

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 17 June 2015 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
T Downing J Jennings 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)

2 members of the public

EH163 Apologies

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

EH164 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items relating to the work of Epping Forest District Council and Essex County Council, as a member of those councils.

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.

EH165 Confirmation of Minutes

The Minutes of the meeting held on 25 March 2015 were CONFIRMED as a correct record and signed by the Chairman.

EH166 Public Representations

None were received.

EH167 Matters for Report

167.1 Flower Baskets – Min no EH147.11

The Committee NOTED that it had not been possible to identify suitable locations for new flower planting baskets on railings in the main shopping areas that would gain the Highway Authority's approval. In discussion with the Chairman and Vice Chairman, an order had been placed for summer flower baskets only in The Broadway and the High Road together with eleven new wrap around baskets in Old Station Road at a total cost of £9,289.08 net of VAT. This sum included the one-off cost for the supply and installation of the new baskets amounting to £2,475.00 net of VAT.

As the extension of the flower basket scheme to Old Station Road had been at the specific request of Loughton 1st (High Road Town Centre

Partnership), Cllr Pewsey was asked to follow up on the invitation from the Town Clerk for a contribution from that organisation.

The Committee authorised this expenditure noting that without sponsorship it would be necessary to use earmarked reserves to meet the additional costs.

167.2 Village Greens – Min no EH159.2

The Committee NOTED that the Town Council's applications for the registration of land at Jessel Green, Newmans Lane, Rochford Green and Rookwood Gardens as village greens were still under consideration by Legal Services at Essex County Council.

167.3 Public Rights of Way

167.3.1 Borders Lane/Rectory Lane – Min no EH159.3

The Committee NOTED that the cost of bulb planting, to mark the support of the community by the late Dennis Jones of 126 Borders Lane over many years, amounted to £340 net of VAT. The family's contribution was being confirmed.

The Committee expressed its thanks to the Area Manager for Grounds Maintenance at Epping Forest District Council, for arranging the planting of the bulbs as part of their winter work for Highways so as to make the bulb planting project more affordable.

167.3.2 Royal Oak Public House

It was reported that Essex County Council had made an order on 1 June 2015 to add a public footpath from Forest Road in a south westerly direction for a distance of approximately 55 metres to Smarts Lane to the Definitive Map.

An approach would be made to the developers to ensure the hoardings currently obstructing the new two metre wide Public Right of Way were removed to allow free passage of the path.

The Committee offered its congratulations to the residents for their work to secure the new Right of Way. Suggestions for a name would be sought.

167.3.3 Modification of the Definitive Map

Notice of a minor modification to the map regarding Footpath nos. 110 and 128 had been received from Essex County Council. It was agreed to exchange the names of Tee Path and Rayhouse Path as a result.

167.4 Community Tree Strategy for Loughton – Min no EH159.4

The Committee thanked Kevin Mason from Countrycare for his report and for organising the Tree Strategy walk held on 10 May 2015 with assistance from Tricia Moxey, local naturalist.

It was suggested that a pamphlet describing the walk would help signpost it to the public.

A meeting of the Tree Strategy Group to progress the Action Plan would be arranged shortly.

167.5 Allotments – Min no EH159.5

167.5.1 Roding Road

The Committee NOTED that the draft management appointment was still under preparation before consideration by the working party and presentation to the Committee of the RRALGA.

167.5.2 Willingale Road

The Committee NOTED the detailed report and in particular, the Heads of Terms signed by officers with the former committee members of the Debden Horticultural and Allotments Society. This document enabled the ownership of the buildings and equipment to be transferred in trust to the Council until such time as a new allotment society was created.

The equipment, valued at £3,500, had been insured at an annual premium of £61.37. A loan scheme would be devised to enable allotment tenants to use the equipment to rotovate their plots and cut the grass paths. However, following an attempted break in of two garages and other buildings during the evening of Sunday 10 May 2015, this had been delayed until security could be assured. Repairs were being arranged, with the insurance company expected to cover most of the costs.

A further report on the installation of CCTV at the site would be provided to a future meeting.

Wooden Shed

It was reported that the wooden garden shed located next to the main buildings was in a bad state of repair. The ownership of the shed was unclear.

The Committee AGREED to ask the allotment tenant claiming ownership, to remove it as it failed to conform to the management policy.

Tarpaulin

In order to help bring empty plots back into use, the Committee authorised expenditure of up to £500 for the purchase of tarpaulins to be laid to reduce weed growth.

Open morning – 18 May 2015

It was NOTED with approval that an open morning and plant sale, organised by Council Officers, held on Saturday 18 May 2015 had raised £50 for the Town Mayor's charity, Loughton Voluntary Care.

Best Allotment in Loughton 2015

The presentation of the awards by the Town Mayor was to take place on Monday 14 September 2015 at 6.30pm at the Willingale Road Allotments.

Staffing

The option to appoint a dedicated part-time allotment officer would be kept under review.

167.5.3 Management Policy Review

The following additions to the Management Policy were AGREED:

Loughton Town Council Tenancy Agreement

A new tenant joining partway through the year will be charged an apportioned rent based on the number of full months remaining in the allotment year including the first month of occupancy.

General Management

Requests from existing tenants to split their full sized plot to make two half plots in preference to moving to a vacant half plot elsewhere on the site, would be accepted, but this policy kept under review.

167.5.4 Annual Rent Review

Having considered the financial report for the last twelve months which showed net expenditure of £2,682, the Committee CONFIRMED the rent per full plot for the year for the period 1 September 2015 – 31 August 2016 as £33.00.

Twelve months' notice was also given that the rent for the following year commencing 1 September 2016 would increase to £36.00.

The rent for other sized plots would be increased pro rata.

