

20/06/18

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 20 June 2018 at 7.45pm at Loughton Library & Town Hall.

Present

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

Also in attendance

Councillors: D Wixley (from Min no EH94.1.2)

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

EH90 Apologies

No apologies for absence were received.

EH91 Declarations of Interest

No declarations of interest were received.

EH92 Confirmation of Minutes

The Minutes of the meeting held on 11 April 2018 were CONFIRMED as a correct record and signed by the Chairman.

EH93 Public Representations

None were received.

EH94 Matters for Report

94.1 Allotments – Min no EH84

94.1.1 Willingale Road Allotments

94.1.1.1 Status report – June 2018:

The Committee NOTED that following a full plot inspection undertaken on 8 May 2018, eighteen letters of concern had been sent out to tenants whose plots were below standard. A further inspection was to take place in early July and, with the annual tenancy renewal due on 1 September 2018, any of those plots showing little or no improvement would be subject to a final warning letter.

The Committee CONFIRMED that arrangements for new high security padlocks and keys should be progressed with an estimated cost of £1,400.

94.1.1.2 Tenancy Agreements

The Committee reviewed the standard Tenancy Agreement with regard to Loughton residency status for tenants and AGREED to enforce the policy of doubling the rent for non-residents with effect from September 2019. Notice to this effect would be given to all tenants.

Cllr Wixley joined the meeting during the next item.

94.1.2 Annual Rent Review

The Committee AGREED the rent increase for the period 1 September 2019 – 31 August 2020 based on the published RPI figure for May 2018 of 3.3%, so that the required twelve months’ notice could be given to all tenants.

The annual rent for plots with effect from 1 September 2018 would be as follows:

Plot type	1 September 2018 – 31 August 2019 £	1 September 2019 – 31 August 2020 £
Full	37.85	39.00
Half	25.23	26.00
Shed	12.62	13.00

94.2 Heritage Plaques – Min no EH84.2

The Committee NOTED that the new plaque to commemorate the Oriole Hospital and its chief, Josiah Oldfield, on a property in Staples Road would be installed in early July and arrangements made with the property owners for a short ceremony in due course.

94.3 Bus Services – Min no EH84.3

The Chairman provided a general update on local services including bus service no 87 serving the Epping Forest Shopping Park in Langston Road that provided an hourly service to Harlow via Epping.

94.4 Bus Shelters – Min no EH84.4

The Committee NOTED that the installation of the new bus shelter in Traps Hill had been completed in mid-May 2018 at a net cost of £4,436.16. This cost had included the re-positioning of a litter bin.

The Committee asked the Resources and General Services Committee to consider the insurance of the four Town Council-owned bus shelters quoted at £23.09 per annum inclusive of Insurance Premium Tax.

94.5 Heritage Open Days – Min no EH84.7

The Committee NOTED that arrangements for the 2018 events in Loughton are being finalised. These would mainly centre on the weekend of the 8 – 9 September and include:

- Loughton Cemetery Chapel open from 1.30pm – 3.30pm on Saturday 8 September in conjunction with St John the Baptist Church which will open the bell tower;
- Classic Car Rally in Smarts Lane and High Beech Road car parks on Sunday 9 September 2018 from 10am – 4pm. The City of London had been asked to grant permission for afternoon teas to be served on Standard Green to raise money for Help the Heroes and Addenbrooke’s Hospital charities;
- The Epping Forest Centenary Walk on Sunday 9 September organised by the Epping Forest Heritage Trust.

94.6 Christmas Windows Competition 2018 – Min no EH84.8

The Committee AGREED to continue with the usual format for this annual competition and confirm the judges for 2018 at its next meeting.

94.7 Loughton Cemetery – Min no EH87

The Committee NOTED that the publicity process for the memorial safety testing exercise to be undertaken in the Autumn 2018 had begun.

94.8 Flower Baskets – Min no EH84.10

It was reported that the installation of the summer flower baskets in The Broadway, High Road and Old Station Road had been completed. However, officers would closely monitor those displays, particularly in the High Road, as they were not as impressive as in previous years.

94.9 Drinking Fountain

The Services Manager reported that repairs to the water tap had been carried out by the Council's contractor.

Cllr C C Pond declared a non-pecuniary interest in the following item as a member of Essex County Council.

