

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 22 June 2016 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
T Cochrane C Davies T Owen
C P Pond S Pewsey

Also in attendance

Councillors: D Wixley

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

Mike Wadham, Project Leader, The Great Essex Woodland Project

EH1 Apologies

No apologies for absence were received.

EH2 Declarations of Interest

Cllr Owen declared a non-pecuniary and non-prejudicial interest in agenda item 5.2.1, Roding Road Allotments, as he was acquainted with members of the allotment association.

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.

EH3 Confirmation of Minutes

The Minutes of the meeting held on 23 March 2016 were CONFIRMED as a correct record and signed by the Chairman.

EH4 Public Representations

None were received.

EH5 Matters for Report

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

5.1.1 Biophilic Towns

The Chairman reported that Chris Neilan, Landscape Officer, Epping Forest District Council, hoped to secure the opportunity to register Loughton as a biophilic town.

5.1.2 The Great Essex Woodland Project

The Chairman welcomed Mr Mike Wadham, Project Leader for the Great Essex Woodland Project to the meeting and invited him to address the Committee.

This project aimed to plant one million native trees to connect the woodlands of Essex and make one continuous woodland corridor from Epping Forest to the North Sea.

With the start of the corridor planned to link Epping Forest to Hainault Forest, the Committee welcomed the proposal for the first of these trees to be planted in Lady Whitaker's Mead in Loughton.

Cllr Wixley offered to arrange a meeting for Mr Wadham with the Epping Forest tree wardens.

The Committee thanked Mr Wadham for attending the meeting.

5.2 Allotments – Min no EH196.2

5.2.1 Roding Road

The Committee NOTED that work to install replacement chain link fencing near to the Stonards Hill rear garages and a replacement gate with twin wire mesh at the Barncroft Road pedestrian entrance had been completed at a net cost of £2,742.00. This expense had been met from earmarked reserves.

The Committee welcomed the positive relationship with the Roding Road Allotment and Leisure Gardens Association and NOTED that discussions on the management appointment were to commence shortly.

5.2.2 Willingale Road Allotments

5.2.2.1 Electrical Installation Condition Report

The Committee NOTED that following his recent inspection, the Council's contractor had recommended that the installations to the meeting room, garages and toilets were upgraded and/or renewed. Officers were considering whether it was necessary to have an electrical supply in the toilets and garages. Costings were being obtained for further consideration by the Committee.

5.2.2.2 Income and Expenditure Report 2015/16

The income and expenditure report for 2015/16 was NOTED.

5.2.2.3 Annual Rent Review

The Committee:

- i) RECONFIRMED the annual rent from 1 September 2016 as £36 per full plot;
- ii) AGREED that the rent for the period 1 September 2017 – 31 August 2018 was to be increased by RPI, which for the period to May 2016 had been 1.4%. This would give an annual rent per full plot of £36.50. The required twelve months' notice would be given to all tenants.

The Town Clerk reported that the balance of funds in the former Debden Horticultural and Allotments Society's bank account was £7,918.76 plus a small amount of interest. As it appeared that the original plan to transfer this sum to a trust held by the Eastern Region of the National Allotment Society was not possible, officers were seeking legal advice.

5.2.3 Pyrles Lane – Community Allotment Gardens

The Committee NOTED that the official launch of the project would be on Sunday 24 July 2016 with a picnic on Hillyfields from 1pm – 4pm attended by the Town Mayor. All councillors were invited to attend.

5.3 Heritage Plaques – Min no EH196.3.1

Councillors were invited to submit new nominations under this scheme.

The Committee NOTED that the Council had registered to take part in the 2016 Heritage Open Days event which would take place from 8 – 11 September. Arrangements for the opening of the Cemetery Chapel to the public would be made. The cemetery and tree trail leaflets were to be revised to include details of the notable graves.

It was hoped to include a vintage car rally in this event and suitable locations would be identified with the organiser.

Work was also underway to create a heritage leaflet to support this event. Cllr C C Pond offered to prepare a first draft.

5.4 Street Furniture

5.4.1 Milestones and Town Signs – Min no EH196.5.1

The Committee NOTED that the renovation of the three historic milestones in the town by town councillors took place on 5 March 2016 as part of the Clean for the Queen event.

The Committee asked for a report on whether it would be practical to pursue the project for the installation of town signs.

5.4.2 Christmas Lights – Min no EH196.5.3

The Committee NOTED that the date for the replacement of the street lighting columns in the area between The Drive/Brooklyn Avenue and Traps Hill remained unconfirmed. Officers would continue to explore other opportunities to improve the Christmas decorations in this part of the High Road.

A quote for the removal of the catenary wires across the High Road would be discussed with Loughton First and the Town Council representatives on this partnership.

5.5 Transport for London – Min no EH167.17

Requests to Essex County Councillors Bass and Johnson for all night street lighting in Loughton on Fridays and Saturdays to match the new all night underground service scheduled to begin on 19 August 2016 had received a disappointing response.