167.6 Seats and Benches – Min no EH159.6

The Committee NOTED that the contractors for the new Sainsbury's development in Church Hill had agreed to replace the Town Council's concrete and timber bench as this needed to be removed from its current location along from the Plume of Feathers public house to provide site access. The Committee supported the proposed location, which would require Highways Authority permission.

167.7 Heritage Plaques – Min no EH159.7

167.7.1 Lady Mary Wroth

For information, officers were endeavouring to progress the installation of a plaque at Woodland Grove, the care home off Rectory Lane, to remember Lady Mary Wroth (1587-1653), the first recognised female novelist in England.

167.7.2 World War II Commemoration

Plans to commemorate the 75th anniversary of the falling of the first bomb (and fatalities) in the London Civil Defence area in The Drive have been progressed by the Town Clerk in discussion with the Chairman.

The Committee NOTED that a large octagonal self-watering flower planter with a memorial inscription had been purchased at a net cost of £525.50. This would be installed by the entrance to

the public car park with the planting undertaken by the District Council's Grounds Maintenance Service as part of the seasonal planting displays around the town. The Committee asked for its thanks to be conveyed to the District Council Officers in this regard.

Arrangements for a short ceremony to be held on Sunday 26 July 2015 at 4pm were in hand with representatives from the Essex Fire Service and relatives of the casualties to be invited.

167.8 Christmas Lighting – Min no EH159.9

The Committee authorised officers to finalise the order for the Christmas 2015 lighting displays in the main shopping centres subject to a maximum budget of £10,600 including, if necessary, the use of the Committee's £1,000 contingency budget.

Following safety concerns raised by officers regarding the installation of banners across the High Road at the junction of The Drive and Brooklyn Avenue, Cllr Pewsey was asked to raise the issue of the catenary wires with Loughton 1st.

167.9 Neighbourhood Planning – Min no EH159.10

167.9.1 Neighbourhood Area

The Committee NOTED that the Neighbourhood Area designation for Loughton Town Council's Neighbourhood Plan had been agreed by Epping Forest District Council on 1 June 2015.

The Strategy and Staff Group were asked to consider how best to progress the preparation of the Neighbourhood Plan and report back to both this Committee and the Planning and Licensing Committee, which held the budget.

167.9.2 Green Belt Policy

The Vice Chairman gave a report on the special meeting of the Local Councils' Liaison Committee held on 15 June 2015 to consider Phase 1 of the Green Belt Policy review.

At the LCLC meeting concerns had been expressed about the lack of webcasting of this meeting and the shortness of the consultation period.

The Town Clerk would provide members with more information on this review as it became available.

167.10 Loughton War Memorial – Min no EH159.11

The Committee AGREED that the following names of those who had lost their lives in service during World War II should be added to the War Memorial on Kings Green:

Warrant Officer Harold James Bassingthwaite (d 1945)

Pilot Officer Gerald Frank Russell Cooke (d 1942)

2nd Lieutenant Harold Johnson Martin (d 1942)

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

The Committee NOTED the report of a meeting of the M25/A10 Authorities Planning and Transportation Officer Group at the Civic Centre, Enfield on 3 June 2015 attended by the Town Clerk.

167.12 Loughton Cemetery – Min no EH123.8

The Committee NOTED that details of the exterior works to be carried out to the Chapel were being finalised with the Conservation Officer at Essex County Council.

167.13 Drinking Fountain – Min no EH123.16

The Committee NOTED that repairs to the oak corner posts of the drinking fountain canopy would be carried out at a net cost of £1,213.00 but that in carrying out these repairs more internal timber decay might be identified and additional costs incurred.

167.14 Bus Shelters

The Committee AGREED to the request from UK Town Maps to install large A0-sized maps on the three shelters owned by the Town Council; Borders Lane (outside The Spinney), Colebrook Lane and Jessel Drive.

167.15 Recycling and Waste Management

It was NOTED that, following the introduction of the new collection arrangements for waste by Epping Forest District Council's contractors, town councillors were monitoring the quality of service in Loughton.

167.16 Baldwins Pond

The Committee NOTED that the City of London was considering options for works following a Reservoir Inspecting Engineer's comments that leaks at the pond were getting progressively worse.

The Town Clerk was asked to write to the Superintendent asking that the Council be kept informed since Loughton had a distinct and firm interest in this matter.

167.17 Transport for London

The Chairman reported that with effect from 6 September 2015, a new timetable would operate on the Central Line with a twenty four hour service running on Fridays and Saturdays offering a 20 minutes frequency through the night to Loughton.

The Town Clerk was asked to remind Cllr Bass of the Council's earlier request for all night street lighting in Loughton on Fridays and Saturdays to match this new underground service.

Cllr C C Pond also reported that between 4pm and 6pm on weekdays for operational reasons, the service of trains previously terminating at Debden Station would be withdrawn. This would mean a net effect of five fewer trains between Loughton and Debden although the present frequency of the service to Epping would remain.

EH168 Financial Position

The end of year financial report for 2014/15 was NOTED together with details of the transfers to and from earmarked reserves.

EH169 Highways

169.1 New Zebra Crossing

Members considered the proposal by Essex County Council Highways to establish a zebra crossing on the length of A121 Church Hill, Loughton, with the centre line of the zebra crossing approximately 23 metres south west of the north eastern kerb line of Kings Green.

The Committee AGREED to respond supporting the proposal for a new zebra crossing in this position but asked the Highways Authority to ensure good signage was installed to alert motorists. Members also commented in the wider context that traffic congestion in Loughton was already forcing people onto residential roads in order to avoid delays. Members also noted that position of the proposed crossing was in fact located just in the High Road, and not Church Hill.

169.2 Salt Bag Partnership Scheme for Winter 2015/16

The Committee confirmed the Council's participation in the scheme for the forthcoming winter.

EH170 Environmental Issues

No issues have been raised at the current time.