94.10 Local Highways Panel

The Committee NOTED the report and AGREED the following:

- i. to express support for the request made by the Hills Amenity Society for a 20 mph speed limit zone throughout the conservation areas in Loughton and nearby roads.
- ii. to submit an application to the LHP requesting the refurbishment of the two heritage fingerpost signs in the High Road; works to include cleaning and repainting and the resetting of the directional fingers.
- iii. to make a request to Highways England for new direction signs to Loughton to be installed on the southbound carriageway of the M11 motorway as motorists could be unaware that Junction 5 provided no southbound exit to the town.

94.11 Christmas Lighting – Min no EH86

The Committee NOTED the report and that, following completion of the tender process, a 3-year contract had been offered to Blachere. The details were being finalised to create a scheme with the maximum impact under the limited budget available.

Officers also confirmed that following advice from the British Epilepsy Association this was to be a static display to avoid any possible impact on people with photosensitive epilepsy.

Cllr C C Pond declared a non-pecuniary interest in the following item as a member of Essex County Council.

94.12 Winter Service

The Committee CONFIRMED that

- i. the Town Council would participate in the 2018/19 Winter Salt Bag Partnership Scheme; and
- ii. a request may be submitted to Essex County Council for permission to install a new salt/grit bin at the junction of Spareleaze Hill and Tycehurst Hill with Goldings Road junction with England's Lane as a

reserve location. This assumes that the bin previously agreed by ECC for Shaftesbury, junction with Staples Road, was to be installed.

94.13 Alleyway Naming

The Committee AGREED to add Path 26, Rochford Avenue to 72 Etheridge Road to the list of proposed sites, to be named Clydesdale Path after the former public house at the end of Etheridge Road.

Members also CONFIRMED the renaming of Oatley Path as Ash Green Path.

94.14 Town Sign

The Committee NOTED that the former Royal Oak public house sign and post had been donated to the Town Council by Higgins and was currently stored by the car park at the Roding Valley Recreation Ground.

Members discussed the re-use of this sign to create a new town centre sign. Officers were asked to arrange for an Underground Utility Stats Search to be undertaken in order to identify a suitable location in the High Road near the junction with Forest Road.

94.15 Epping Forest Consultative Committee

The Committee NOTED that the City of London, in partnership with Essex Highways, had brought forward a proposal for an experimental traffic regulation order to close the remainder of Fairmead Road, High Beach. The Town Clerk advised that once the ETRO was in force the Council would have only six months to lodge any objections.

94.16 Essex Highways

The Town Clerk drew members' attention to an Essex Highways' proposal to introduce a 'No Entry to Southbound Traffic' prohibition on Lower Road, Loughton. To meet the response deadline this would be included in the agenda for the next Planning and Licensing Committee meeting on 2 July 2018. Noting that this proposal had the support of local residents, Members had no objection.

EH95 Financial Position

95.1 End of Year Report

The accounts for 2017/18, approved by full Council on 9 May 2018, together with details of the transfers to and from earmarked reserves, were NOTED.

95.2 Current Financial Position

The current financial position was NOTED.

EH96 Oakwood Hill Estate improvements

The Committee AGREED to release the £4,000 earmarked fund to Housing Services at Epping Forest District Council towards the estimated cost of new signage as detailed in the Agenda report.

The Committee also requested that in order to reflect this contribution, the signs should include the Town Council logo.

EH97 Environmental Issues

No issues were raised.

EH98 Future Work of the Committee

98.1 Open Gardens

The Committee AGREED to consider a suggestion that the Council should sponsor an open gardens day in June 2019, with any proceeds devoted to the Town Mayor's charity.

Signed:

Date: 12 September 2018

12/09/18

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 12 September 2018 at 7.45pm at Loughton Library & Town Hall.

Present

Councillors: C C Pond (in the Chair)

T Cochrane

C Davies

T Owen

S Pewsey

C P Pond

J Jennings (as substitute for Cllr Beales)

Also in attendance

Councillors: D Wixley

Officers: E K Walsh (Town Clerk)

P Hoy (Services Manager)

2 members of the public

EH99 Apologies

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

EH100 Declarations of Interest

No declarations of interest were received.

EH101 Confirmation of Minutes

The Minutes of the meeting held on 20 June 2018 were CONFIRMED as a correct record and signed by the Chairman.

EH102 Public Representations

None were received.

EH103 Allotments – Min no EH94.1

103.1 Willingale Road Allotments

103.1.1 Status report

The Town Clerk reported that as the Annual plot rents for 2018/19 were currently being received, a detailed report would be provided at the next Committee meeting.

