council is a member of the National Allotments Society.

Loughton Town Council Tenancy Agreement

The Tenancy Agreement that a plot holder signs is a legally binding document and all clauses of the Agreement apply to the tenant.

Allotment Gardens will be let to applicants over 18 only.

Allotment Facilities

The Council maintains and meets the expense of supplying water and electricity to the allotment site, and reserves the right to upgrade or change that facility as necessary.

The Council maintains the structure of: the meeting room, the tea room, the toilets and other ancillary buildings on site coming under the jurisdiction of the Council. Access to these buildings is available to tenants, who will be provided with a key. It is expected that tenants will leave these facilities in a neat and tidy condition as they would expect to find them.

The Council will endeavour to provide a secure boundary for the allotment site and reserves the right to upgrade or change that boundary as necessary.

Site Security

The Tenant will be issued with a key and must access the Allotment Site on foot. No duplicate keys shall be made. No keys shall be passed to anyone other than the Tenant, or, the person authorised by the Tenant in writing, to work on his/her plot. The main access gate shall be kept closed and locked at all times for the protection of tenants and prevention of unauthorised visitors. Emergency services may be provided with keys and an emergency number to call. Please ensure that the gate is locked at all times after you enter the site.

New tenants will be required to pay a key deposit, which will be refundable when their tenancy is terminated. Under existing Council policy this was to be £30.00.

Rental Charges

12 months' notice of any rent increase will normally be given by Loughton Town Council and be included in the renewal notice of the preceding year to take effect the following year.

Notice to Quit

The Council has authority and responsibility for the giving of notice to allotment holders for non-cultivation and/or non-payment of rent. See clause 11 of your Tenancy Agreement.

In the event of a termination of the Tenancy, the Tenant shall return to Loughton Town Council any property such as keys etc made available to them during the Tenancy and shall

leave the plot in a clean and tidy condition. If, in the opinion of Loughton Town Council the plot has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition will be charged to the vacating plot-holder.

Non-Cultivation of Tenanted Plots

Under the Terms and Conditions of the Tenancy Agreement, plot holders shall keep the plot maintained in a proper state of cultivation, fertility and in good condition.

- From September 2014 all tenanted plots will be reviewed against the requirement for a plot to be 75% cultivated, other than where possession of the plot has been taken within the last 3 months.
- Should less than 75% of the allotment plot be cultivated in any one growing year between April to September: a first letter giving the tenant 14 days to respond with a reason for the non-cultivation and a plan to bring the plot back into cultivation will be sent. Should there be no improvement within the agreed specified time period a second letter giving notice to quit the allotment plot will be served by the Town Clerk under the Terms and Conditions of the Tenancy Agreement.
- There may be times when personal circumstances mean you are unable to tend your plot. Please notify the Council at once and where possible, we will work towards a workable solution on a case by case basis. However, allotment plots are provided by the Council for cultivation and should a workable solution not be found, a notice to quit will be issued and the plot re-allocated to the next person on the waiting list.
- Where a plot falls vacant because of a tenant's death the plot, if it can be shown that a member of the tenant's immediate family has been jointly cultivating it for a period of time and wishes to take on the Tenancy, may be offered to the immediate family at the discretion of Loughton Town Council.

Allocation of Overgrown Plots

The Council will not normally clear overgrown plots; cultivation is the responsibility of the tenant under legislation and under the Terms and Conditions of the Tenancy Agreement.

The plot must be cleared for cultivation between October and March.

The requirement for a plot to be 75% cultivated by September of the year in which the plot was taken will apply to plots re-allocated between October and March. However, this requirement will be waived for plots allocated between April and September.

It is expected that if an overgrown plot is allocated between April and September that it will be at least 75% cultivated by September of the following year.

Allotment Garden Inspections

A person duly authorised by Loughton Town Council may enter onto the site for inspection of allotment plots and or sheds, greenhouses and polytunnels. Full access and co-operation must be given by the tenant. Loughton Town Council will inspect the site on a quarterly basis normally in August, November, February and May.

Management of Waiting Lists

Applicants for the waiting list will be asked to complete a short contact form which will be kept on file under the terms of the Data Protection Act and will not be passed to a third party.

Priority will always be given on the waiting list to residents of Loughton

The waiting list will be maintained and individuals contacted at least annually to see if they still want a plot.

If a plot is offered but the individual does not take it for whatever reason, their place on the waiting list will be frozen for 12 months. After that, their name will be returned to the waiting list at the position previously held.

If a second plot is offered and refused then the individual will move to the bottom of the waiting list.

If a third plot is offered and refused then the individual will be removed from the waiting list.

No new tenant may rent more than 2 plots at this site. Where existing tenants hold more than 2 plots this will be kept under review.

All allotment management documents will be made available to those on the waiting list through one or all of the following: Council website, email and by paper on request.

Water

The Tenant shall practise sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.

The Tenant shall at all times have consideration for other Tenants when extracting water from water points provided by Loughton Town Council.

Hoses may be used on site to fill water butts or tanks on Tenants' plots. Hoses are **not** to be used for irrigation of crops.

Bonfires

Bonfires are allowed only for the burning of materials from the Allotment Gardens i.e. diseased plants and dried out organic matter that will burn without smoke or hazardous residue. No bonfire may be alight other than in the 3 hours before sunset. All fires must be attended at all times and not cause a nuisance to other plot holders or neighbouring properties. They must comply with the Environmental Protection Act 1990 and the requirements of the principal authorities for this district.

All fires must be fully extinguished before leaving the site.

The Tenant shall not bring or allow to be brought onto the Allotment Site any materials for the purpose of burning such as waste.

Composting

Composting is encouraged, but in order to keep down vermin, non-vegetable food waste may not be added to compost heaps or bins.

Dogs

The Tenant shall not bring, or, cause to be brought onto the Allotment Gardens any dog unless it is held at all times on a leash and remains on the Tenant's plot only. Any fouling shall be removed and disposed of off-site by the Tenant.

Livestock

Under the 1950 Allotment Act, the keeping of hens and rabbits is permitted on allotments and viewed as an allotment holder's right, so long as they are for the tenant's own use and not for business or profit. However, the Council's permission is to be sought in advance, but this will not be unreasonably withheld.

Building and Structures

Loughton Town Council does not permit glass on the allotment plots in any form, e.g. sheets, greenhouses or cold frames. We recommend polycarbonate, Perspex or other alternatives.

The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of Loughton Town Council. Failing to do so will result in an order for the structure to be removed. Loughton Town Council will not be held responsible for loss by accident, fire, theft or damage of any tools or contents in a shed, greenhouse or polytunnel.

All sheds will be of maximum size 1.8m x 1.2m (6' x 4') and must be painted green. There is a maximum of one shed and one greenhouse per plot.

Chemicals

Only commercially available products from garden or horticultural suppliers shall be used for the control of weeds, pests, diseases or vegetation, provided that the application shall not be detrimental to cultivation, or cause annoyance to adjacent plot-holders.

Chemicals must be applied in accordance with manufacturers' recommendations.

Fuel, lubricants or other flammable liquids may not be stored in any shed, except in approved containers with a maximum capacity of 5 litres for use in garden equipment. The use and storage of chemicals must be in compliance with the Control of Pesticides Regulations Act (amended) (1997) and the Control of Substances Hazardous to Health Regulations (2002). This information is available on request from Loughton Town Council.