EH171 Future Work of the Committee

No items were raised for future discussion.

Signed:
Date: 23 September 2015

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 23 September 2015 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales C Davies J Jennings
M Owen (from Min no EH176.5) C P Pond
D Wixley (as substitute for Cllr Lawrence)

Also in attendance:

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

EH172 Apologies

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

EH173 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items relating to the work of Epping Forest District Council and Essex County Council, as a member of those councils.

EH174 Confirmation of Minutes

The Minutes of the meeting held on 17 June 2015 were CONFIRMED as a correct record and signed by the Chairman.

EH175 Public Representations

None were received.

EH176 Matters for Report

176.1 Public Rights of Way – Min no EH167.3.2

176.1.1 Royal Oak Public House

Members welcomed the news that the newly designated Public Right of Way, Footpath 129, had recently been re-opened.

The Committee CONFIRMED that this alleyway should be named "Royal Oak Path", the suggestion received from Mr Russell Woodland, who had been responsible for collating the evidence from local residents as part of the PROW application.

It was agreed that a contribution to the costs of the name plates offered by Mr Woodland would be welcomed but was not essential. A small ceremony to mark the naming of the path would be arranged in due course.

176.2 Community Tree Strategy for Loughton – Min no EH167.4

The Town Clerk reported she had met with Chris Neilan, Landscape Officer, Epping Forest District Council, Abigail Oldham (Epping Forest

Countrycare) and Tricia Moxey, author of the Community Tree Strategy, in July 2015, to discuss progress on the Action Plan.

The Committee NOTED that a fruit tree planting day would be held at the new Community Orchard in Willingale Road on Thursday 29 October 2015 with an official opening ceremony at 2.30pm.

176.3 Allotments – Min no EH167.5

176.3.1 Best Allotment in Loughton 2015

The presentation of the awards by the Town Mayor had taken place on Monday 14 September 2015 in the meeting room at the Willingale Road Allotments.

The winner of Best Allotment in Loughton 2015 was Rosie Partridge from the Loughton Potato Ground. The runner up was Teresa Witham, from the Willingale Road site and Carol Wilkins was the winner of the Best Newcomer Award for allotment tenants with less than two years' experience. Twenty eight other allotment plots had been judged as highly commended / commended.

The Town Mayor thanked independent judge Karen Kenny, President of the National Allotment Society, for her work and also the group of volunteers who had been helping to maintain the Willingale Road site.

176.3.2 Roding Road

The Committee congratulated the Roding Road Allotment and Leisure Gardens Association on their work to improve the site. A small fenced nature reserve had been created at the top of the allotment site to provide a habitat for local wildlife and an ideal location for the new bee hives.

The Town Mayor and Town Clerk had attended the official opening of the new apiary and tasted some of the first batch of honey.

The Town Clerk is to arrange an informal meeting with representatives from the RRALGA to discuss the renewal of the management appointment.

176.3.3 Willingale Road

The report was NOTED and in particular the apology made by the Town Clerk that, as insufficient notice had been given to individual allotment tenants, the rent for a full sized plot had remained at £30 per annum for the period September 2015 – August 2016.

The Committee AGREED that matters relating to the dilapidated wooden shed close to the main entrance to the site would be reviewed at the next meeting.

The financial report for the first year of operation by the Council was considered and the net loss of £3,041 noted. This was within the budget figures but did not include staff costs. Several items of expenditure within this report were year-one costs and reports would continue to be presented to the Committee to assist with the monitoring.

176.4 Seats and Benches – Min no EH167.6

The Town Clerk reported that no progress had been made regarding the transfer of the parcel of land at the junction of Sedley Rise with Church Hill from Essex County Council under the Community Asset Transfer scheme.

The Town Clerk had discussed the implications of this transfer with the Council's solicitor. In view of the refusal of Planning Application EPF/2041/06 to allow parking on the land, the likely legal costs to rectify the infringement and the proposed installation of a new bench on Bus Garage Green, the Committee AGREED to take no further action in this regard.

Cllr Owen joined the meeting during the next item.

176.5 Heritage Plaques – Min no EH167.7

176.5.1 Lady Mary Wroth

Plans for the installation of a blue plaque at the Woodland Grove Care Home, off Rectory Lane, to commemorate Lady Mary Wroth had stalled but officers would endeavour to progress this in the future.

The Committee considered new nominations and agreed to install plaques as follows:

- i. Ruth Rendell, (1930–2015), award winning author – preferred location at 45 Millsmead Way.
- ii. London General Omnibus Company garage – only possible location at Homebase, Church Hill.

176.5.2 World War II Commemoration

The Committee NOTED that the ceremony to dedicate the new memorial planter installed in the District Council's car park adjacent to the Morrisons' approach road off The Drive had been held on 26 July 2015. This date marked the 75th anniversary of the falling of the first bomb (and casualties) in the London Civil Defence area. The new memorial had attracted much positive interest from the public.

Members also took the opportunity to comment on the excellent flower basket displays in the town this summer, and to thank EFDC's parks operation for their help with stocking the planter.

176.6 Neighbourhood Planning – Min no EH167.9

The Town Clerk reported that, following the Council's successful application for the designation of the town of Loughton as a Neighbourhood Area, Ken Bean, Planning Policy Manager at Epping Forest District Council, and his colleague Luke Waterston would provide a short PowerPoint presentation at the Council meeting on 21 October 2015. This would be followed by an opportunity for a short discussion and questions on the preparation of a Neighbourhood Plan. It was AGREED to start the presentation at 7.30pm.

176.7 Loughton War Memorial – Min no EH167.10

It was NOTED that the list of names to be added to the Loughton War Memorial was as follows:

Warrant Officer Harold James Bassingthwaighe (d 1945)

Pilot Officer Gerald Frank Russell Cooke (d 1942)
2nd Lieutenant Harold Johnson Martin (d 1942)
Able Seaman Charles George Howe (d 1944)

The net cost of the new plaque was £580 plus carriage. A dedication ceremony would be arranged with the preferred date of Saturday 28 November 2015.