103.1.2 Hens on Allotments

The Council had received a request from an allotment tenant for permission to bring her small brood of chickens onto her plot during the daytime to help clear the weeds. Members raised concerns about the advisability of bringing the chickens to and from site repeatedly. Officers would speak to the tenants in this regard.

The Committee RESOLVED to adopt the policy as presented in the Agenda with one amendment in section xviii changing 'must' to 'may', together with the registration form.

103.2 Loughton Best Allotment Awards and Horticultural Show

The Committee NOTED the report of the inaugural show held on 1 September 2018 in the Murray Hall and thanked all those who had worked to ensure the success of the event. In particular, members thanked the Deputy Town Mayor, Cllr Murphy for presenting the allotment awards, Pippa Bryce for her endeavours and The Crate for its donation.

A £200 donation had been made to the Epping Forest Foodbank which had also received the fresh produce left over from the show.

103.3 Roding Road Allotments

The Committee CONFIRMED that £6,000 for fencing works at this site might be included in the draft budget figures for 2019/20. This would cover the supply and installation costs of prison mesh fencing along the most vulnerable part, the lower corner by the garages at the rear of properties in Stonards Hill.

103.4 Heritage Plaques – Min no EH94.2

It was reported that the unveiling of the new plaque to commemorate the Oriolet Fruitarian Hospital and its director, Josiah Oldfield, on a property in Staples Road, had been arranged for the morning of Tuesday 25 September 2018. All councillors were invited to attend.

The Committee AGREED to

- i. progress the installation of a plaque to commemorate the former home of Lord Len Murray of Epping Forest at 29 The Crescent; and
- ii. consider marking the site of the Loughton Sewage Works adjacent to the Roding Valley Recreation Ground changing rooms.

103.5 Bus Services – Min no EH94.3

The Chairman provided a general update on changes to local services.

103.6 Bus Shelters – Min no EH94.4

Members NOTED that the Resources and General Services Committee had considered that the cost of insuring Town Council-owned shelters was not warranted.

In response to a request for a new bus shelter in Newmans Lane close to the sheltered housing scheme in Hedgers Close, the Committee AGREED to include a provisional 2019/20 budget figure of £4,000.

103.7 Heritage Open Days – Min no EH94.5

A report of this year's events was presented at the meeting. It was noted that visitor numbers to the Cemetery Chapel were up on previous years, thanks in part to the simultaneous opening of the bell tower at St John's Church and increased publicity. The classic car rally in the Standard Green area of the High Road also attracted a lot of interest and thanks were recorded to Cllr Kauffman for arranging this.

103.8 Loughton Cemetery – Min no EH87

The Committee NOTED that the memorial testing exercise was expected to commence at the end of October 2018.

103.9 Christmas Windows Competition – Min no EH94.6

The Committee thanked Cllrs Cochrane and Jennings for their offer to accompany the Town Mayor in the judging of the 2018 competition.

103.10 Local Highways Panel – Min no EH94.10

The Committee CONFIRMED its support for an improvement scheme request submitted by Epping Forest District Councillor, Debra Roberts. This concerned safety issues resulting from the major highway works associated with the new Epping Forest Shopping Park in Langston Road – the vulnerability of vehicles turning right into the Debden Station Approach and those turning right out of Colson Road.

103.11 Open Gardens – Min no EH98.1

Members NOTED the report and asked officers to commence discussions with St Clare Hospice on the practicalities of joining their scheme in June 2019.

103.12 Festive Lighting

The Services Manager reported that the testing of the Christmas lights on the large tree on Kings Green had shown up a fault and that it might be necessary to replace several of the strings of lights. An update would be provided at the next meeting.

103.13 North Essex Parking Partnership

The Town Clerk reported that NEPP was consulting on proposed parking restrictions in Nursery Road, Connaught Avenue, Shaftesbury, Sparelease Hill and Whitehills Road. Full details would be circulated to all councillors and comments invited by Friday 21 September 2018 to enable a response to be collated.

103.14 Community Toilet Scheme

The Town Clerk advised that the Town and Community Development Officer was currently researching the locations of publicly accessible toilet facilities across the town to enable a report on this proposed scheme to be drafted for consideration by the Committee.

EH104 Financial Position

The Committee NOTED the report.