Vermin

Any incidence of vermin (eg rats) on the Allotment Site must be reported directly to Loughton Town Council and will be dealt with by their contracted agents.

Numbering and Noticeboards

Loughton Town Council will provide a noticeboard defining the numbers of allotment plots. The Tenant will erect a board showing the plot number in figures at least four inches high on each plot, and keep it in good order to ensure it is visible at all times.

Tenants shall not erect any notice or advertisement on the Allotment Gardens. The noticeboards shall be utilised only for displaying information to tenants by Loughton Town Council.

Complaints

Loughton Town Council operates a Complaints Procedure Policy and any disputes will be dealt with through this mechanism.

General Management

Should a current tenant wish to move to another plot on the same allotment site, the tenant will have to put his/her name down on the waiting list if a plot was not immediately available. The practice of 'plot-hopping' by current tenants is unfair to people who have been waiting for a considerable amount of time and goes against all best practice. Tenants must seek the Council's permission in this regard.

When moving house, tenants are asked to notify the Council immediately so that records can be updated. An allotment tenancy should be thought of in the same way as a utility service in these circumstances. Failure to pay an invoice due to a move, or non-notification of change of address will result in a notice to quit being served on the allotment plot tenant as per the terms and conditions of the tenancy agreement.

Management of the Site

Under the provisions of the Small Holdings and Allotments Act 1908, as amended, the Council may appoint an association or body of persons (“the managers”) wholly or jointly to manage the Allotment Site. If it does so, the duties, liabilities, and responsibilities of the Council will pass directly to the Managers on their appointment, save as otherwise provided in their Conditions of Appointment.

This Management Policy and the Tenancy Agreement will be subject to annual review.

This document has been produced using reference material from the National Society of Allotment and Leisure Gardeners and the Allotment Regeneration Initiative and aims to reflect best practice.

Last reviewed August 2014

TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN

THIS AGREEMENT made on the day of 20.....

between Loughton Town Council of 1 Buckingham Court, Rectory Lane, Loughton, IG10 2QZ, (‘the Council’)

and

of (‘the tenant’)

by which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at Willingale Road, Loughton and referenced asin the Council’s Allotment Register (‘the Allotment Garden’) [outlined in red for identification purposes only on the plan attached].
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the 1st day of September 2014 and thereafter from year to year unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of **£30.00** whether demanded or not which shall be payable in full on the 1st day of September 2014 and for every year after the first year of the tenancy on the 1st day of September. This rental charge includes the electricity and water supply. Refunds will only be considered in exceptional circumstances.
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetables and flowers and for raising any permitted livestock, for use and consumption by him/herself and his/her family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetables and flowers or any permitted livestock in the Allotment Garden.
6. The tenant shall reside within the civil parish of Loughton on the day of commencement of the Tenancy. If the tenant moves out of Loughton and wishes to keep the plot, the rent for any subsequent year will be double that stated in paragraph 3 above.

7. During the tenancy, the tenant shall:
- a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to other allotment tenants nor the owners or occupiers of land adjoining the Allotment Garden;
 - c) not keep livestock or poultry in the Allotment Garden without the permission of the Council;
 - d) not bring to or keep animals in the Allotment Garden;
 - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
 - f) The tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and, if appropriate, planning permission;
 - g) not fence the Allotment Garden without first obtaining the Council's written consent;
 - h) The Tenant shall keep every hedge that forms part of the boundary of his/her Allotment Garden properly cut and trimmed, all pathways between plots trimmed and well maintained up to the nearest half width by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any fences and other gates or sheds on his/her Allotment Garden;
 - i) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
 - j) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and, if appropriate, planning permission; or to take, sell or carry away any mineral, gravel, sand or clay;
 - k) take all reasonable precautions for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - l) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
 - m) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant;
 - n) The Tenant shall use the plot as an Allotment and Leisure Garden only (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his/her family) and for no other purpose. The Tenant may not carry on any trade or business from the Allotment site (a small amount of surplus produce may be sold as an ancillary to the provision of crops for the family);
 - o) The Tenant shall keep his/her allocated Allotment Garden free of hazards such as broken glass, scrap metal etc. No glass is permitted on site at all;
 - p) The maximum area for hard landscaping on a plot (e.g. patio or paths) is not more than 20% of the area;
 - q) The Tenant and any persons and/or children accompanying the plot-holder for the purposes of cultivation or harvesting shall not enter onto any other plot, at any time, without the express permission of that plot-holder. The Tenant has full responsibility for the actions of others accompanying him/her to the site;

- r) The Tenant shall not remove produce from any other Allotment Garden at any time, without the express permission of the Tenant, in writing;
 - s) The Tenant must keep shared paths and haulage ways (roads) clear at all times.
8. i. The tenant shall observe such additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.
- ii. Tenants must comply with any directions given by an Officer of Loughton Town Council, or other Local Authority.
9. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
10. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
11. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
- a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clauses 7 and 8; or
 - c. the tenant lives more than one mile outside Loughton. See also point 6.
12. If the tenant has not abided by the rules made by the Council on allotments, the council may take back the plot concerned, and may seek damages for restoring the plot to its original condition, as well as recovering any arrears of rent.
13. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights shall not prejudice the tenant's statutory rights to compensation.
14. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice.
15. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
16. Any written notice required by the tenancy shall be sufficiently served if sent by recorded delivery to or left at the party's address. Any notice to be served by the tenant shall be addressed to the Council's Allotments Officer.

This tenancy agreement must be read in conjunction with the Council's Management Policy.

Signed by The tenant

and

..... Enid K Walsh, Town Clerk, for and on behalf of the Council

Note: The tenancy is confirmed only when this document has been countersigned by the Council's Proper Officer or their representative.

Signed:.....

Date: 17 September 2014

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 17 September 2014 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
C Davies (from Min no EH123.1) T Downing J Jennings
I Lawrence M Owen C P Pond
D Wixley (as substitute for Cllr Pewsey)

Also in attendance:

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

EH119 Apologies

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

EH120 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items 5.1, Public Right of Way, Borders Lane/Rectory Lane, 5.2, Heritage Open Days, 5.6, Bus Shelters, 5.7, Seats and Benches, 5.10, Community Initiatives Fund, 5.11, Winter Salt Bag Partnership Scheme, and 7, Road Safety, as a member of Essex County Council and items 5.12, Village Greens, and 8, Oakwood Hill Estate, as a member of Epping Forest District Council and Essex County Council.

EH121 Confirmation of Minutes

The Minutes of the meetings held on 2 July and 22 August 2014 were CONFIRMED as a correct record and signed by the Chairman.

EH122 Public Representations

None were received.

EH123 Matters for Report

Cllr Davies joined the meeting during the next item.

123.1 Public Right of Way, Borders Lane/Rectory Lane – Min no EH97.1

The Committee NOTED that funding of £7,500 had been secured from the Local Highways Panel to improve this route, named as Lady Mary's Path. The County's footpath officer, Chris Camp, was assisting in this matter. The Services Manager had arranged for a Community Service Team to carry out a litter pick of the path, trim back the overgrown vegetation and concrete a sandy area if it was confirmed that this was part of the right of way. Epping Forest District Council had offered to collect the bags of waste and fly-tipped items.

The Committee AGREED to discuss the installation of a blue heritage plaque to commemorate Lady Mary Wroth at agenda item 5.9. This was in

preference to an interpretation board by the path which could be subject to vandalism.