The Town Clerk reported she was exploring options for re-cutting the World War II inscription, which had weathered noticeably.

176.8 Street Furniture

176.8.1 Drinking Fountain – Min no EH167.13

The repairs to the oak corner posts were now scheduled for Friday 25 September 2015.

176.8.2 Milestones and Town Signs

The Committee AGREED to form a working party to carry out the routine cleaning and repainting of the historic milestones located at the junction with Spring Grove, outside 12-mile Cottage, Church Hill and near Goldings Pond.

The Services Manager was thanked for his work to clean the two information boards in Shaftesbury and Staples Road.

176.9 Christmas Window Competition 2015

This annual competition would be launched on Monday 12 October 2015.

Members volunteered to distribute A5 flyers to the various shopping centres/parades in Loughton; Cllr Jennings (High Road north side), Cllr Owen (The Broadway and Pyrles Lane), Cllrs C C Pond and C P Pond (High Road south side).

176.10 Local Bus Service Network Review Consultation

Members discussed the review and noted that services in the town were not affected by Essex County Council's £5 per passenger subsidy capping, nor by the extensive service revisions proposed elsewhere in the county.

The Committee AGREED to make the following comments:

- i. Members were keen to ensure that the contracted bus routes serving the Debden Estate should continue and, if possible, be enhanced as they were vital to the lives of those residents.
- ii. Transport for London would be encouraged to roll out real time information displays at all bus stops in the town.

EH177 Financial Position

The Committee NOTED the report.

EH178 Highways – Heavy Goods Vehicles Ban

The Committee strongly supported the scheme proposed by the City of London and Essex County Council to implement a ban on Heavy Goods Vehicles within Loughton town (to the west of the A121) and Epping Forest as this would reduce the impact of such vehicles on the Conservation Area.

EH179 Environmental Issues

The Chairman had raised concerns about the endemic build-up of litter and detritus behind the shops of numbers 228 to 244 High Road, Loughton.

The Committee AGREED to ask Epping Forest District Council to address this problem by carrying out a deep clean of the fence line of public car park off The Drive and also by writing to the other relevant property owners.

EH180 Future Work of the Committee

The Committee AGREED to consider the following items at its next meeting:

- i. Heritage Open Days 2016 – the creation of a heritage trail and the production of a leaflet based on important local buildings and the blue plaques.
- ii. Memorial safety testing in Loughton Cemetery.

Signed:

Date: 18 November 2015

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 18 November 2015 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
C Davies (from Min no EH181.2) T Downing
J Jennings M Owen S Pewsey
C P Pond P Abraham (as substitute for Cllr Beales)
D Wixley (as substitute for Cllr Lawrence)

Also in attendance:

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

EH181 Apologies

181.1 Apologies for absence were received from Cllrs Beales and Lawrence. The Town Clerk reported that Cllrs Abraham and Wixley had been nominated as their respective substitutes for this meeting.

Cllr Davies arrived during the next item.

181.2 The Committee granted Cllr Mann's request for a leave of absence to the end of the current electoral term on the grounds of ill health.

EH182 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda item 5.6, Local Bus Service Network Review Consultation, and any other items relating to the work of Essex County Council, as a member of that council.

Cllr Owen declared a non-pecuniary and non-prejudicial interest in Agenda item 5.2.1, Roding Road allotments, as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association.

EH183 Confirmation of Minutes

The Minutes of the meeting held on 23 September 2015 were CONFIRMED as a correct record and signed by the Chairman.

EH184 Public Representations

None were received.

EH185 Matters for Report

185.1 Community Tree Strategy for Loughton – Min no EH176.2

The Committee NOTED that the official ceremony to launch the new Community Orchard on the Willingale Road Nature Reserve had been held on 29 October 2015.

The Town Clerk reported that she was in discussion with Chris Neilan, Landscape Officer at Epping Forest District Council, to create a display of the nominations for Loughton's Special Trees project on the Favourite

Trees' website. Members were encouraged to submit their nominations before the closing date, now extended to 15 January 2016.

185.2 Allotments – Min no EH167.5

185.2.1 Roding Road

The Committee was pleased to NOTE that the Town Clerk had held a very positive meeting with representatives from the Roding Road Allotments and Leisure Gardens Association (RRALGA) to discuss the renewal of the management appointment. The details of the new management agreement were under consideration by their committee.

185.2.2 Willingale Road

The report provided by the Deputy Town Clerk was NOTED.

The Committee advised the Town Clerk to progress the removal of the wooden shed by the entrance as this did not conform to the shed policy on the allotment site and was in a poor state of repair. The policy required sheds to be a maximum size of 1.8m x 1.2m (6' x 4') and painted green, with a limit of one shed and one greenhouse per plot.

The Town Clerk also clarified the problems connected with a shed left by a former tenant on plot 76.

185.2.3 Pyrles Lane

The Committee supported the proposal by the Silkworth Trust charity, to use the three allotment plots at Pyrles Lane for a new community gardening project. It was reported that the Council would need to install new fencing to secure the site and that officers would act in an advisory capacity to help develop this project.

Concern was expressed about the potential loss of water supply if and when the adjacent Nursery site was developed. The Town Clerk was asked to write to the Planning Authority to request that a condition should be applied to any planning permission for the site requiring that a new supply should be provided for the allotments at the developer's cost.

185.3 Heritage Plaques – Min no EH176.5

185.3.1 Ruth Rendell

The Committee NOTED that the blue plaque had now been received from Signs of the Times at a cost of £241 net of VAT. The unveiling ceremony was likely to take place in February 2016, when the son of Ruth Rendell would be visiting the UK.