EH105 Highways

105.1 Barncroft Road

The Committee had NO OBJECTION to the Department for Transport's proposed stopping up of the highway at Barncroft Road, Loughton provided any boundary fence was no taller than 3' 6" (1.0668m).

105.2 Smarts Lane and Forest Road

The Committee had NO OBJECTION to the proposed changes to parking restrictions but queried the current variation in start times for parking restrictions in nearby streets.

EH106 The Community Initiatives Fund (CIF)

The Committee NOTED the report and that the Recreation Committee had requested an application be submitted for funding towards the new windows and doors at Kingsley Hall.

EH107 Environmental Issues

No issues were raised.

EH108 Future Work of the Committee

No items were raised for future discussion.

Signed:

Date: 14 November 2018

14/11/18

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 14 November 2018 at 7.45pm at Loughton Library & Town Hall.

Present

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

Also in attendance

Councillors: D Wixley

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

1 member of the public

EH109 Apologies

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

EH110 Declarations of Interest

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

Cllr Wixley declared a non-pecuniary interest in agenda item 9, Broadway Parking Review as a member of the District Council's Review Panel.

EH111 Confirmation of Minutes

The Minutes of the meeting held on 12 September 2018 were CONFIRMED as a correct record and signed by the Chairman.

EH112 Public Representations

None were received.

EH113 Matters for Report

113.1 Allotments – Min no EH103

113.1.1 Willingale Road Allotments

113.1.1.1 Status report

The Committee NOTED that of the total 92 plots currently there were 8 full plots and 7 vacant half plots available to rent.

It was also reported that the total plot income as at 7 November 2018 was £2,599.64 of a possible £3,128.84 when fully tenanted.

113.1.1.2 Polytunnels

The Committee AGREED to amend the Building and Structures section of the Allotment Management Policy to include reference to the maximum size of polytunnel allowed per plot as 3m x 4m with secure anchorage.

113.1.1.3 'GROW' project

The Committee NOTED the report that the Grow project had moved to a group of five plots on the Willingale Road allotment site but would continue to be run by Anne Redelinghuys. With the current number of vacant plots this was considered good use of the land. However, should the situation change significantly, it had been agreed with GROW that the number of plots may need to be reduced to accommodate new tenants. It may also become necessary to enforce the maximum 2 plots per tenant policy.

113.1.2 Pyrles Lane Allotments

It was reported that following the relocation of the GROW project referred to in Min no EH113.1.1.3, the project on the Pyrles Lane site had been renamed the 'Restore Community Garden'.

The Committee AGREED to grant permission for the installation of a compostable toilet on this site.

113.1.3 Willingale Road Buildings

Officers reported on the recent attempted break-in at the site which had damaged two garage roofs. This would be dealt with under the Council's insurance.

113.2 Heritage Plaques – Min no EH103.4

The Committee NOTED that, following the September unveiling of the plaque to commemorate the Oriolet Fruitarian Hospital in Staples Road, an order had been placed for a blue plaque to record the home of Lionel, Lord Murray of Epping Forest, in The Crescent at a net cost of £264.75.

113.3 Bus Services – Min no EH103.5

The Chairman provided a general update on local bus service issues. The Committee AGREED to write to Arriva expressing concern that the 87 service was not well used. This could increase if timetables were provided at bus stops including those in Langston Road and the route number was displayed on the flags.

113.4 Winter Service – Min no EH94.12

The Committee AGREED to support a request from residents, previously submitted to the Local Highways Panel, for the installation of a new salt/grit bin at the junction of Mannock Drive and Goldingham Avenue as this was used as a quicker route to schools.

113.5 Loughton Cemetery – Min no EH103.8

The Committee NOTED the report on the recent memorial safety testing exercise and that, of the 257 headstones and tall memorials checked, 18

had been laid flat and 2 discreetly staked and banded. The net cost of this work had been £1,158.15.

The Burial Clerk was to write to the last known address of the owners informing them that it had been necessary to take safety measures and providing advice on the options open to them. Further inspections would be carried out in late February 2019.

The Town Clerk also reported that resurfacing works had been carried out at and nearby the entrance to the Cemetery with the main gates locked overnight to protect the work surfaces from vehicle movements.

113.6 Oakwood Hill Estate improvements – Min no EH96

The Committee NOTED that the new signage paid for by the Town Council was to be installed around the Estate on 20 November 2018.