Officers were asked to prepare a report on the overall cost of lighting (preferably of LED type) for alleyways and footpaths in Loughton for further consideration. Members NOTED that this would be a considerable commitment.

123.2 Heritage Open Days – Min no EH86.5

The Town Clerk reported on the success of the 2014 event held on 11 – 14 September. The classic car display in St John the Baptist Church's car park had attracted a large number of visitors and this had led to an increase in visitors to the Loughton Cemetery and Grade II listed chapel.

The Committee thanked Tricia Moxey who had created a tree trail for Loughton Cemetery to enhance the visitor experience and officers for their work on the events.

The Committee would consider whether to take part in the 2015 event at a future meeting.

123.3 Remembrance Services – Min no EH97.5

123.3.1 World War I Anniversary

The Committee NOTED that a memorial service to commemorate the centenary of the outbreak of World War I had been held at St Mary's Church on 4 August 2014 and the parchment memorial now held by the Town Council returned to the church for the event. The Town Clerk would be meeting the Conservation Officer at the Essex Record Office on Tuesday, 23 September 2014, to discuss the restoration of this memorial.

123.3.2 Private Sidney Godley VC

The special ceremony to mark the centenary of the award of the Victoria Cross to Private Godley was held in Loughton Cemetery on 23 August 2014. Attendees included representatives from the Royal Fusiliers Association and the Loughton Royal British Legion together with councillors and residents.

The Committee thanked Revd Geoffrey Smith from St John's Church, who led the service, Epping Forest Youth Councillors Evangeline Foster and Matthew Tinker, who called out the names of the First World War servicemen buried in Commonwealth War Graves in the Cemetery, and Ed Pond, who read his specially written poem on Private Godley.

The ceremony was followed by refreshments served at the Royal British Legion's Loughton headquarters.

123.3.3 Annual Remembrance Parade and Service

A meeting with representatives from Churches Together in Loughton and the Loughton Branch of the Royal British Legion to finalise arrangements for the annual Remembrance Parade and Service is being arranged. It was anticipated that the Parade would leave the RBL Headquarters in Church Hill at 11.50am as

normal. Essex Police had already contacted the Town Council to ensure sufficient resources were in place for this event.

Armistice Day would be marked by a short ceremony at the War Memorial on Kings Green at 11am on 11 November 2014.

The Committee RESOLVED to make a donation of £100.00 to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath to be laid by the Town Mayor at the Remembrance Service on 9 November 2014. This payment was authorised under Section 137 of the Local Government Act 1972.

123.3.4 Commemorations

The Committee agreed to defer discussions on the dedication of a new display of war memorial heroes at the Murray Hall to a future meeting.

123.4 Allotments – Min no EH118

It was NOTED that the Allotments Officer had issued tenancy agreements to existing tenants at the Willingale Road site and was managing the waiting list as a number of new enquiries had been received from prospective tenants.

Following the electrical inspection of the buildings on this site, officers will arrange for works to be carried out to ensure the safety of the users.

123.5 Community Tree Strategy for Loughton – Min no EH109.7

A meeting to progress the Action Plan for the Strategy, including the launch of the Favourite Trees in Loughton scheme, would be arranged when time allowed.

123.6 Bus Shelters – Min no EH109.13

The Chairman reported that, via the Local Highways Panel, funding had been secured for the removal and replacement of the ivy covered shelter at the junction of South View Road and Oakwood Hill. As the shelter owner had not been established, Essex County Council would remove it and replace with a new shelter to be maintained by ECC.

A new shelter in Church Hill by Meads Path had also been approved by the LHP and work was underway to confirm a shelter type that would be suitable for this location.

123.7 Seats and Benches – Min no EH109.10

The Town Clerk reported that the Town Council's solicitors were negotiating with Lambert Smith Hampton, the County Council's agents, regarding the purchase of a piece of land recently declared surplus to requirements off Church Hill. A further update would be provided to the Committee in due course.

123.8 Loughton Cemetery – Min no EH109.11

Following the break in at the Cemetery last May, with the theft of grounds maintenance items, the level of security of the cemetery buildings had been improved at a net cost of £728.00.

As agreed by the Resources and General Services Committee new insurance cover for the contents had been arranged at a cost of £57.78.

The Town Clerk reported that estimates for the refurbishment of the exterior of the Grade II listed Cemetery Chapel had been received and would be discussed with conservation officers; a planning application may be required. A report would be made to a future meeting of the Committee.

123.9 Heritage Plaques – Min no EH86.7

The Committee NOTED that arrangements for the Major Greenwood plaque continued to be progressed. Officers were waiting for a response from the Director of East 15 Acting School regarding a plaque to commemorate Joan Littlewood & Margaret Bury-Walker.

The Committee AGREED to add a plaque for Lady Mary Wroth, to be installed on the new public right of way from Borders Lane to Rectory Lane to the list, with the preferred location being the ancient wall on the north-west side of the path. It would be desirable to use the larger “public building” size of plaque at this location.

123.10 Community Initiatives Fund – Min no EH111

A grant application had been submitted for funding of £1,500 towards a “York Hill Green Environmental Scheme” to enable the construction and installation of an orientation display board and other associated works, a scheme originated by the Hills Amenity Society.

The Chairman reported on a site meeting held earlier that day with representatives from the City of London and the Deputy Town Clerk. As only verbal permission for the new display board had been received by the Hills Amenity Society from the City of London, written consent would now be secured by the Town Council. The Committee AGREED to include the refurbishment of the Woodbury Hill street name plate in the scheme.

123.11 Winter Salt Bag Partnership Scheme 2014-15 – Min no EH112

It was reported that, following an invitation in the autumn edition of Think Loughton, a number of new volunteers had already contacted the Town Council.

123.12 Village Greens – Min no EH86.8

123.12.1 The Committee NOTED that the Town Clerk had written to Epping Forest District Council and Essex County Council with reference to Section 15 of the Growth & Infrastructure Act 2013. This had introduced new sections, 15A & 15B, in the Commons Act 2006, enabling a landowner to deposit a statement and map which brings to an end any period of recreational use “as of right”, and to record this on a register.

The Commons (Registration of Town and Village Greens) and Dedicated Highways (Landowner Statements and Declarations) (England) Regulations 2103 prescribed that, when a landowner deposited a statement and map, they must serve notice by email on anyone who had asked to be informed.

This letter was by way of a formal request for Loughton Town Council to be kept informed of any such action undertaken by Epping Forest District Council with regard to the following green spaces:

- Jessel Green

- Newmans Lane
- Rochford Green (of Westall Road)
- Rookwood Gardens

and any other open land owned by the District Council within Loughton.

123.12.2 Registration Applications

Epping Forest District Council had recently submitted objections to Essex County Council regarding the Town Council's applications to register the four greens listed above as Village Greens, for the following reasons:

- i. The sites were acquired pursuant to the Housing Act powers in force at that time. In view of the recent case of *R (Barkas) v North Yorkshire County Council* [2014] 2 W.L.R. 1360 it is understood that the sites are not capable of being registered as Village Greens. (*see also Min no EH109.15*)
- ii. EFDC has maintained the grass on all four of the application sites with a schedule of 17 mowing visits per year. At no time has the council attempted to restrict the use of any of the sites for recreational purposes by the public as the land is held by the council for that very purpose.

Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the remainder of the discussions of this item, under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to possible legal action.

The Committee AGREED to send a holding letter to Essex County Council as the Town Council was to seek legal advice on issues connected with these parcels of land.

The Chairman reopened the meeting to the public and press.

123.13 River Roding Strategy

The Committee NOTED that the Environment Agency would be notifying all properties within the vicinity of the River Roding that it had adopted the recommendations from the River Roding Strategy, completed in 2012.

123.14 Christmas Window Competition 2014

Members NOTED the report and Cllrs Jennings, Owen and C C & C P Pond volunteered to distribute A5 flyers to the various shopping centres/parades in Loughton.

123.15 Light up a Life Service – Min no EH24.1

It was confirmed that this year's Light up a Life Service, organised in partnership with St Clare Hospice, would take place on Saturday 29 November 2014. 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. Refreshments would be provided after the service at the Methodist Church.

123.16 Drinking Fountain – Min no EH97.3

The Town Clerk reported on an estimate to stabilise the oak corner posts and the Committee authorised expenditure up to £1,600. The specification for the works would be discussed with the conservation officer at Essex County Council.

EH124 Financial Position

The Committee NOTED the report.

EH125 Road Safety

125.1 Community Speed Watch

It was reported that contact had now been made with PC Duncan Stableford of the Casualty Reduction Section, based at the Chigwell Response Hub on the M11 Motorway, in order to progress a Community Speed Watch scheme in Loughton.

Members of the Oakwood Hill Residents Association (OHERA), who had previously expressed an interest, had been invited to volunteer to participate in this scheme. An approach would also be made to Alderton School.

Councillors may also wish to be volunteers.

It is noted that Buckhurst Hill Parish Council were also exploring this matter and there may an opportunity for partnership working.

125.2 A1168 – A121 junction

The Chairman reported on the Local Highway Panel's recent approval of a safety audit for this junction.

125.3 Oakwood Hill Pedestrian Crossing

County Officers had reported to the Local Highway Panel that this site, at the bottom of Alderton Hall Lane was not suitable for a speed indicator device or a vehicle activated sign as the median vehicle speeds did not fall within the parameters. However, they would consider alternative measures to improve the existing crossing.

EH126 Oakwood Hill Estate

An Oakwood Hill Environmental Task Force had been convened to discuss how best to spend the £200,000 that had been agreed by the District Council as part of the Housing Improvements and Service Enhancements Fund, and the £200,000 match funding agreed by Essex County Council.

The Committee NOTED that it was likely that the Town Council would be asked for a contribution of £3-4,000 in two years towards the new colour-coded signage and street furniture on and near the Estate. More details would be provided to the Committee when available.

EH127 Environmental Issues

No new issues had been raised at the current time.

EH128 Future Work of the Committee

No items were raised.

Signed:.....

Date: 19 November 2014

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 19 November 2014 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
C Davies T Downing M Owen
S Pewsey C P Pond
D Wixley (as substitute for Cllr Lawrence)

Also in attendance:

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

1 member of the public

EH129 Apologies

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

EH130 Declarations of Interest

Cllr Downing declared a non-pecuniary and non-prejudicial interest in Agenda item 8, Public Rights of Way, as he was acquainted with the applicants.

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items 5.2, Part Night Street Lighting, 5.5, Seats and Benches, 5.7, Community Initiatives Fund, 5.9, Village Greens, and 8, Public Rights of Way, as a member of Essex County Council. Cllr C C Pond also declared non-pecuniary and non-prejudicial interest in Agenda item 9, Oakwood Hill Estate, as a member of Epping Forest District Council.

Cllr Owen declared a non-pecuniary and non-prejudicial interest in Agenda item 5.4.2, Roding Road allotments, as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association.

EH131 Confirmation of Minutes

The Minutes of the meeting held on 17 September 2014 were CONFIRMED as a correct record and signed by the Chairman.

EH132 Public Representations

None were received.

The Committee AGREED to bring forward the following item as a member of the public was interested in this matter.

EH133 Public Rights of Way

The Committee expressed its support for the application submitted by local residents to Essex County Council under Schedule 14 of the Wildlife and Countryside Act 1981 to add a Byway Open to all Traffic to the Definitive Map and Statement between Smarts Lane and Forest Road.

Several members of the Committee personally confirmed that they had used this way for over thirty three years and were aware that the route had been used for many decades by vehicles and pedestrians and occasionally horses.

The Committee was aware of a challenge by the land owner in 2012, when he had installed a gate to restrict vehicle access. This gate was the subject of a retrospective planning application to Epping Forest District Council.

A member had been aware in the early 1980s of a disclaimer affixed to the premises under the Rights of Way Act 1932, in the name of Whitbread & Co. However, it was unclear to what part of the land this had applied, and it was assumed the sign had been removed, and the assertion no longer made, shortly after.

It was assumed that any maintenance to the route had been carried out by the landowner.

EH134 Matters for Report

134.1 Remembrance Services – Min no EH97.5

134.1.1 World War I Anniversary

The Committee NOTED that the Conservator at the Essex Record Office had completed the surface cleaning and minor repairs to the parchment WWI memorial from St Mary's Church now held by the Town Council at a net cost of £55.00.

After closer inspection of the text the Conservator has advised that it would be worth considering treating the gilded letters to avoid possible loss in the future, as most showed evidence of cracking. Officers would consider this further as this is a much larger project involving at least four hours' work to treat each letter individually with a consolidant. Opportunities for grant funding would be researched.

134.1.2 Annual Remembrance Parade and Service

This year's event was again well attended. In view of the increasing number of people involved, the Committee AGREED that, in conjunction with the Loughton Royal British Legion, the Town Council should apply to Epping Forest District Council for a road closure for next year's event on Sunday 8 November 2015.

134.1.3 Loughton War Memorial

In response to several new requests received for the names of servicemen who lost their lives on active service to be added to the war memorial the Committee CONFIRMED that this should be progressed in 2015/16 as a high priority.

Cllrs Pewsey and C C Pond would review the records and prepare the criteria.

134.2 Part Night Street Lighting – Min no EH109.2

The Committee expressed its thanks to Cllr Rodney Bass, Essex County Council, who had responded to the Town Council's request by reducing the hours for part night street lighting in Loughton to 1am – 5am.

It was AGREED to submit a further request for all night street lighting on Friday and Saturday nights with effect from October 2015 when London Underground services would run throughout the night.

134.3 Community Tree Strategy for Loughton – Min no EH109.7

The report of the meeting held on 31 October 2014 to progress the Action Plan for the Strategy was NOTED and, in particular, that enquiries were being made into the Biophilic cities scheme.

The Committee CONFIRMED that Epping Forest District Council would be requested to offset the loss of trees on the Oakwood Hill site by replacing them elsewhere in the town.