The Committee considered this misguided in view of public safety concerns. The Town Clerk was asked to request costings from Essex County Council for the reinstatement of all night street lighting on Fridays and Saturdays in roads around Loughton Station including Station Road, Roding Road and Great Eastern Path, for further consideration.

5.6 You are Hear Project

This project led by the Essex Record Office would see talking benches placed across the county informing listeners about the history of the areas in which

they are placed. Audio-Video Kiosks would also be touring the county with one of the first locations being Loughton Library from July to September 2016.

The Committee was interested in having a talking bench installed in the town at a suitable location and AGREED to revisit this during the budget discussions later in the year.

5.7 Neighbourhood Plan

The Committee asked for a meeting of the Strategy and Staff Group to be arranged in July 2016 to consider the matter and advise the Council on a way forward.

5.8 Winter Salt Bag Partnership Scheme

The Committee NOTED that the Town Council would again take part in this scheme and that good levels of salt were already held in storage.

Volunteers would be recruited, particularly in the hillier roads in the town, to spread salt on their local roads and pavements.

5.9 Committee Priorities

The Committee's priorities for 2016/17 agreed in November 2015 were NOTED.

EH6 Financial Position

The Committee NOTED the report.

EH7 Local Bus Services – Min no EH196.6

7.1 Bus Service Contracts

Cllrs Abraham and C C Pond, as Parish Transport Representatives, had attended recent meetings regarding Essex County Council's approach to the future of services where the commercial contracts were due to expire. The Chairman reported that no significant local changes were anticipated, as those contracts had only recently been issued.

7.2 Bus Service 167

The Committee expressed grave concern regarding Transport for London's proposal to curtail bus route 167, which ran between Ilford and Debden, such that the route between Loughton and Debden stations would be withdrawn.

As the consultation closed on Friday 22 July 2016 the Chairman offered to draft the Council's response to this proposal, which would be circulated to all members for comments prior to its submission by the Town Clerk.

EH8 Parking Enforcement

Following reports of problems, particularly those resulting from the late night economy in the High Road, and an apparent lack of enforcement notably late on Saturday evenings and on Sundays in and around the High Road, the Committee AGREED to raise this initially with the District Council in order to attempt to influence the level and frequency of enforcement services.

Should this approach be unsuccessful, the Committee would be asked to consider a direct approach to the North Essex Parking Partnership.

EH9 Community Initiatives Fund

Details of this grant scheme provided by Essex County Council were NOTED.

The Committee proposed the installation of an interpretation panel near Standard Green as a suitable item for submission to this scheme.

EH10 Environmental Issues

It was NOTED that two issues with excessive littering problems were still under investigation – the land behind Haart Estate Agents at 230 High Road and the land and ditch close to the garages at the rear of Broomfield Avenue. Cllr Pewsey would submit a note for the next meeting concerning banners affixed to street furniture.

EH11 Future Work of the Committee

No items were raised for future discussion.

Signed:

Date: 14 September 2016

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 14 September 2016 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales T Cochrane C Davies
T Owen S Pewsey C P Pond

Also in attendance

Councillors: D Wixley (from Min no EH16.5)

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

EH12 Apologies

No apologies for absence were received.

EH13 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.

EH14 Confirmation of Minutes

The Minutes of the meeting held on 22 June 2016 were CONFIRMED as a correct record and signed by the Chairman.

EH15 Public Representations

None were received.

EH16 Matters for Report

16.1 Alleyway Nameplates – Min no EH185.9

The Services Manager reported that one of the signs in Great Eastern Path was to be re-installed following impact damage and the missing sign at Luctons Path replaced. The next new signs to be installed were Tee Path and Rayhouse Path.

The Committee AUTHORISED expenditure of £95 for the repair and reinstatement of the large Loughton road sign adjacent to the A121 at the top of Goldings Hill close to the Wake Arms roundabout. This work would be carried out under the Road Traffic Regulation Act, 1984, section 72.

16.2 Community Tree Strategy for Loughton – Min no EH5.1

The Committee NOTED that as part of the Local Plan process the consultants, Sharon Hosegood Associates Ltd, would be holding a special event on 8 November 2016 for the Loughton and Buckhurst Hill area to discuss a strategy and action plan for “Trees and Green Infrastructure” across the district. This workshop would be held in the evening at The Murray Hall; time to be confirmed.

16.3 Allotments – Min no EH196.2

Best Allotment Competition 2016

The Committee NOTED the results of this year's competition and thanked the judge, Alec Haque, for his work. The presentations to the winners had been made at the Willingale Road Allotments site by the Town Mayor on 12 September 2016. Brian Smith, from the Loughton Potato Ground was the overall winner with Leslie Ford from the Roding Road Allotments and Leisure Gardens site a close runner up.

