



Loughton Town Council's Action Plan for 2024/25

The council-wide priorities are as follows:

OVERALL PRIORITIES 2024/25		
Ranking	Committee	Activity
1	Recreation	Jessel Green Day
2	Environment & Heritage	Loughton Day
3	Planning & Licensing	Local Plan modifications
4	Resources and General Services	Transfer to electronic banking

Each committee's list of priorities is shown below:

PLANNING AND LICENSING COMMITTEE – Priorities 2024/25		
Priority	Main Function	Greater Detail (current position)
	Current activities	
High	Local Plan	Further deliberations
High	Planning and Licensing	Responding to applications
High	All other matters within the committee's	terms of reference
Medium	Design Award Scheme	Annual award presentation

Cont'd overleaf

RECREATION COMMITTEE – Priorities 2024/25

Current Priority	Main Function	Greater Detail (current position)
	Current Activities	
1	Jessel Green Day	Preparation and organisation
2	Solar energy installations for Council buildings	Further research and budgetary allowance
3	Halls heating systems	Further research and budgetary allowance
4	Other playgrounds	New works/upgrading's
5	RVRG path maintenance	Budgetary constraints
6	RVRG	Improvements to changing rooms area
7	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
8	Hillyfields litter bins	Working with EFDC
9	Hillyfields landscaping / new gate	Specifications and costings
10	Roding Valley Recreation Ground	Registration as a "Field in Trust"
11	Byelaws for Town Council land	To be researched
	On-going Activities	
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds / outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	As detailed in the Standing Orders
High	Provision of Public Access Defibrillators	Maintenance

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2024/25

Current Priority	Main Function	Greater Detail/Current Position
	Current activities	
High	Loughton Day / Heritage Open Days	September events + heritage trail/leaflets – 2024
High	Loughton Cemetery Wall	Work to commence soonest
High	Registration of Village Greens	Historically applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Liaison with City of London Corporation	All aspects re Epping Forest including route signage
High	Weekly food market in the High Street	Soonest
High	St John the Baptist – Closed Churchyard	Continue dialogue
Medium	Lady Whitaker's Mead	Development of new cemetery /or other project
	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 Rules and Regulations review
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
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	

Resources and General Services -- Priorities 2024/25

Priority	Main Function	Greater Detail/Current Position
	Current activities	
High	Transfer to Electronic Banking	Transfer to Unity Bank; amalgamating / reducing current banking arrangements
High	Additional Signatories	The addition of two further Councillor signatories to bank accounts
Medium	Local Council Awards	To commence in stages in 2024
Low	Council structure	Continuing reviews
	On-going activities	
High	Seeking external funding sources	Targeted action
High	Banking arrangements and investments	Kept under review
High	Running the Committee	
High	Admin for whole council	
High	Council and committee agendas and minutes	
High	All council finances, end of year accounts, audit etc	
High	Management of Buckingham Crt	
High	Personnel and employment matters, staff management	Staff Handbook reviews as required
High	IT and office equipment	
High	Civic matters	Civic Celebrations incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Publicity and website	
High	Annual Town Meeting	Arrangements and admin
High	Christmas Card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training strategy	Annual review
High	Any other matters within the Committee's terms of reference	
Low	Community Forum	Arrangements and admin