Members also AGREED the following pilot list of woodlands, which appeared to have amenity value but were not protected under existing planning policies, for protection under a group Tree Preservation Order:

The Drive (2 – 104) and Forest Road (to no 111) along the Brook
Queens Road r/o gardens both sides
Potters Close, both sides
Sedley Rise, r/o south side
Staples Road, r/o nos 7-25 and 27-63 along brook and culvert
A121 Goldings Hill, both sides, Englands Lane/Firs Drive to Baldwins Hill
Goldings Road r/o N side
Campions/Stanmore Way, r/o E side
Ripley View, surrounding, and between it and Grosvenor Drive/Davenant school
Willingale Rd, along brook, NE side
Adjacent Pyrles Brook
Pyrles Lane, adjacent allotments
Wellfields, r/o, both sides
Copse adjacent Lady Mary's Path
Between Alderton Hill and Tycehurst Hill
Between the Summit and the railway
Between Station Rd and Brook Road along brook and adj RVHS
Spring Grove, r/o even numbers, to railway
Hazlewood/Albion Park/Albion Hill
Long and Broadfield Shaws, including the detached portion at end of Theydon Park Road
An area off Clays Lane, Englands Lane, Coles Green and Goldings Hill
Between Eleven Acre Rise and The Uplands
Rear of the garden of the Plume of Feathers/Marjoram Avenue

134.4 Allotments – Min no EH118

134.4.1 Willingale Road

The Committee NOTED the report on the letting of allotment plots at this site and that advice was being sought from the Council's solicitor to clarify the ownership of the buildings.

The following tenancy agreement for the keeping of bees on Town Council land was AGREED:

**TENANCY AGREEMENT FOR KEEPING OF BEES
ON TOWN COUNCIL LAND**

THIS AGREEMENT made on the day of2014

between Loughton Town Council of 1 Buckingham Court, Rectory Lane, Loughton,
IG10 2QZ, ('the Council')

and

of ('the tenant')

by which it is agreed that:

1. Consent

Any person wishing to keep bees on land owned by Loughton Town Council must first seek written permission. No bees shall be kept on any site until this agreement has been signed and permission given in writing. The Council reserves the right to issue 14 days' notice for the removal of hives.

2. Duty of Care

The beekeeper owes a duty of care to all persons in the vicinity of the hives.

3. Consultation

It will be necessary to inform, in advance, adjoining allotment tenants in the vicinity of the proposed hives, of the intention to site hives and to allay any concerns /answer any queries that they may have. A sign will be displayed in a prominent position (either on gates to the site or a noticeboard) indicating that a request to keep bees has been submitted. This notice will be supplied and erected by the Council for a minimum period of twenty-eight days.

Should an objection be made it must be effectively addressed. If the objection is on allergy or medical grounds and the Council is satisfied that it is substantiated, permission may be refused to keep bees on site.

4. Training

As beekeeping requires a level of competency in maintaining hives to ensure the health and productivity of the colony, evidence of training from a recognised body such as the British Beekeepers Association (BBKA) must be provided to the Council.

5. Insurance / Membership

The named beekeeper must be a member of a Beekeepers Association affiliated to the British Beekeepers Association (BBKA) which provides third party insurance as well as up-to-date valuable advice and training opportunities. Insurance cover must be maintained throughout the duration of keeping the bees on the site which provides specifically for beekeeping risks and includes five (5) million pounds Public Liability Insurance cover. A copy of the insurance must be submitted annually to the Council.

The Council accepts no responsibility for the hives, including but not limited to, their damage, destruction or theft and the beekeeper shall be responsible for insuring the hives.

6. Hives / Location

Hives should be sited as far as possible from any public road or path or jointly used road or paths within the Public Open Space.

Hive entrances should preferably have a southerly aspect and be sited away from any prevailing winds and overhanging shrubbery that may cause damp conditions.

Screening around the hives must be provided to ensure that bees are encouraged to rise in excess of 2 metres before leaving the plot. Screening will provide some protection for the bees from intrusion/vandals and create an effective barrier ensuring the flight path of the bees does not go directly across other plots forcing them to fly quickly upwards to their natural flight height for foraging. Screening material could be natural hedging, wooden screening such as bamboo on a roll or fine plastic/wire mesh.

Bees need access to water which can be made available in the form of bird baths.

7. Beekeeper responsibilities and handling of bees

Beekeepers should not put colonies of bees known to be of an aggressive temperament onto sites. If this does occur then the beekeeper will be asked to remedy the situation.

Inspections – hives need to be inspected weekly from April to July in accordance with BBKA guidelines.

Swarming – the beekeeper must carry out such management and manipulations of the colonies as are necessary to minimise the issue of swarms. Visitors to the site must be made aware that bees may swarm, an essential part of reproduction, and in the event of this happening an experienced bee keeper must be brought in to deal with this.

Contact Details / Standby – in the event of an emergency such as swarming, the beekeeper must ensure that name and contact details for him/her are displayed in the area of the hives. If the official named beekeeper is away a standby contact competent to deal with inspection duties and any emergency related to the hives, such as potential swarming, must be available. The contact details of the standby must be made available during the absence of the beekeeper, in the manner described above. Full contact details for both parties must be given to the Council, prior to siting the hives.

Vandalism – the beekeeper should inspect the surrounding area to ensure that long objects such as tools and/or branches or poles are not available near the hives as these could be used to push over hives from a safe distance.

Diseases – beekeepers have a legal responsibility to notify the National Bee Unit (NBU) of certain pests and diseases. The beekeeper must register hives with the National Bee Unit 'Beebase' (part of Defra) at www.nationalbeeunit.com, Email: nbu@apha.gsi.gov.uk Telephone: 0300 3030094

Once registered, beekeepers are entitled to free advisory visits from bee inspectors, up-to-date information about local outbreaks and free access to pest and disease information.

8. Withdrawal of Consent

The Council reserves the right to issue 14 days' notice for the removal of the hives if:

- the bee keeper contravenes any of the above conditions; or
- substantiated information is received that requires a review of the arrangements.

9. The beekeeper must supply the following information to the Council:

Name of bee keeper:

Site name:

Phone mobile:

Daytime:

Home:

Email:

Evidence of training:

Evidence of Beekeeping Association membership (including Public Liability Insurance)

Number of hives and a plan or map of the site indicating the proposed location of the hives.

Procedure that the bee keeper will follow in the event of the colony swarming.
Arrangements for the hives and colonies on the termination of this agreement by either party.

Name of Standby Beekeeper:.....
Phone Mobile:
Daytime:
Home:
Email:

I hereby accept and agree to abide by the conditions of this agreement

Signed
.....

Dated

The Council hereby accepts the above signatory, as a beekeeper, upon adherence to the conditions set out above

Council Officer/Contact

Signed

Date

134.4.2 Roding Road

The Chairman reported on the recent meeting held with committee members from the Roding Road Allotment and Leisure Gardens Association.

134.5 Seats and Benches – Min no EH123.7

The Town Clerk was asked to progress the offer from Lambert Smith Hampton, the County Council's agents, for the Town Council to secure the piece of land off Church Hill through a Community Asset Transfer. It was noted that the Town Council would be liable for the County Council's legal fees in this regard, reported to be no more than £1,500 net of VAT.

Officers would consider the request from a member of the public to move the bench currently located outside 34 Roding Road closer to the nearby bus stop.

134.6 Heritage Plaques – Min no EH123.9

It was reported that plans for a plaque to commemorate Joan Littlewood & Margaret Bury-Walker to be erected at the entrance to the East 15 Acting School were progressing well and that details of a short ceremony to mark the unveiling announced in due course.

134.7 Community Initiatives Fund – Min no EH123.10

The Committee received confirmation of the successful application for a £1,500 grant towards the York Hill green environmental scheme. Formal permission from the City of London would now be sought.

134.8 Community Speed Watch – Min no EH125

It was NOTED that the police officer who had been liaising with the Town Council in this project had been temporarily seconded to Chigwell Traffic owing to a staffing issue at the control centre. As a result his community work was now on hold.