16.4 Heritage Plaques – Min no EH196.3.1

16.4.1 Heritage Open Days

The Council took part in the 2016 event from 8 – 11 September. The Committee expressed its thanks to Cllrs Beales, Jennings and Pewsey who assisted with the Cemetery Chapel opening and to the volunteers at the local venues that opened to visitors over the weekend. The Committee also thanked the organisers of the classic car rally for participating and Epping Forest District Council for supporting the event by allowing use of the Smarts Lane car park for the classic car display.

16.4.2 Heritage Blue Plaques

The Committee NOTED that the manager at Homebase was very supportive of the proposal to install a blue plaque to commemorate the London General Omnibus Company garage in Church Hill and a response from the landlord's agent would enable this to be progressed.

Cllr Wixley joined the meeting.

16.5 Street Furniture

16.5.1 Seats and Benches

16.5.1.1 The Town Clerk reported that a new bench had been installed on the grassed area known as Bus Garage Green by the developers of the new Sainsbury's shop. This bench replaced one removed nearby in Church Hill to facilitate the building works.

16.5.1.2 It was NOTED that the Services Manager had issued a work order for minor repairs to various benches around the town at a net cost of £220.

16.5.2 Loughton High Road

The Committee AGREED expenditure of £250 net, for the removal of the catenary wires across the High Road by the junction with The Drive and Brooklyn Avenue for safety reasons.

Officers were investigating the possible reuse of the brackets installed on twelve lamp columns in the High Road and The Broadway in 2012 to house the Olympics lamp column banners.

16.5.3 Bus Shelters

The Committee AGREED to progress the installation of a new bus shelter in Traps Hill outside the Loughton Cricket Club.

The net cost for the supply and installation of a 3-bay cantilever shelter and aluminium perch seat, powder coated in green was £3,980 net of VAT with the cost met from this year's budget.

16.5.4 War Memorial

The Town Clerk had attended a meeting with Derek Macnab, Director of Neighbourhoods & Deputy Chief Executive, to discuss arrangements for this year's Remembrance Parade and Service to be held on Kings Green on Sunday 13 November 2016.

A temporary road closure application would need to be submitted to the Licensing Section at Epping Forest District Council under the Town Police Clauses Act 1847. There would be no fee for this application this year. The District Council would supply road signs giving advance warning to motorists of traffic delays in the area affected by the parade.

Town Council staff would provide support at the event to hold the traffic allowing the parade to pass safely.

The Committee thanked the District Council for its assistance with this matter.

For information, there would also be a short ceremony to mark the Armistice at 11am on Friday 11 November 2016 on Kings Green, led by the Town Mayor.

16.5.5 Town Signs – Min no EH5.4.1

In view of the current major road works in Chigwell Lane/Rectory Lane, the Committee AGREED to delay this project until 2017/18 with a suitable budgetary allowance made.

16.5.6 Salt/grit bins

The Chairman reported on the disappointing response from the Local Highways Panel to the Town Council's earlier submission for new bins in various roads in the town. Cllr C C Pond would continue to press for new bins where the locations met the criteria. At present, it appeared that the bin by the Shaftesbury-Staples Road junction would probably progress; that for Church Lane was still under investigation.

16.6 Bus Services

16.6.1 Bus Service 167 – Min no EH7.2

The Committee ratified the response to the consultation regarding proposed changes to the 167 bus service, submitted to TfL by the Town Clerk on 20 July 2016.

16.6.2 Changes to Routes 542/542A

The Chairman reported on the revised routes of these services necessitated by the expected delays resulting from the road works in Chigwell Lane/Rectory Lane in the coming months.

16.6.3 Local Bus Network Review Consultation August 2016

The Committee considered the impact of the possible changes to local Essex County Council supported services, namely the 240/250, Debden Broadway via Loughton Station to Waltham Abbey and Waltham Cross and the 418B, which runs from Loughton Station to

Harlow via Abridge, Theydon Bois and Epping on evenings Monday-Saturday and all day on Sundays and Bank Holidays.

The Committee considered that the curtailing of the evening services would be an inconvenience to a number of residents particularly those from the Oakwood Hill Estate.

The Town Clerk was asked to invite all councillors to provide their comments to her so that a submission could be made by 28 September 2016.

16.7 Parking Enforcement – Min no EH8

The issue of parking problems, particularly those resulting from the late night economy in the High Road, and an apparent lack of enforcement notably late on Saturday evenings and on Sundays in and around the High Road, had been raised with the District Council in order to attempt to influence the level and frequency of enforcement services.

As there were unconfirmed reports that the problems had abated, the Committee agreed to monitor the problem and defer a decision on further action to a future meeting.

16.8 Community Initiatives Fund – Min no EH9

The report was NOTED and the Committee AGREED to include a sum in the 2017/18 budget for the proposed installation of an interpretation panel on or near Standard Green.