113.7 Milestones

The Chairman reported on recent correspondence regarding the painting of milestones on Forest land. Originally owned by the Essex and Ongar Turnpike Trust, these stones were now owned by the highway authority.

The Town Clerk was asked to write to the City of London in this regard.

EH114 Financial Position

The Committee NOTED the report.

EH115 Committee Priorities

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

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2018/19		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	September events + heritage trail/leaflets - 2020
High	Registration of Village Greens	Applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Oakwood Hill Estate improvements	Partnership with ECC and EFDC New Estate signage (completed 18/19)
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 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
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	

115.2 The Committee is also requested to review the items proposed to the Planning and Licensing Committee last year, as being suitable for a developer's Section 106 contribution should the opportunity arise:

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

EH116 Estimates for 2019/20

The Committee considered its Estimates for 2019/20.

116.1 Income – Fees and Charges

The Committee AGREED that fees and charges for the following should be increased by 3.3%, September's RPI figure:

- i. Cemetery
- ii. Licence for vehicle access to Roding Road allotment site

The increase for the allotment rents at the Willingale Road site had been previously agreed and formal notice given to tenants that rent for a full-sized plot with effect from September 2019 would be £39 per annum (see Min no EH94.1.2).

116.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of a £4,000 budget for town signs.

116.3 Estimates for 2019/20

The Estimates for 2019/20 as presented in the Agenda were AGREED such that the net figures were as follows:

Environment and Heritage Committee	£
Total budget expenditure**	221,960
Income	-18,075
Net expenditure	203,885
Transfers from earmarked reserves*	-32,500
Total net expenditure	£171,385
<i>*Details of transfers from earmarked reserves:</i>	
<i>Cemetery wall and path 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>1,500</i>
	<i>32,500</i>

** **NB:** The total budget expenditure currently included a service recharge of £89,000 (the 2018/19 figure). The 2019/20 figure would be confirmed by the Resources and General Services Committee at its meeting on 9 January 2019 and a revised budget provided to the Environment and Heritage Committee at its next meeting if appropriate.

EH117 Broadway Parking Review

The Committee NOTED the detailed proposals issued by the North Essex Parking Partnership forming the current consultation. Members had also had sight of over 25 emailed comments from residents.

The Committee expressed its support for the views of those residents and others who had contacted them directly that:

- a) parking permits should not be imposed in any roads in the zone unless absolutely necessary; and
- b) the quality of the consultation was regrettable with evidence of poor communication and typographical errors in the documentation.

Members acknowledged that the final decision would be made by the District Council portfolio holder with technical input from NEPP, but offered the following advice:

- i. Junction safety measures where proposed were supported.
- ii. The Committee backed the views of residents particularly in the outer parts of the proposed zone by offering strong resistance to the imposition of permits in roads where there was currently no parking displacement.

Whilst recognising the benefits of obtaining a single Traffic Order for the larger area, NEPP was strongly urged to hold such areas in reserve. Additional restrictions in the outer parts of the zone should not be activated until such displacement and/or resident complaints were evident and further consultation undertaken.

- iii. In respect of The Lindens, Alderton Close and Alderton Rise, the Committee endorsed their complete removal from the Order, as members considered overspill there to be a very remote possibility.
- iv. All of the zoned streets proposed in the Fairmead and St Mary's wards should be held in reserve, as in item ii above.

- v. In Alderton ward, the Committee saw no present need for imposition of permits to the west of Deepdene Road nor to the north of Honeycroft/Homecroft Gardens. This area should also be held in reserve.
- vi. In Broadway Ward, permits should not be necessary now north and west of the block of roads bounded by Willingale Road / Ibbetson Path / Doubleday Road / Barrington Road / Green Close / Paley Gardens / Mornington Road. The rest of the zoned roads in Broadway Ward should be held in reserve.
- vii. Highwood Lane had presumably been included in error and should be removed from the Order.
- viii. A small section of Barrington Green had evidently been omitted. All of this street should be in the permit zone.
- ix. Nos 54 to 64 Lawton Road should be included in the Traffic Order as part of the reserve zone.

The Committee also reminded the decision makers that some 370 new dwellings were consented or planned in the Alderton and St Mary's ward part of the proposed zone and asked for this to be taken into account. Additional preventative measures may be required to protect green spaces and verges.