134.9 Village Greens – Min no EH123.12

The Committee NOTED that a holding letter had been sent to Essex County Council as the Town Council was seeking legal advice on issues connected with these parcels of land.

134.10 Cleaning and Repainting of Milestones

It was AGREED that a party of Environment and Heritage Committee councillors should revisit the historic milestones at the junction with Spring Grove, outside 12-mile Cottage, Church Hill and near Goldings Pond, in Spring 2015 to clear herbage, clean and repaint them.

134.11 Christmas Lighting

The vire of the £8,000 Christmas lights grant budget from the Resources and General Services Committee to this Committee was NOTED.

The Town Clerk reported on the arrangements made by the Town Council for this year's street decorations. These included 1m tall Norway spruce trees secured to the lamp columns in The Broadway and the High Road to replace and/or supplement the winter flower displays. The trees would be decorated with battery operated bright white LED bulbs, operated by solar panels at dusk. The cost of this would be £5,906 net, plus an additional £100 for the necessary inspections by Essex County Council Highways.

This was a pilot project and, although the concept of the new style displays had been welcomed by representatives from the town centre partnerships, the response from the public would guide arrangements for future years.

Officers were thanked for their work in this regard.

134.12 Tree Safety Management

The Tree Safety Policy previously adopted by the Recreation Committee was NOTED. This would be applied to those trees in the allotments and cemeteries which came under the responsibility of this Committee.

134.13 Road Safety – Min no EH125.2

The Chairman reported on the Safety Audit report for the A1168 Rectory Lane and A121 Church Hill junction. Arrangements for the recommended maintenance issues to be carried out would be made through the Local Highways Panel.

134.14 Commemorations – Min no EH123.3.4

The Committee AGREED that a new display on local war memorial heroes should be mounted in the foyer of the Murray Hall in June 2015.

EH135 Financial Position

The Committee NOTED the report.

EH136 Epping Forest Gateway Signage

The City of London’s proposed design for new signage in Epping Forest was discussed.

The Committee was somewhat disappointed by the new design as it considered that these signs would be less welcoming and informative than the existing boards, which were perfectly adequate. Noting that these boards had only recently been changed when the Corporation became the City of London, members felt that this was perhaps an unnecessary change at the present time.

Officers were asked to circulate copies of the Committee’s comments to Buckhurst Hill Parish Council and Epping and Waltham Abbey Town Councils.

EH137 Oakwood Hill Estate

137.1 The Committee NOTED that an Oakwood Hill Environmental Task Force had been convened to discuss how best to spend the £200,000 budget agreed by the District Council as part of the Housing Improvements and Service Enhancements Fund, and the £200,000 match funding agreed by Essex County Council.

As previously reported and agreed in principle, the Town Council was to be asked for a contribution towards the new colour-coded signage and street furniture on and near the Estate.

The Committee AGREED to include the sum of £2,000 in both 2015/16 and 2016/17 for this project.

137.2 Grow Wild Funding

The Committee AGREED in principle to act as a project partner for the Community Engagement Team at Epping Forest Council and apply for a grant, potentially of £2,500, from the Grow Wild Community Funding scheme. This project aimed to improve the ‘green’ areas on the Oakwood Hill Estate particularly those concrete sections of the former clothes drying areas. However, various leaseholder issues remained unresolved at the present time.

EH138 Neighbourhood Planning

Noting that the Planning and Licensing Committee would also be asked for its views, the Committee RECOMMENDED to Council that an application for the designation of the civil parish of Loughton as a Neighbourhood Area should be submitted to Epping Forest District Council.

EH139 Committee Priorities

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

Environment and Heritage Committee – Priorities 2015/16		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	Cemetery opening Sept 2015
High	Registration of Village Greens	Applications submitted to ECC.

High	War Memorial, Kings Green	Additional names
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC
High	Oakwood Hill Estate improvements	Partnership with ECC and EFDC New Estate signage
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Vehicle speed reduction measures	Community speed watch scheme to be developed
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
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting 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 (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Parish Paths Partnership	On-going
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

139.2 The Committee AGREED the following items for consideration by the Planning and Licensing Committee, as being suitable for a developer's Section 106 contribution or Community Infrastructure Levy contribution should the opportunity arise:

- i. Public toilets
- ii. Town and other signs
- iii. Bus shelters
- iv. Replacement of non-conforming street lights

EH140 Estimates for 2015/16

140.1 Fees and Charges

The Committee AGREED that the fees for the Loughton Cemetery and Licences for vehicle access to Roding Road allotment site would be increased by 2.3 percent with effect from 1 April 2015.

The Committee agreed to suspend Standing Order 1(ff) and AGREED to conclude the meeting by 9.40pm.

140.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with an additional £1,000 for flower basket displays and £500 for the Community Tree Strategy.

The Estimates for 2015/16 as presented in the Agenda with additions referred to in Min no EH140.2 were AGREED such that the net figures were as follows:

Environment and Heritage Committee	£
Total budget expenditure**	187,475
Income	25,064
Net expenditure	162,411
Transfers from earmarked reserves*	-20,650
Total net expenditure	141,761
<i>Details of transfers from earmarked reserves:</i>	
<i>Cemetery wall repairs</i>	<i>15,000</i>
<i>Lady Whitakers Mead</i>	<i>600</i>
<i>Bus shelters</i>	<i>1,000</i>
<i>Community toilet scheme</i>	<i>1,000</i>
<i>Salt & grit bins replacement</i>	<i>400</i>
<i>War memorials</i>	<i>650</i>
<i>Allotments</i>	<i>2,000</i>
	<i>20,650</i>

****NB:** The total budget expenditure currently included a service recharge of £74,400 (the 2014/15 figure). The 2015/16 figure would be confirmed by the Resources and General Services Committee at its meeting on 14 January 2015 and a revised budget provided to this Committee at its next meeting if appropriate.

EH141 Environmental Issues

No new issues had been raised at the current time.

EH142 Future Work of the Committee

No items were raised.

Signed:
Date: **28 January 2015**

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 28 January 2015 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales
J Jennings
S Pewsey
C Davies
I Lawrence
C P Pond
T Downing
M Owen

Also in attendance:

Councillors: D Wixley

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

2 members of the public

EH143 Apologies

No apologies for absence were received.

EH144 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in those agenda items concerning Essex County Council as a member of that council.

Cllr Owen declared a non-pecuniary and non-prejudicial interest in agenda item 5.4.1, Roding Road Allotments, as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association.

EH145 Confirmation of Minutes

The Minutes of the meeting held on 19 November 2014 were CONFIRMED as a correct record and signed by the Chairman.

EH146 Public Representations

None were received.

EH147 Matters for Report

147.1 Light up a Life – Min no EH73.1

The Committee NOTED the report on the service held on Kings Green on 29 November 2014, in partnership with St Clare Hospice. In total, the St Clare's 2014 Light up a Life campaign had raised over £22,000 with the collection at the Loughton service amounting to £221.

James Barber, Community Fundraiser for St Clare, thanked the Town Council for its continued support.

The date for the 2015 event was confirmed as Saturday 28 November.

147.2 Public Right of Way, Borders Lane/Rectory Lane – Min no EH123.1

The Committee NOTED that clearance of the fly tipping along this route had been undertaken by a Community Service Team.