16.9 Christmas Window Competition 2016

Members were invited to volunteer to distribute A5 flyers promoting this competition to the various shopping centres/parades in Loughton. Packs of flyers would be available for collection from the office from Monday 10 October 2016.

The Committee nominated Cllrs Cochrane and Jennings to assist the Town Mayor with the judging which would take place in early December 2016.

16.10 Loughton Cemetery

Following an approach from four residents in Hilltop, the Services Manager had sought professional advice regarding the large holm oak tree at the bottom of the cemetery. Crown lifting and reduction would enhance this tree but as it was subject to a Tree Preservation Order a planning application would need to be submitted before any work was carried out.

Under the Council's Tree Safety Policy, as this work was not required for safety reasons, a contribution to the cost of the works would be requested from the residents.

16.11 Public Rights of Way

The Committee NOTED the report that on 1 January 2026 the official (definitive) maps would be closed against the addition of paths claimed on the basis of historic evidence.

Members were asked to report paths which were not PROWs so any action to register might be taken in a timely way.

16.12 Oakwood Hill Estate

The Committee ratified the response submitted by the Town Clerk to the proposed decommissioning of the CCTV cameras on the Oakwood Hill Estate by Epping Forest District Council.

16.13 Flood Risk – Min no EH185.5

The Committee NOTED the report on the Surface Water Management Plan (SWMP) for Loughton, Buckhurst Hill and Theydon Bois. Consultants engaged by Essex County Council had produced a document outlining the predicted risk and preferred surface water management strategy for these areas.

The Committee commented on the apparent lack of enforcement in related matters particularly where impermeable drives had been installed in conservation areas. Members also asked for the flooding impact of burst water mains due to failing infrastructure, to be included in the strategy.

16.14 Parking Enforcement – Min no EH8

The Committee NOTED the proposal by the North Essex Parking Partnership to introduce residential/dual use parking bays outside properties by Kings Green. Members expressed concern that sufficient width of the pavement should be maintained to ensure safe passage for pedestrians with prams or pushchairs and for wheelchairs.

EH17 Financial Position

The Committee NOTED the report.

EH18 Highways

The Committee NOTED the information received from Essex County Council regarding a request to remove highway rights from a section of land in Barncroft Road.

EH19 Essex Recycling and Waste Service

The Committee OBJECTED to the proposals by Essex County Council to make changes to arrangements at recycling centres with effect from 31 October 2016.

These proposals affected both the Chigwell and Waltham Abbey centres, and would lead to a 25 mile round trip for Loughton residents to the Harlow centre. The changes would also potentially result in an increase in fly-tipping.

The Committee supported the exclusion of trade waste from these centres.

The Town Clerk was asked to include information on the service changes in the next edition of Think Loughton.

EH20 Environmental Issues

The report providing information on the penalties for fly-posting was NOTED.

The Committee expressed concern regarding the lack of consistency in enforcement.

The Chairman reported on the action being taken by Essex County Council and Epping Forest District Council on the unauthorised poster site at the railway bridge in Chigwell Lane.

EH21 Future Work of the Committee

No items were raised for future discussion.

Signed:

Date: 16 November 2016

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 16 November 2016 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales T Cochrane C Davies
T Owen S Pewsey C P Pond

Also in attendance

Councillors: D Wixley

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

EH22 Apologies

No apologies for absence were received.

EH23 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.

EH24 Confirmation of Minutes

The Minutes of the meeting held on 14 September 2016 were CONFIRMED as a correct record and signed by the Chairman.

EH25 Public Representations

None were received.

EH26 Matters for Report

26.1 Community Tree Strategy for Loughton – Min no EH16.2

The Committee NOTED that the workshop arranged as part of the Local Plan consultation process for the Loughton and Buckhurst Hill area to discuss a strategy and action plan for “Trees and Green Infrastructure” across the district had been postponed until 2017. Members expressed their dissatisfaction with this delay as the outcome of this meeting would have provided a useful response to the current consultation on the draft Local Plan which closes on 12 December 2016.

26.2 Allotments – Min no EH196.2

26.2.1 Pyrles Lane – GROW project

The Committee NOTED that the new boundary fencing was to be installed at this site at a net cost of £5,783. This cost of this work was to be met by the GROW Project from their successful grant application to the Town Council earlier this year.

26.2.2 Willingale Road

26.2.2.1 Electrical works to renew the armoured supply cable at the site would be carried out shortly at a net cost of £1,160.

26.2.2.2 Following reports of thefts from one of the plots, the Committee AGREED to keep the installation of CCTV equipment on this site under review.

26.2.2.3 The Town Clerk reported that the National Allotment Society had agreed to hold in trust the balance of funds from the former Debden Horticultural and Allotments Society until such time as a new society was formed. The Council's solicitor had been asked to ensure the wording of the trust document provided for formal notification to the Town Council in the event of a new society claiming those funds.