185.3.2 London General Omnibus Company Garage

It was reported that officers were in discussion with the manager of Homebase regarding the installation of a blue plaque at the store in Church Hill. The manager had agreed to contact the leaseholder of the premises in order to secure permission.

185.4 Loughton War Memorial – Min no EH167.7

The Committee NOTED that arrangements for the special dedication service for the new bronze plaque bearing the names of four servicemen who lost their lives in World War II had been finalised for Tuesday 24 November at 11am with refreshments served afterwards at the Loughton headquarters of the Royal British Legion in Church Hill.

185.5 Street Furniture

185.5.1 Drinking Fountain – Min no EH167.13

The Committee NOTED that the repairs to the oak corner post had been carried out by Fullers Builders of Walthamstow in October 2015 at a net cost of £1,213.00.

185.5.2 Milestones and Town Signs

The Committee AGREED to include the cleaning and renovation of the historic milestones in the town in the national campaign, “Clean for The Queen” alongside a litter picking event.

The special clean-up weekend, coordinated by Keep Britain Tidy and the Campaign for Rural England was scheduled to take place on 4 – 6 March 2016 and aimed to have Britain looking its best in time for The Queen’s 90th birthday in 2016.

The milestones were located at the junction with Spring Grove, outside 12-mile Cottage, Church Hill and near Goldings Pond.

Locations in the town for the litter picking event would be carefully chosen so as not to duplicate those routinely cleared by contractors.

185.6 Local Bus Service Network Review Consultation – Min no EH176.10

The Chairman reported his concerns that Essex County Council was proposing to withdraw the £580,000 subsidy paid to Transport for London to support bus services 20 and 167 serving the Loughton area.

185.7 Northern Gateway Access Package (NGAP) – Min no EH159.14

The Committee considered the Memorandum of Understanding with other authorities and authorised the Town Clerk to sign the document on the Council’s behalf.

185.8 Flood Risk

The publication by the Environment Agency of a consultation response document called “Acting on your responses to the draft updated river basin management plan and flood risk management plan consultations 2015” was NOTED.

185.9 Alleyway Nameplates

The details for the naming of the alleyways off Englands Lane were confirmed.

EH186 Financial Position

The Committee NOTED the report.

EH187 Committee Priorities

187.1 As part of its overall plan and to complement the budget-making process, the Committee REVIEWED its priority list for 2016/17 and AGREED on the following:

| Environment and Heritage Committee – Priorities 2016/17 | | |
|--|---|--|
| Current Priority | Main Function | Greater Detail/Current Position |
| Current activities | | |
| High | Heritage Open Days | September 2016 + heritage trail/leaflets |
| High | Registration of Village Greens | Applications submitted to ECC |
| High | War Memorial, Kings Green | Additional names added on 24/11/15 |
| 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 | Installed Pump Hill 12/11/15 |
| 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 | Responding to consultations | Variable |
| High | Any other matters within the Committee's terms of reference | |

- 187.2** The Committee AGREED the following items for consideration by the Planning and Licensing Committee, as being suitable for a developer's Section 106 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

EH188 Estimates for 2016/17

188.1 Income and Expenditure

The Committee considered the report and, with the exception of allotment fees which are dealt with separately, AGREED to maintain the fees and charges for the Cemetery and vehicle access licences to the Roding Road allotment site at the 2015/16 level.

This approach was in alignment with the Recreation Committee's decision. However, members RECOMMENDED to the Resources and General Services Committee that the existing policy of using September's RPI figures when considering increases to fees and charges was reviewed.

188.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the additional item of £2,000 in the allotments budget for repairs to the fencing and gates at the Roding Road site.

It was also AGREED to transfer the earmarked reserve of £5,000 for legal expenses, held in connection with the registration of village greens, to the Planning and Licensing Committee's reserve for the work on a Neighbourhood Plan.

188.3 Estimates for 2016/17

The Estimates for 2016/17 as presented in the Agenda with the above addition of £2,000 were AGREED such that the net figures were as follows:

| Environment and Heritage Committee | £ |
|--|----------------|
| Total budget expenditure** | 198,955 |
| Income | 25,064 |
| Net expenditure | 173,891 |
| Transfers from earmarked reserves* | -36,115 |
| Total net expenditure | 137,776 |
| <i>Details of transfers from earmarked reserves:</i> | |
| <i>Cemetery wall repairs</i> | <i>15,000</i> |
| <i>Memorial testing</i> | <i>3,000</i> |
| <i>Lady Whitakers Mead</i> | <i>10,600</i> |
| <i>Bus shelters</i> | <i>1,000</i> |
| <i>Community toilet scheme</i> | <i>1,000</i> |
| <i>Salt & grit bins replacement</i> | <i>400</i> |
| <i>War memorials</i> | <i>615</i> |
| <i>Oakwood Hill Estate improvements</i> | <i>2,000</i> |
| <i>Allotments</i> | <i>2,000</i> |
| <i>Community Tree Strategy</i> | <i>500</i> |
| | 36,115 |

**** NB:** The total budget expenditure currently included a service recharge of £74,400 (the 2015/16 figure). The 2016/17 figure would be confirmed by the Resources and General Services Committee at its meeting on 13 January 2016 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

EH189 Environmental Issues

The Committee NOTED that in response to the concerns raised with Epping Forest District Council regarding an endemic build-up of litter and detritus behind the shops of numbers 228 to 244 High Road (2 blocks), a deep clean of the fence line of the public car park off The Drive had been carried out.

Both the Area Waste Management officer and the Neighbourhood Team have agreed to monitor the area to ensure that the appropriate standards were maintained.

No new issues had been raised at the current time.

EH190 Future Work of the Committee

The Committee AGREED to consider the following item at its next meeting:

- i) Creating a list of Assets of Community Value – Cllr Pewsey to prepare a report.