EH118 Environmental Issues

118.1 Land behind nos 228-232 High Rd and others

To address this problem area, the Committee AGREED to write to the Planning Authority requesting that a notice under Section 215 of the Town and Country Planning Act 1990 (as amended) should be served as soon as possible.

118.2 York Hill / Shaftesbury

The Committee recognised the work of the volunteer litter pickers in this area. It was AGREED to ask Environmental Services at Epping Forest District Council to supply the appropriate street refuse collection bags for use by the volunteers to fill and place by the litter bins for collection.

118.3 Station Road

It was reported that no 26 Station Road had been removed from the enforcement list by the District Council but that as the problem had not improved, this site also required a Section 215 notice.

EH119 Future Work of the Committee

No items were raised for future discussion.

Signed:

Date: 3 April 2019

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 3 April 2019 at 7.45pm at Lopping Hall, High Road, Loughton IG10 4LF

Present

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

Officers: Mark Squire (Town Clerk)
 Paul Hoy (Services Manager)

EH120 Apologies

Apologies for absence were received from Cllr Beales. The Town Clerk reported that Cllr Murphy had been nominated as his substitute for this meeting and the Chairman reported that Cllr Beales had been granted an extended leave of absence on medical grounds.

EH121 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities.

EH122 Confirmation of Minutes

The Minutes of the meeting held on 14 November 2018 were CONFIRMED as a correct record and signed by the Chairman.

EH123 Public Representations

None were received.

EH124 Matters for Report

124.1 Allotments

124.1.1 Willingale Road Allotments

124.1.1.1 Status report

The Committee NOTED that plot inspections are planned for Friday 5 April 2019 to ensure all tenants have begun work on their plots this season. Those showing little or no progress will receive a letter of concern.

Status Report

	April 18	March 19
Income banked to date	£2,407.57	£2,614.79
Outstanding rent	£0.00	£0.00

There are currently 3 vacant full plots, 3 vacant half plots and 2 overgrown full plots.

124.1.1.2 The Committee NOTED the verbal report given by the Services Manager on forthcoming tree works.

124.1.1.3 The Committee AGREED that the meeting room at Willingale Road Allotments would be available to the GROW community allotment project for use as a classroom on an ad hoc basis.

124.1.2 Willingale Road Buildings – Min No 113.1.3

The Services Manager reported on the repair to the two damaged garage roofs at a cost of £250 insurance excess, plus the additional cost of £86.28 + VAT to upgrade one of the roofs to board and felt.

124.1.3 Best Allotment 2019

The Committee NOTED that arrangements for this annual award scheme held in July 2019 are in hand and a suitable judge was being sought.

It was also AGREED that the Loughton Horticultural Show would be held in The Murray Hall on Saturday 7 September 2019, with free entry to the public from 2pm – 4pm.

The Committee AGREED that

- i. exhibitors in the horticultural show should pay a nominal entry fee of 50p per class (only 1 entry per class);
- ii. certificates will be presented to the class winners; and
- iii. the presentations to the Best Allotment award winners may take place during the show.

The terms and conditions and judging arrangements would be finalised with representatives from the three allotment sites, and sponsorship would be sought.

124.1.4 Pyrles Lane Allotments – Restore Community Garden

The Town Clerk reported that the draft Licence had been agreed in principle and would be signed off shortly.

The Committee AGREED to the request for an Easter Egg Trail on Saturday 20 April, 11am – 12.30pm, to be held partly on the Hillyfields Open Space, adjacent to the GROW Community Garden, as well as in the community garden itself.

The Committee AGREED to support the GROW Community Garden in a funding application process, by way of a letter of support by the Town Clerk.

124.2 Bus Services

The Chairman provided an update regarding the current consultation. The Committee NOTED that Transport for London (TFL) had re-tendered route 20 and the new service began on 23 March 2019. It was also reported that brand new diesel / hydroelectric hybrid buses were now being used on route 20.

124.3 Christmas Windows Competition 2018

The report on the winners was NOTED and the Chairman extended his thanks to the judges.

124.4 Flower Baskets

The Committee NOTED that six companies, including the existing contractors, had been asked to submit quotes for the 2019 planting scheme, and that the council's existing contractors were once again the preferred option. The Committee AGREED to an overspend of the 2019/20 budget of £190.00.

Officers were asked to consider provision for 4 new lamp column posts from the High Road, north of the Drive, to York Hill.