26.2.2.4 The Services Manager reported that there was a minor underground water leak at the site which had led to an increase in the water bill for the summer period. As the water had now been turned off for the winter, investigations would recommence in the spring.

26.3 Heritage Plaques – Min no EH16.4.2

The Committee NOTED that arrangements for the installation of the blue plaque to commemorate the London General Omnibus Company garage on the Homebase building in Church Hill were in hand. Once final agreement had been reached, the plaque would be ordered from Signs of the Times at a net cost of £365.

26.4 Street Furniture

The Committee NOTED that the catenary wires across the High Road by the junction with The Drive and Brooklyn Avenue had been removed.

Officers continued to investigate the costs of installing lamp column banners in both the High Road and The Broadway.

26.5 Local Bus Network Review Consultation August 2016 – Min no 16.6.3

The Committee NOTED the response submitted by the Town Clerk to Passenger Transport at Essex County Council regarding the impact of the proposed changes to local bus services.

26.6 Loughton Cemetery – Min no EH16.10

The Committee NOTED that further to the report at the last meeting a Tree Preservation Order application had been submitted to Epping Forest District Council to enable crown lifting and reduction work to be carried out on the large Holm Oak tree at the rear of the Cemetery.

The cost of the works would be £570 exclusive of VAT. The four residents in Hill Top who had initially requested the works have agreed to jointly meet fifty per cent of these costs.

26.7 Public Rights of Way – Min no EH16.11

Following the report that on 1 January 2026 the official (definitive) maps would be closed against the addition of paths claimed on the basis of historic evidence, members had submitted a number of paths in their wards, which were not PROWs, for consideration. Officers were asked to progress the four routes likely to be under threat from development and make an informal approach to Epping Forest District Council regarding its voluntary registration of a number of paths under its ownership as PROWs.

EH27 Financial Position

The Committee NOTED the report.

EH28 Highways

28.1 Local Authority Traffic Orders

The Committee NOTED the report and had no objection to Essex County Council's proposal to revoke the "School Keep Clear No Stopping" markings on Debden Lane at the rear entrance to the Davenant Foundation School.

In response to the additional works planned by the Local Highways Panel, the Committee requested the installation of two signs warning motorists of the adverse camber on the bend to the east of this location.

28.2 Localised Flooding

A report on a new scheme promoted by Essex County Council was NOTED. Ward members would be asked to identify any significant problem roads in their areas for consideration.

EH29 British Telecom – Removal of Payphone Kiosks

The Committee NOTED the report that BT Payphones had identified three payphone kiosks in Loughton with very low or low level of usage that it would like to remove.

Members OBJECTED to the removal of the kiosk at the junction of Pyrles Lane with Chester Road as it considered the recorded usage of 644 calls in the last twelve months sufficient to justify retention.

EH30 Enhancing the Arts in Loughton

The Committee considered the request made by John Hart from the Sculpture Club to enhance the town centre by the installation of a sculpture and 3D wall decoration depicting notable points in the town's time line. It was agreed to meet informally with Mr Hart to discuss his proposals in more detail.

EH31 Committee Priorities

31.1 As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2017/18 and AGREED to the following:

Environment and Heritage Committee – Priorities 2017/18		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	September events + 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	Locations to be identified
Medium	Seats (new)	Site surveys, permissions, purchase and installation
Medium	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	

31.2 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

EH32 Estimates for 2017/18

The Committee considered its Estimates for 2017/18.

32.1 Income – Fees and Charges

The Committee AGREED that fees for the Cemetery and licences for vehicle access to the Roding Road allotment site would be increased by two per cent with effect from the 1 April 2017.

32.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of a £1,400 budget sum towards additional flower baskets in the town centres.

32.3 Estimates for 2017/18

The Estimates for 2017/18 as presented in the Agenda with the inclusion of the additional sum in the street furniture budget were AGREED such that the net figures were as follows:

Environment and Heritage Committee	£
Total budget expenditure**	216,275
Income	24,466
Net expenditure	191,809
Transfers from earmarked reserves*	-35,500
Total net expenditure	156,309
<i>*Details of transfers from earmarked reserves:</i>	
<i>Cemetery wall repairs</i>	<i>20,000</i>
<i>Lady Whitakers Mead</i>	<i>10,600</i>
<i>Salt & grit bins replacement</i>	<i>400</i>
<i>War memorials</i>	<i>500</i>
<i>Oakwood Hill Estate improvements</i>	<i>4,000</i>
	<i>35,500</i>

** **NB:** The total budget expenditure currently included a service recharge of £90,000 (the 2016/17 figure). The 2017/18 figure would be confirmed by the Resources and General Services Committee at its meeting on 11 January 2017 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

EH33 Environmental Issues

No issues were raised.

EH34 Future Work of the Committee

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

- i. Air quality – concerns regarding the high level of vehicle emissions in the area and potential damage to the forest. Cllr C C Pond would prepare a report.