Signed:
Date: 27 January 2016

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 27 January 2016 at 7.45pm at 1 Buckingham Court.

Present

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

Also in attendance:

Councillors: L Girling
J Mahoney (from Min no EH195)

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

Mark Youngman, Senior Development Management Engineer at Essex County Highways

2 members of the public

EH191 Apologies

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

EH192 Declarations of Interest

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

Cllr Owen declared a non-pecuniary and non-prejudicial interest in Agenda item 5.2.1, Roding Road Allotments, as she was acquainted with members of the Roding Road Allotment and Leisure Gardens Association.

EH193 Confirmation of Minutes

The Minutes of the meeting held on 18 November 2015 were CONFIRMED as a correct record and signed by the Chairman.

EH194 Public Representations

As a member of the public with an interest in Agenda item 9.4, Chigwell Lane/Langston Road improvements, wished to address the Committee, it was AGREED to bring forward this item.

Cllr Mahoney arrived during the next item.

EH195 Chigwell Lane/Langston Road Improvements

The Chairman welcomed Mr Mark Youngman to the meeting and invited him to detail the major road improvements proposed to mitigate the likely increase in traffic flows resulting from the new shopping park in Langston Road.

A member of the public addressed the Committee.

Members were invited to ask questions of Mr Youngman and accepted the opportunity.

The Committee recognised that the installation of traffic lights, replacing the mini roundabouts, should speed up the traffic flow at peak times but AGREED to make the following COMMENTS:

- Traffic survey data – there were concerns about the validity of the data as traffic patterns appeared to have changed in recent months. Mr Youngman undertook to inform the Council of the dates/times of the relevant surveys.
- Pedestrian safety concerns – there was a need for appropriate arrangements for pedestrians at the junction of the A1168 with Langston Road/Oakwood Hill.
- Sustainability – as the Epping Forest District Cycling Action Plan was currently in preparation, thought should be given to improving safety for cyclists. Measures suggested included advance stop lines for them at traffic lights and an extension and improvement of the existing cycle lane.
- Impact on residential roads – members were concerned that insufficient consideration had been given to the impact of these road improvements on the neighbouring roads including Ibbetson Path and Doubleday Road off Barrington Green (North) and Colson Road opposite Barrington Green (South). Blockages in Chigwell Lane at the junction with Colson Road were often caused by parking too close to the junction and, as there were now more frequent bus services along the A1168/Colson Road, additional parking controls in Colson Road were needed.
- Road network area – the study area needed to be extended to include Westall Road and the Ambulance Station off Rectory Lane. Members suggested yellow box junctions would improve safety at this location.
- Commuter parking – Epping Forest District Council was looking at a parking review for this area to fully assess the impact of commuter parking and this needs to be taken into account.

The Committee expressed its thanks to Mr Youngman for addressing the meeting.

EH196 Matters for Report

196.1 Community Tree Strategy for Loughton – Min no EH185.1

The Committee considered the nominations for the Special Trees project and CONFIRMED that these trees warranted inclusion.

196.2 Allotments – Min no EH167.5

196.2.1 Roding Road

The Committee NOTED that the Town Mayor had attended the Annual General Meeting of the Roding Road Allotments and Leisure Gardens Association (RRALGA) and made several presentations including one to Mr and Mrs Boatman for their years of dedicated service to the Association. Members thanked the Committee of the RRALGA for the copy of the AGM minutes.

The Services Manager reported that he would be meeting with a representative from the RRALGA to prioritise fencing works at the site. The Town Clerk would discuss options with the Chairman and Vice Chairman of this Committee in order to progress essential works.

196.2.2 Willingale Road

The Committee AGREED that the hourly rent for use of the meeting room on the site, now approved by Epping Forest District Council for use as a polling station, would be set at £15 per hour.

196.2.3 Pyrles Lane

It was reported that discussions on progressing this site as a community allotment were continuing with several stakeholders.

An encouraging response had been received from Epping Forest District Council to concerns raised regarding the security of the water supply to the allotments once the Nursery site has been vacated.

196.3 Heritage Plaques – Min no EH176.5

196.3.1 Ruth Rendell

It was confirmed that arrangements for the installation of the plaque at 45 Millsmead Way in February 2016 and an unveiling ceremony were in hand and details would be forwarded to councillors in due course.

In response to a request for a second plaque at 4 Shelley Grove (another property in Loughton connected with this author), the Committee supported the view of Ms Rendell's son that as his mother had begun her writing career when he was a child at 45 Millsmead Way a single blue plaque there was appropriate.

196.3.2 London General Omnibus Company Garage

It was NOTED that the Homebase DIY chain has been sold to an Australasian company and so there would be a delay in obtaining permission for a plaque to be installed at the store in Church Hill.

196.4 Loughton War Memorial – Min no EH167.7

The report of the special dedication service held at the War Memorial on Kings Green in November 2015, for the new bronze plaque bearing the names of four servicemen who lost their lives in World War II, was received.

The Committee NOTED that the poppy wreaths around the plinth of the Memorial, which were now looking past their best following the winter weather, would be removed by the end of January 2016.

196.5 Street Furniture

196.5.1 Milestones and Town Signs – Min no EH185.5.2

The Town Clerk confirmed that arrangements for the renovation of the historic milestones in the town and events connected with a special clean-up weekend in the town scheduled to take place on 4 – 6 March would be confirmed shortly.

196.5.2 Salt and Grit Bins

The Services Manager reported that the number of local volunteers taking part in the Winter Service scheme were down on previous years. The scheme has been promoted again through a poster and publicity campaign.

A recent inspection of the bins around the town had confirmed that they were full of salt and grit as of 22 January 2016.

196.5.3 Christmas Lights – Min no EH167.8

The Committee reviewed the 2015 Christmas lighting scheme and commented that budget constraints made improvements difficult.