147.3 Community Tree Strategy for Loughton – Min no EH134.3

The Committee NOTED that the launch of the 'Loughton's Special Trees' project would coincide with the publication of the next edition of Think Loughton on 2 March 2015. Residents were to be invited to nominate their favourite local trees – those which had a personal connection for them and to provide the reasons why they matter particularly to them. These can be special trees in public spaces or private gardens and include non-native species. No deadline had been set for this project, which is anticipated to last approximately a year. Opportunities would be sought to further promote the project during this period.

Enquiries regarding the creation of a biophilic town continued.

147.4 Allotments – Min no EH134.4

147.4.1 Roding Road

The Committee CONFIRMED that a working party should be formed comprising all Committee members, to look at the existing Management Appointment that expires on 31 December 2015. The same working party could consider any appointment document that might become necessary for the Willingale site.

147.5 Seats and Benches – Min no EH134.5

The Committee NOTED that the Town Clerk had met with the Council's solicitor on 26 January 2015 in order to progress several outstanding items of business including the transfer of a piece of land off Church Hill.

147.6 Heritage Plaques – Min no EH134.6

The Committee NOTED that the ceremony for the unveiling of the plaque to commemorate Joan Littlewood & Margaret Walker, installed at the entrance to the East 15 Acting School, had been held on 15 January 2015.

Plans for a plaque to remember Lady Mary Wroth (1587-1653), the first recognised female author in England, were in hand.

147.7 Community Speed Watch – Min no EH134.8

The Town Clerk reported that she was awaiting a response from PC Stableford of Essex Police's Casualty Reduction Section on whether they had the capacity to run this scheme in Loughton this year.

147.8 Christmas Lighting – Min no EH134.11

In 2014 the Town Council had ran a pilot project at Christmas, to provide 1 metre tall real trees lit with battery LED bulbs, installed in or above the flower baskets in The Broadway and the High Road. The Committee NOTED that from the comments received, the general consensus was that "this was a good solution achieved at short notice although the bulbs needed to shine more brightly". Officers were exploring the practicalities and cost of repeating this scheme but making a significant improvement by upgrading the lighting to mains power sourced from the street light columns. Enquiries were also being made regarding the possible lighting of a large horse chestnut tree outside the Forest Hall Church in the High Road.

147.9 Neighbourhood Planning – Min no EH138

The Committee NOTED that the application for the designation of the civil parish of Loughton as a Neighbourhood Area had been submitted to

Epping Forest District Council. Under the Neighbourhood Planning (General) Regulations 2012 EFDC, as the Local Planning Authority, was required to publicise this application on its website and invite representations on the proposed Neighbourhood Plan Area for a period of at least six weeks.

147.10 Christmas Window Competition 2014

The report of the 2014 competition was NOTED.

147.11 Committee Priorities – Min no EH139.1

Following the request from the Resources and General Services Committee, the Committee reviewed the priorities for flower baskets and town signs shown in its list for 2015/16. It was AGREED that flower baskets should be promoted to high; town signs should remain at medium. Members would like to see the flower displays expanded and the use of saddle baskets on railings explored with Essex Highways.

EH148 Financial Position

The Committee NOTED the report.

EH149 Loughton War Memorial

The Committee NOTED the report prepared by Cllrs Pewsey and Pond and AGREED to adopt the following policy and criteria for names to be added to the War Memorial on Kings Green:

The Town Council will consider adding names to the War Memorial periodically.

The combatant will have been killed whilst in the service of one of the Armed Forces of the Crown, or have died subsequently as a result of injuries thus sustained. (Members of the Merchant Navy, police, fire or ambulance services or civil defence forces may be listed on the Civilian War Memorial)

He or she will also need to fulfil the criteria below:

- Resident in the Ancient Parish of Loughton at the time of mobilisation OR Resident previously for a significant period (e.g. five years in the ten preceding the war) AND
 - Not already commemorated on the war memorial of another parish
- OR
- Resident in a place nearby but active in the civic or institutional life of Loughton for at least five years in the ten preceding the war AND
 - Not already commemorated on the war memorial of another parish

The Town Council will require evidence of residence and/or involvement before considering the names.

Publicity will be given to the list of missing names to be added and the Royal British Legion will also be consulted on the proposals.

The minutes of the Loughton War Memorial Committee, which planned and built the memorial on Kings Green in 1918-24, are lost, and we consequently do not know what criteria were used at the time. If those ever came to light, the Town Council might wish to revise its policy.

EH150 Local Highway Panel

The Committee AGREED the following submission of new highway improvement requests to Essex Highways for consideration by the Local Highway Panel as it prepares recommendations for works in 2015/16:

- 1) Surfacing works on the path (Woolf's Path) at the rear of Harwater Drive – as this is on Forest land, it is anticipated that hoggin should be used in preference to tarmac.
- 2) A workable solution for increasing problems with through traffic in Smarts Lane and area.
- 3) The installation of new salt/grit bins at the following locations:
Nursery Road / High View Close junction
The Avenue
Sparelease Hill, junction with Tycehurst Hill
Wellfields, junction with Church Lane
Shaftesbury, junction of Staples Road
with the following as reserve locations:
Goldings Road, junction with Englands Lane
High Beech Road junction with Smarts Lane near Victoria Tavern
- 4) The installation of new brown tourist signs for the National Jazz Archive in Loughton Library and the British Postal Museum in Lenthall Road (noting that a precedent has been set by ECC paying for the new signs for the Epping Ongar Railway).

EH151 Traffic Commissioners and Operator Licensing

The Committee supported the submission of Wingham Parish Council, under the Sustainable Communities Act, that town and parish council should be made statutory consultees in the application process for Vehicle Operator Licence Applications and Renewals.

The Town Clerk was authorised to respond to the Traffic Commissioners and Operating Licensing Review, which closed on 31 January 2015.

EH152 Flood Problems in Loughton

The Committee NOTED that Essex County Council, the Lead Local Flood Authority (LLFA), was working to prioritise its available resources and prevent future surface water (storm water) flooding of homes. ECC had also identified Loughton as a Tier 1 area (high priority) for the development of a Surface Water Management Plan.

The Committee identified the following top three priority areas within the local area, which could prevent the flooding of residential homes:

- 1) Loughton High Road, junction with The Drive, outside Brooklyn Parade
- 2) South Loughton, Roding Road, from the Brook
- 3) Oakwood Hill Estate, southern side.

It was further noted that a significant number of local problems appeared to stem from drainage issues and poor maintenance of trunk mains, culverts and gulleys by Thames Water and Highways. Recognising the limited resources of these organisations, this suggested that the situation could worsen.

It was also considered that the impact of the withdrawal of maintenance of the River Roding by the Environment Agency may have been underestimated which led to an increased flooding risk in areas of the town and neighbouring parishes.

EH153 Environmental Issues

No issues had been raised at the current time.

EH154 Future Work of the Committee

The Committee AGREED to consider:

- i. marking the 75th anniversary of the falling of the first bomb (and casualty) in the then London Civil Defence area, at the public air raid shelter which was now part of the District Council's car park adjacent to the Morrisons approach road off The Drive in Loughton. In this incident which occurred on Sunday, 26 July 1940 a Loughton fireman and a 76-year old lady resident were killed. The installation of a memorial plaque or interpretation panel in the car park, or on the house (no 14 The Drive) where the casualty occurred would be explored.