124.5 Heritage Plaques

The Committee AGREED to a request submitted by the Loughton Club for a plaque to commemorate the Reverend William Dawson to be erected on the building. It was considered that a larger plaque would be more appropriate and that Officers would proceed with the application.

124.6 Light up a Life

The Committee NOTED that the 2019 ceremony, to be held in partnership with St Clare Hospice, had been arranged for Saturday 30 November 2019.

124.7 Loughton Open Gardens – Min no 103.11

The Committee NOTED that following a meeting with St Clare Hospice the Loughton Open Garden Scheme will take place on the weekend of 22 and 23 June 2019 to coincide with the flower festival taking place at St John the Baptist Church, Church Hill, Loughton. All proceeds will go direct to St Clare Hospice. The Committee AGREED that Willingale Road Allotments may be included in the scheme and open on Saturday 22 June 2019 from 10am – 4pm. Refreshments will be provided with all donations given to St Clare Hospice.

The Committee also AGREED that the council should publicise the event as widely as possible through the website, 'Think Loughton' and notice boards.

Members were encouraged to ask their colleagues, friends and neighbours to participate.

124.8 Loughton Cemetery – Min no EH103.8

The Committee NOTED that the second phase of the memorial testing inspection had taken place during the week 11-15 March 2019, and that whilst on site, the contractors also repaired the memorial on Grave 27A at a cost of £150 + VAT. The Committee AGREED that final inspections should take place at the end of April and beginning of May 2019.

124.9 Signage

124.9.1 Finger Posts

The Chairman reported that part of the wording in the agenda for this item had been incorrect and should have stated "to be maintained by 'Loughton Town Council', and not 'the District Council'.

The Committee AGREED that the council should investigate taking ownership and responsibility of the black and white metal finger posts located in Loughton from ECC Highways. It was AGREED

that the posts should also be added to the Local List, and EFDC should be contacted to this end.

124.9.2 Boundary signage

The Committee NOTED that the missing boundary signs at Rangers Road and Loughton Lane have been reported to ECC, and that their re-instatement have both been given low priority status. The office would continue to chase progress.

124.10 Broadway Parking Review

The Chairman reported that a Junction Protection Assessment should have been undertaken first, which NEPP will do prior to any implementation of the parking review.

EH125 Financial Position

The Committee NOTED the report.

EH126 Street Lighting

The Committee noted that no further background information/data had been forthcoming from ECC. It was AGREED that the Town Clerk would make contact with the Chief Executive of EFDC, in charge of liaison between Parish/Town Councils and ECC, to attempt to establish a way forward. No further action would be taken until a definite reply from ECC was forthcoming.

EH127 Highways - Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane

The Committee AGREED that the Town Clerk would write a letter of formal complaint to the appropriate cabinet member of ECC regarding the risk to pedestrians, caused by unsuitable traffic light phasing, at this busy junction.

EH128 Essex County Council Highways Devolution

The Committee AGREED to take no further action at this time and that this issue would be revisited later in the year.

EH129 Community Initiatives Fund (CIF)

The Town Clerk reported that the Town Council had previously been awarded a CIF grant of £1,800 for an Environmental Improvement Project, to install an interpretation panel in Baldwins Hill and to produce a heritage trail leaflet. The official deadline for completion had elapsed on 31 March 2019, but it was reported that if the committee reiterated its commitment to the project, and set a deadline for the works, the Community Initiatives Fund Panel would agree to a special dispensation. The Committee AGREED to commit to the project, and set a deadline of 30 September 2019 for completion of the works.

EH130 Village Green

The Committee AGREED to support any application to designate Marlescroft Green as a village green, following the recent withdrawal of EFDC's plan to build on the land.

EH131 War Memorial - Cleaning

The Town Clerk reported that an offer has been received from a local builder to clean the war memorial free of charge, with the only costs to the council being the hire of necessary cleaning machinery. The Committee AGREED that the Town Clerk would seek professional advice on the proposed cleaning

method, and seek the informal advice of Graham Tite who had worked with the council on the last major war memorial cleaning project.

EH132 Environmental Issues

No issues had been raised at the current time.

EH133 Future Work of the Committee

133.1 Cycle route signs

It was AGREED that officers would obtain prices for new cycle route signage, and alternatively for road surface ground marking signage, by 10 June 2019, and that an application would be submitted to the Local Highways Panel for funding of the project. Some liaison with cyclist user groups may be appropriate.

Signed:

Date: 12 June 2019