196.6 Local Bus Service Network Review Consultation – Min no EH185.6

The Chairman reported that he and Cllr Abraham, as Parish Transport Representatives were continuing to monitor local service levels.

196.7 Northern Gateway Access Package (NGAP) – Min no EH185.7

It was NOTED that the Chairman and officers continued to monitor the various consultation documents published by the London Borough of Enfield to ensure the impact on Loughton's roads of any highway improvement measures was minimised.

196.8 Estimates for 2016/17 – Min no EH188.3

The Committee NOTED the amendments proposed by the Resources and General Services Committee and now included in the 2016/17 budget, namely:

- The budget for Loughton Cemetery path repairs had been reduced by £2,500; and
- The earmarked reserve for Lady Whitaker's Mead (new cemetery) was to be reduced by £38,250 at the end of the current financial year bringing the sum available to £45,105. It was, however, open to the Council to seek a commercial partner in this regard.

196.9 Village Greens – Min no EH167.2

The Town Clerk reported that the application for the registration of several green spaces in Loughton as village greens was still under consideration by Essex County Council. Other potential sites would be kept under review.

196.10 Christmas Window Competition 2015

The report on the winners was NOTED.

196.11 Light up a Life – Min no EH73.1

The report of the 2015 service held on Kings Green on Saturday 28 November, in partnership with St Clare Hospice, was NOTED. A date for the 2016 event would be confirmed shortly.

197 Financial Position

The Committee NOTED the report.

198 Assets of Community Value

The Committee thanked the Chairman for preparing a list of potential properties. Members were asked to prioritise them and consider whether any of those listed were under potential threat.

199 Sewage Pumping Stations

The Committee NOTED that Thames Water was to take on the responsibility of 4,000 privately owned sewage pumping stations from property owners and managers but had asked for help in tracking some 1,800 'missing' stations.

Whilst members were unaware of any such facilities in the town, publicity would be given to this matter as residents might have local knowledge.

200 Highways

200.1 Epping Forest District Cycling Action Plan

The notes of the stakeholders meeting held in Epping on 15 January 2016 were discussed. Members made the following suggestions:

- As it was reported that Clays Lane might be designated as a "quiet lane", this could create a route from Goldings Hill across to Theydon Bois' tying in with the existing cycle by-pass route. This would require minimal new signage.
- Following on from the Roding Hub Project, consideration could be given to signage across the Roding Valley Recreation Ground (noting that this was contrary to the existing by-laws).

The Services Manager was thanked for his report.

200.2 The Broadway Central Reservation

Members agreed that, despite the best efforts of the Parks Department at Epping Forest District Council, this needed a better long term solution.

It was AGREED to include this in the list of Local Highway Panel requests.

Cllr Owen was thanked for her report.

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

200.3 Local Highway Panel Requests

The Committee AGREED to put forward the following potential schemes for consideration by the Epping Forest Local Highways Panel (LHP) for funding in the 2016-17 financial year, though it was NOTED that the proposed ECC Budget provided for a halving of LHP resources.

- i. Loughton Broadway – a feasibility study into improvements to the central reservation.
- ii. 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 or compacted sand should be used in preference to tarmac (resubmission).
- iii. Hillyfields – measures to prevent damage to grass verges. Cllr Davies agreed to provide further details to the Town Clerk.

The Committee also AGREED to endorse the schemes for

- i. Pyrles Lane, already submitted; and
- ii. Burney Drive, for traffic calming.

201 Environmental Issues

No issues had been raised at the current time.

202 Future Work of the Committee

The Committee AGREED to consider, in partnership with the Planning and Licensing Committee:

- i) a review of the Local List.

Signed:

Date: 23 March 2016

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 23 March 2016 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales
J Jennings
S Pewsey
D Wixley (as substitute for Cllr Downing)
C Davies from Min no EH 207
I Lawrence
C P Pond
M Owen

Officers: E K Walsh (Town Clerk)
S Haynes (Deputy Town Clerk) until Min no EH208
P Hoy (Services Manager)

Judy Lovell and Anne Redelinghuys, Restore Community Centre

EH203 Apologies

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

EH204 Declarations of Interest

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

Cllr Owen declared a non-pecuniary interest in agenda item 5.2.1, Roding Road Allotments as she was acquainted with members of the Roding Road Allotments and Leisure Gardens Association.

EH205 Confirmation of Minutes

The Minutes of the meeting held on 27 January 2016 were CONFIRMED as a correct record and signed by the Chairman.

EH206 Public Representations

There were no public representations.

The Committee AGREED to bring forward Agenda item 5.2.2, as the guest speakers were present.

Cllr Davies arrived during the next item.

EH207 Pyrles Lane Allotments

The Town Clerk reported on her meeting with Ms Redelinghuys, the Project Coordinator for Grow, to discuss proposals for creating community allotment gardens on this site. The Deputy Town Clerk had also attended this meeting.

Judy Lovell and Anne Redelinghuys were invited to present the proposals in more detail to the Committee and answer members' questions. The plan was to create community allotments at this site open to all local residents but which provided a vehicle for vulnerable members of society to gain self-esteem and useful skills. The

draft business plan was circulated to members. This explained that the project delivery would be undertaken by the Restore Community Centre, the delivery arm of the Above and Beyond Charity. External funding would be sought to meet the establishment costs.

The Committee expressed its whole-hearted support for this project and AGREED to proceed by offering the charity a 5-year licence to occupy at a peppercorn rent with each party meeting its own legal costs. The details would be finalised by Town Council officers.

The Committee NOTED that new fencing would be required to secure the site and that it was open to the charity to apply to the Town Council for grant funding in this regard.

Ms Lovell and Redlinghuys were thanked for their report and work on this project.