Signed:

Date: 25 January 2017

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 25 January 2017 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales C Davies T Owen
C P Pond J Jennings (as substitute for Cllr Cochrane)
D Wixley (as substitute for Cllr Pewsey)

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

EH35 Apologies

Apologies for absence were received from Cllrs Cochrane and Pewsey. The Town Clerk reported that Cllrs Jennings and Wixley had been nominated as their substitutes for this meeting.

EH36 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.

EH37 Confirmation of Minutes

The Minutes of the meeting held on 16 November 2016 were CONFIRMED as a correct record and signed by the Chairman.

EH38 Public Representations

None were received.

EH39 Matters for Report

39.1 Light up a Life – Min no EH208.6 (2015/16)

The Committee NOTED that the Light up a Life ceremony held on Kings Green on 3 December 2016 had raised £178 for the St Clare Hospice.

Cllr Jennings commented that she would like to see higher attendance by members at this important annual event.

39.2 Allotments – Min no EH196.2

39.2.1 Pyrles Lane – GROW project

The Committee NOTED that the new boundary fencing had been installed at this site at a net cost of £5,783. This cost of this work was to be met by the GROW Project from their successful grant application to the Town Council in 2016.

The Above and Beyond Charity with responsibility for the project had also been successful in its application to the Community Initiatives Fund with an award of £11,000.

39.2.2 Willingale Road

The Committee NOTED that the meeting room at this site would not be used as a polling station in May 2017.

The Town Clerk reported that she would be meeting with the former chairman of the Debden Horticulture and Allotments Society and the two other cheque signatories to assist in progressing the transfer of the remaining society funds to a trust account held by the National Allotments Society.

39.3 Heritage Plaques – Min no EH16.4.2

The Committee NOTED that officers were still waiting for written confirmation from the property owner that the blue plaque to commemorate the London General Omnibus Company garage on the Homebase building in Church Hill may be installed. Once this had been received, the plaque would be ordered at a net cost of £365 and arrangements for an opening ceremony finalised.

39.4 Bus Service 167 – Min no EH16.6.1

The Committee NOTED that Passenger Transport at Essex County Council has advised that, from 11 March 2017, Transport for London would no longer run the 167 bus service between Loughton Station and Debden Station.

ECC would assess the impact and decide what, if any, action it needed to take in response. It has promised to inform the stakeholders once a decision has been made.

39.5 Street Furniture

The Committee NOTED that investigations into the possible reuse of the brackets originally installed in 2012 to house the Olympics lamp column banners in both the High Road and The Broadway had been completed.

Members considered they could not justify the expenditure in this regard.

39.6 Christmas Window Competition 2016 – Min no EH16.9

The Committee NOTED the report and AGREED to continue the practice of providing certificates to all participants. Officers were, however, asked to reduce costs in this regard.

39.7 Public Rights of Way – Min no EH26.7

Members considered a request from the Maple Gate Company to remove highway rights from the estate roads.

Noting that the route through the estate had been well used by local residents since 1988 as a cut through to Church Hill, the Committee OBJECTED to the removal of pedestrian rights that would result from the granting of this request.

39.8 Bus Shelters – Min no 16.5.3

The Services Manager reported on progress to install a new shelter in Traps Hill adjacent to the Loughton Cricket Club.

39.9 Local Highways Panel

39.9.1 Salt/grit Bins

The Committee NOTED that the Local Highways Panel had agreed to install a new bin at the junction of Shaftesbury with Staples Road.

As this location abutted a conservation area, the Highways Officer had been requested to investigate whether it would be possible to have a green or black bin in preference to the standard yellow and advise of any additional costs.

The Committee would then be asked if it would be willing to fund any additional costs from its earmarked reserve currently standing at £850.

39.9.2 New requests

The Committee AGREED to submit the following project to the Local Highways Panel for consideration:

Public Bridleway no 14 from Forest Way to Woodbury Hill - resurface with hoggin or similar to City of London requirements, to facilitate pedestrian and equestrian access, and install posts to prevent vehicle encroachment and avoid obstruction.

39.10 War Memorials

The Committee NOTED that the WWII memorial from St Mary's Church had been given to the Town Council for safe keeping. This joined the WWI memorials from Lincoln Hall and St Mary's already in storage. Consideration would be given to displaying these in Loughton Library.

39.11 Replacement Waste Local Plan

The Committee NOTED the proposed modifications to the Plan and drew Essex County Council's attention to an amendment required to the plan in Appendix 23 on page 85, to re-label this correctly as Langston Road and Oakwood Hill.

EH40 Financial Position

The Committee NOTED the report.

EH41 Air Quality

Members NOTED the report and expressed concern regarding the poor air quality in the locality.