- ii. the commemoration of fallen police officers.

Signed:

Date: 25 March 2015

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 25 March 2015 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales
T Downing
S Pewsey
D Wixley (as substitute for Cllr Lawrence)
C Davies (from Min no EH159.4)
J Jennings
C P Pond
M Owen

Also in attendance:

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

EH155 Apologies

Apologies for absence were received from Cllr Lawrence. Cllr Wixley had been nominated as Cllr Lawrence's substitute for this meeting.

EH156 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in those agenda items with connections to the work of Epping Forest District Council and Essex County Council as a member of those authorities.

Cllr Owen declared a non-pecuniary and non-prejudicial interest in Agenda item 5.5.1, Roding Road allotments, as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association (RRALGA).

EH157 Confirmation of Minutes

The Minutes of the meeting held on 28 January 2015 were CONFIRMED as a correct record and signed by the Chairman.

EH158 Public Representations

None were received.

EH159 Matters for Report

159.1 Heritage Open Days – Min no EH123.2

The Committee AGREED to review its participation in this scheme in 2016.

159.2 Village Greens – Min no 134.9

The Committee AGREED to await the decision of Essex County Council in regard to the current applications submitted and commented that if unsuccessful it would look to protect these green spaces through other approaches including the Local Plan and/or Neighbourhood Plan.

159.3 Public Right of Way, Borders Lane/Rectory Lane – Min no EH147.2

It was reported that clearance of the fly-tipping and vegetation on each side of the path had been undertaken by Community Service teams. Officers would ask the District Council to install a litter bin and add this path to its street cleansing schedules.

Members NOTED that the Lady Mary's Path and Hardings Path alleyway name plates had been installed recently at a net cost of £603 for both supply and installation.

The Committee AGREED to progress a request from the family of the late Mr Dennis Jones of 126 Borders Lane to mark his support of the community over many years. Officers were asked to provide quotations for mass bulb planting near to the entrance to the public right of way off Borders Lane with a suitable memorial plaque.

Cllr Davies joined during the next item.

159.4 Community Tree Strategy for Loughton – Min no EH147.3

It was reported that the 'Loughton's Special Trees' project had been launched in the Spring edition of Think Loughton and was promoted at the Annual Town Meeting.

Members NOTED that the Recreation Committee had agreed to the use of the Willingale Road Open Space for the creation of a new community orchard – a key priority of the Strategy. The project had the support of a group of residents involved in the Open Book Project run by Loughton Library.

159.4.1 Woodlands – Min no EH134.3

In response to suggestions from members of the public the Committee AGREED to raise again the question of front garden trees with the District Council, and to add to the pilot list already identified for protection, the following belts of woodland:

- i. that formed near to and within St Nicholas Churchyard and on Epping Forest College land, noting that a few of the more prominent trees were already protected by preservation orders;
- ii. alongside Loughton Brook in Roding Road and in Roding Valley High School grounds.

159.5 Allotments – Min no EH147.4

159.5.1 Roding Road

The Town Clerk reported on her inspection of the site on Tuesday 17 March 2015 and confirmed that the site continues to improve under the new management committee. The Committee NOTED that the current level of vacancies was nine full plots and ten half-plots. Members were pleased to view copies of the new leaflet promoting the site to local residents.

The recent retirement of Mr and Mrs Boatman from their posts as chairman and secretary of the Roding Road Allotment and Leisure Gardens Association was NOTED.

The Chairman confirmed that a draft management appointment would be considered by the working party with a target date of after Easter for its presentation to the Committee of the RRALGA.

159.5.2 Willingale Road

The Committee AGREED to keep open the option to appoint a dedicated part-time allotment officer.

Members welcomed the suggestion to have a coffee morning and plant sale at this site to promote the allotments to new tenants.

159.5.3 Annual Best Allotment Competition

Mrs Karen Kenny, the chairman of the National Allotment Society, had agreed to judge this year's competition on Tuesday 28 July 2015. Shortlisting would be carried out from 22 July by representatives from each of the three allotment sites in the town. Depending on the new Town Mayor's availability it was proposed to hold the presentation ceremony on Monday 14 September.

159.6 Seats and Benches – Min no EH147.5

The Council's solicitor was awaiting documents from the County Council's agents regarding the transfer of a piece of land off Church Hill to the Town Council.

159.7 Heritage Plaques – Min no EH147.6

It was NOTED that a positive response had been received from Woodland Grove, the care home off Rectory Lane, for the installation of a plaque to remember Lady Mary Wroth (1587-1653), the first recognised female novelist in England. Arrangements would be finalised shortly.

Officers were also asked to investigate whether there would be a suitable position off The Drive to install a memorial planter or interpretation board. This would be used to commemorate the 75th anniversary of the falling of the first bomb (and casualty) in the then Metropolitan Civil Defence area, at the public air raid shelter on 28 July 1940.

In discussion with the Chairman, the Town Clerk was authorised to progress this project.

159.8 Community Speed Watch – Min no EH147.7

No further information has been received regarding Essex Police's Casualty Reduction Section's capacity to run a scheme in Loughton this year.

159.9 Christmas Lighting – Min no EH147.8

It was reported that the Services Manager was collating quotations from contractors regarding options for the Christmas 2015 lighting displays in the Broadway and the High Road.

159.10 Neighbourhood Planning – Min no EH138

The District Council had advised that, following technical problems on its website, the Loughton Neighbourhood Plan Consultation period had been extended by a week until 27 March 2015.

159.10.1 Building More Homes on Brownfield Land

The Committee supported the Chairman's suggestion that the Town Council would compile and consider a list of potential brownfield sites as part of the Loughton Neighbourhood Plan.

159.10.2 Green Belt Policy

It was noted that the District Council was to call an additional meeting of the Local Councils' Liaison Committee on 15 June 2015 to consider Phase 1 of the Green Belt Policy review.

159.11 Loughton War Memorial – Min no EH149

The Committee NOTED that the Roll of Honour, a list of all the names of local servicemen and civilians who had given their lives for the service of this country and were currently commemorated on the various memorials in the town, was now available on the Council's website. The Chairman and Cllr Pewsey were investigating the names of up to seventy other servicemen to check if they met the criteria for adding to those on the Kings Green War Memorial.

The Committee thanked the Services Manager for arranging the safe removal and storage of the World War I brass memorial from Lincoln Hall to the Town Council Offices.

159.12 Local Highway Panel – Min no EH150

The responses of Essex Highways to the requests submitted by the Town Council for new highway improvements for works in 2015/16 was NOTED.

159.13 Flood Problems in Loughton – Min no EH152

The results of the recent consultation to identify flooding priorities in parishes across the county were noted.

159.14 Northern Gateway Access Package (NGAP) – Min no PL432.4

The Town Clerk reported on the meeting held in Waltham Abbey Town Hall attended by representatives from Epping Forest District Council and Waltham Abbey Town Council to discuss the forthcoming Examination Hearing Sessions.

EH160 Financial Position

The Committee NOTED the report.

EH161 Environmental Issues

No new issues had been raised at the current time.

EH162 Future Work of the Committee

The Committee AGREED to consider:

- i. Loughton in Bloom – encouraging a group of volunteers to form a horticultural society to take the lead on this project and enhance the flower displays around the town.
- ii. Commemorations to mark the 70th anniversary of the end of World War II.

Signed:

Date: 17 June 2015