EH208 Matters for Report

208.1 Community Tree Strategy for Loughton – Min no EH196.1

The Town Clerk reported on her meeting with the District Council's Principal Tree Officer, Chris Neilan, and Mike Wadham, the Project Lead for the Great Essex Woodland Project. This aimed to provide a green corridor joining the ancient woodland in Essex and linking Epping Forest to the coast south of Clacton on Sea. A potential start to the route could be Lady Whitakers Mead in Loughton, a site owned by the Town Council.

The Committee expressed its support in principle for this project and AGREED to invite Mr Wadham to make a presentation at the next meeting of the Committee on 22 June 2016.

The Town Clerk also updated members on plans to achieve Biophilic Status for Loughton and the continuing promotion of the Special Trees project.

208.2 Allotments – Min no EH196.2

208.2.1 Roding Road

The Committee NOTED that an order has been placed for the priority fencing works at the site at a net cost of £2,742 to install thirteen linear metres of replacement chain link fencing near to the Stonards Hill rear garages and a replacement gate with twin wire mesh at the Barnfield Road pedestrian entrance. This expense was to be met from earmarked reserves.

208.3 Heritage Plaques – Min no EH196.3.1

208.3.1 Ruth Rendell

The Committee NOTED that the unveiling ceremony for the plaque to commemorate Ruth Rendell at her former home in Loughton at 45 Millsmead Way had been held on 24 February 2016. The ceremony, performed by the Town Mayor, was attended by Ms Rendell's son, Simon and grandson, Philip, who expressed their gratitude to the Council for this tribute.

The Committee thanked homeowners, Mr and Mrs Wilcox for their support.

208.3.2 London General Omnibus Company Garage – Min no EH196.3.2

It was reported that officers would endeavour to progress plans for a plaque at the Homebase store in Church Hill.

208.4 Street Furniture

208.4.1 Milestones and Town Signs – Min no EH196.5.1

The Committee NOTED that the renovation of the three historic milestones across the town had taken place on 5 March 2016 as part of the Clean for the Queen event.

208.4.2 Christmas Lights – Min no EH196.5.3

The Services Manager had obtained costings for additional lighting displays in the High Road. In particular, the area between The Drive/Brooklyn Avenue and Traps Hill warranted improvement.

Street Lighting at Essex Highways had confirmed that there were no objections to the wrapping of these older columns with LED rope lighting. The cost per column would be £422 and there were six suitable columns. However, the Chairman reported that Essex County Council Cabinet had recently approved plans to install LED luminaires on all-night lighting columns. As this could include replacing the older columns in the High Road it was AGREED to keep improvements to Christmas lighting in this area under review.

208.4.3 Flower Baskets

The Committee NOTED that an order for the supply and maintenance of the summer flower displays in the Broadway, High Road and Old Station Road has been placed at a net cost of £6,988.80.

208.5 Local Bus Service Network Review Consultation – Min no EH196.6

The Chairman confirmed that the operating contract for route 542/542A had been awarded to EOS/Swallow Coaches, subject to approval by the Traffic Commissioner.

208.6 Light up a Life – Min no EH196.11

The Committee NOTED that this annual service held on Kings Green in partnership with St Clare Hospice had been provisionally scheduled for Saturday 3 December 2016.

208.7 Assets of Community Value – Min no EH198

Members were reminded of the request to prioritise the properties for nomination as an asset of community value from the long list of potential sites previously identified. The designation of valued open spaces as “local green spaces (LGS)” through the Neighbourhood Planning process to afford them similar protection to the Green Belt was discussed.

The Town Clerk was asked to present detailed reports on Assets of Community Value and the preparation of a Neighbourhood Plan to the June meeting of the Committee.

208.8 Local List Review – Min no EH202

It was reported that the Conservation Officer, Maria Kitts, supported the wish of the Town Council to hold a review but other work commitments took priority at the present time.

The Town Clerk was asked to contact her further to discuss how best to submit a list of proposed amendments in preparation for a review in the coming years.

208.9 Local Highways Panel

The Chairman informed members that following a fifty per cent cut in the budget for the Panel, the majority of schemes submitted by the Town Council had appeared on the reserve list. However, the new pedestrian crossing in Church Hill (which was a section 106 project) would proceed and plans to resurface Pyrles Lane were under consideration.

208.10 Bulb Planting

It was NOTED that a ceremony to mark the bulb planting at the end of Lady Mary's Path in Borders Lane in memory of former resident Dennis Jones had been held on 4 March 2016.

EH209 Financial Position

The Committee NOTED the income and expenditure report.

EH210 Community Toilet Scheme

The Committee thanked the Deputy Town Clerk for her detailed report on this scheme which will provide free toilet facilities for members of the public during the normal opening hours of premises without the need to make a purchase.

The Committee AGREED to the policy and operational guidelines as presented in the Agenda.

EH211 Essex and Southend-on-Sea Replacement Waste Local Plan

The Committee NOTED the pre-submission draft consultation that included a vision, objectives and spatial strategy to enable the delivery of sustainable waste development, site allocations and policies to manage waste development in the county.

Whilst this did not currently appear to impact Loughton, the Committee AGREED to comment that any proposals for the inclusion of sites in Loughton near the River Roding would be inappropriate use of Green Belt land.

EH212 Environmental Issues

The Committee NOTED the reports of littering problems on land behind Haart Estate Agents at 230 High Road and on the land and ditch close to the garages at the rear of Broomfield Avenue.

The Committee AGREED to ask Epping Forest District Council to issue a Litter Abatement Notice and alternatively ask Planning Enforcement to address this under Untidy Land Provisions C.

EH213 Future Work of the Committee

No items were raised.

As this was the last meeting of the Committee before the May 2016 elections, the Chairman thanked members and officers for their good work during the past four years.

Signed:

Date: 22 June 2016