In line with the Council's existing Environmental Policy, the Committee AGREED to take action in this regard and supported the following proposals:

- Replace the Council's diesel vehicle with petrol, electric, or hybrid alternatives, already under consideration by the Recreation Committee;
- Exert pressure on
 - Epping Forest District Council to monitor and publicise vehicle pollution levels in the District; and
 - Essex County Council to include a requirement in their bus contracts for companies to incorporate anti-pollution measures on their vehicles;
- Cease (after a reasonable period) to pay mileage to councillors and if possible council staff for any diesel vehicle journeys;
- Require as a contractual condition its contractors to install particulate filters on any equipment they use (e.g. in grass cutting, site maintenance, etc), and the Planning and Licensing Committee, where relevant, to request similar conditions in planning consents;

- Join with relevant bodies such as the Conservators and local GPs to reduce the levels of pollution;
- Lobby relevant committees; and
- Encourage residents, when changing vehicles, to choose the smallest and least polluting non-diesel cars for their replacements.
- Encourage the provision of charging points for electric vehicles in Loughton.
- Promote these concerns at the forthcoming meeting of the Epping Forest Branch of the Association of Local Councils and with the Essex Association of Local Councils and the National Association of Local Councils.

Cllr C C Pond was thanked for his report.

EH42 Environmental Issues

No issues were raised.

EH43 Future Work of the Committee

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

- i. Renaming of the service road at the rear of the Pyrles Lane shops – Cllr Wixley to prepare a short report.
- ii. Christmas window competition – making a special award to residents and/or businesses not included in the existing scheme, who had provided attractive festive decorations – Cllr Wixley to prepare a short report.

Signed:

Date: 22 March 2017

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 22 March 2017 at 7.45pm at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
P Beales T Cochrane T Owen
S Pewsey C P Pond

Also present:

Councillors: D Wixley (from Min no EH48.2.3)

Officers:

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

The meeting was preceded by a minute's silence as a mark of respect to those who had lost their lives in the terrorist attack in Central London.

EH44 Apologies

Apologies for absence were received from Cllr Davies.

EH45 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.

EH46 Confirmation of Minutes

46.1 The Minutes of the meeting held on 25 January 2017 were CONFIRMED as a correct record and signed by the Chairman.

46.2 The Committee AGREED that the attendance list on the minutes of the meeting held on 22 June 2016 would be amended to confirm Cllr C P Pond's presence at the meeting.

EH47 Public Representations

None were received.

EH48 Matters for Report

48.1 Light up a Life – Min no EH208.6 (2015/16)

The Committee NOTED that the 2017 ceremony to be held in partnership with St Clare Hospice had been arranged for Saturday 2 December 2017.

48.2 Allotments – Min no EH196.2

48.2.1 Pyrles Lane – GROW Community Project

The Committee NOTED the report and that work was progressing on the next stage of the project to install a waterless composting toilet and large polytunnel on site.

48.2.2 Willingale Road

48.2.2.1 Former Debden Horticulture and Allotments Society

The Committee NOTED the report that the remaining funds from the former Society amounting to £7,925.19 had been transferred to a trust account held by the National Allotments Society.

48.2.2.2 CCTV Request – Min no EH26.2.2.2

The Committee reviewed the second request from an allotment tenant following thefts from his plot. As members did not feel CCTV would necessarily be effective, it was AGREED to keep the matter under review.

48.2.2.3 Water Leak

The Services Manager reported that, as it would be almost impossible to identify the source of the leak from the supply pipe, a quotation was being obtained to install a separate water supply for the tea room and toilets. This would enable the supply to the water tanks to be isolated and only switched on to refill the tanks, thereby minimising the cost of the leak.

Cllr Wixley joined the meeting.

48.2.3 Best Allotment

The Committee NOTED the arrangements for the 2017 competition.

48.3 Heritage Plaques – Min no EH16.4.2

The Committee NOTED that the new blue plaque to commemorate the London General Omnibus Company garage on the Homebase building in Church Hill would be installed shortly together with an interpretation panel to be provided by the store manager.

48.4 Bus Service 167 – Min no EH16.6.1

Members discussed the problems associated with the curtailing of this bus service at Loughton Station and the resulting impact on residents and school children.

Noting that Cllr C C Pond would be meeting with the head of Passenger Transport at Essex County Council, the Committee AGREED to support his attempt to reinstate a service on the route via Pyrles Lane towards The Broadway.

48.5 Heritage Open Days

The Committee NOTED that the next events to celebrate the heritage open days would be held in Loughton in September 2018.

48.6 Village Greens

The Committee NOTED the information received from Essex Legal Services and AGREED to defer any further action pending the appeal judgement in the case of the NHS Property Services Ltd, R (on the

application of) v Surrey County Council and Anor [2016] EWHC 1715 (Admin).

48.7 Public Rights of Way – Min no EH26.7

The Committee NOTED that an informal approach had been made to Epping Forest District Council regarding its voluntary registration of a number of paths under its ownership as PROWs.

With regard to the registration of Jacksons Alley and Luctons Path, officers were asked to seek advice from Essex County Council on whether it was possible to apply for PROW designation for a path on highway land.

In the next edition of Think Loughton, residents would be invited to submit evidence confirming the use of the route across Luctons Field diagonally, Ladyfields to Luctons Path, for 20 year period prior to 2014 and the alley adjacent to 18 Longfield to Lowery Path to date.

48.8 Bus Shelters – Min no EH39.8

The Services Manager reported that the revised cost to install a new shelter in Traps Hill amounted to £4,591. However, other options were being considered to reduce the cost.

48.9 Local Highways Panel

48.9.1 Salt/grit Bins – Min no EH39.9.1

The report on a proposal to install a new bin at the junction of Shaftesbury with Staples Road was NOTED and further information awaited.

48.10 Community Tree Strategy for Loughton – Min no EH26.1

The Committee AGREED to become a Charter Branch and join a growing network of people passionate about trees, who were helping to develop and promote the new Tree Charter.

48.11 Loughton Cemetery

48.11.1 Complaint

The Committee NOTED that the Council's Complaints Panel was endeavouring to meet with the complainant to address his concerns.

Officers were undertaking a review of the cemetery regulations for consideration by the Committee at a future meeting.

48.11.2 Tree Safety Inspection

As previously reported to the Recreation Committee the Services Manager had arranged for a full inventory of the Council's tree stock and a detailed report with health and safety recommendations, to be undertaken at all the main Town Council sites. The work would be carried out by Place Services, a traded service of Essex County Council.

The cost of the full site survey, mapping and report writing amounted to £2,580 net of VAT. This expenditure was to be met from within existing budgets and split across the relevant cost centres, including that for the Loughton Cemetery.

48.12 Community Speedwatch

The Committee expressed an interest in the Speedwatch scheme and AGREED to seek volunteers to form groups to carry out roadside activities in order to improve road safety.

48.13 Parking Reviews

The Committee AGREED to bring forward Agenda item 7.2 to be included in the discussions on this item.

The Committee supported the schemes included in Phase 1 of the Broadway parking review but raised the following concerns:

Drawing no TRO5419-	Comments
035	The short section of grass verge and roadside directly outside the Clinic in the Rectory Lane Service Road has not been included in these new parking restrictions. Whilst there was insufficient room for pay and display bays here, it should be included in the 'No waiting at any time' provisions to prevent vehicle obstruction to the entrances of the Ambulance Station and Lady Mary's Path.
040B	The Committee would like to ensure the residents of the properties in the area of housing in Borders Lane at the top of Ladyfields were eligible for residents parking.
042	The locations shown on the plan for the blue parking bays in The Broadway did not seem to be accurately drawn. The south east side of the road includes a green pavement area but the north west side is all in the mustard yellow colour, which appeared to relate to 'No Waiting At Any Time (No loading At Any Time)'. If the black line shown in the centre of the Broadway referred to the central reservation, the position of the blue parking bays on this order needed to be adjusted.

Members expressed concerns regarding the potential displacement parking problems that could result from these changes and also sought clarification from NEPP of the anticipated timetable for Phase 2.

48.14 Christmas Window Competition – Min no EH43

The Committee considered Cllr Wixley's proposal and AGREED that the Town Mayor may, in future, at his or her discretion make a special award for a display on a non-business property.

48.15 Training and Conferences

The attendance of Cllrs Cohen and Omer at the Essex Police Hate Crime Ambassador training sessions to be held on 28 March and 25 April 2017 in Hemnall Street, Epping, was authorised for the purposes of paying travel expenses.

EH49

Financial Position

The Committee NOTED the report.

EH50 Highways

50.1 Parking Restrictions

The Committee expressed its support for the scheme to introduce new parking restrictions in the Kings Green, Forest Road/Smarts Lane area and made the following comments:

Drawing no TRO5419-	Comments
064	A clear pathway was required outside the properties to maintain access for pedestrians and of at least a double pushchair width as this was a well-used school route.
066B(1)	The Committee asked for the scheme to be extended to include the whole of Shaftesbury with a longer 'No waiting at any time' section and 'Resident Permit Holders only' by the properties.

50.2 Broadway Central Reservation

The Committee supported the concerns of the Broadway Town Centre Partnership to secure an improvement scheme for a section of this local shopping centre.

It was AGREED to submit a request to the Local Highways Panel for:

- i. the length of the central reservation close to the junction of The Broadway with Torrington Drive to be reduced. This would allow buses to turn right out of Torrington Drive along the Broadway without the need to mount the raised area; and
- ii. the installation of permeable resin stone paving along the centre reservation interspersed with smaller planting pockets.

EH51 Environmental Issues

No issues were raised.

EH52 Future Work of the Committee

Cllr Pewsey provided a report on environmental issues in Shaftesbury for consideration at the next meeting.

Signed:
Date: 21 June 2017