



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a meeting which is to be held by ZOOM
(digital meeting platform)

on **Wednesday 31 March 2021 at 7.15pm**
to transact the business shown in the agenda.

Mark Squire
Town Clerk
24 March 2021

Councillor C C Pond (Chairman)
Councillor C P Pond (Vice Chairman)

Councillors

P Beales
T Owen

T Cochrane
S Pewsey

C Davies

Note to Councillors:
If you are unable to attend the meeting,
please email your apologies to the office contact@loughton-tc.gov.uk

A G E N D A

- 1 Apologies**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 26 January 2021.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members.

6 Allotments

6.1 Willingale Road Allotments

The National Allotment Society (NAS) have now updated their Covid guidelines. Plot inspections and new plot allocations, all be it socially distanced, can now commence from 8 March 2021 – see extract below from the new guidelines.

For associations using the NAS model agreement that would mean you would expect a quarter of the cultivable area of the plot to be cultivated within the next three months and the whole within one year. This would give tenants who have been obliged to shield themselves a fair opportunity to restore their plots to good condition, taking into account the degeneration in plot condition that has occurred in their absence.

Following the NAS model agreement and adhering to our tenancy procedure we will

- be required to make a full plot inspection (now arranged)
- allocate the known vacant plots to local residents on the waiting list
- write to all those tenants who are not cultivating their plots. This process takes approximately 3 months before we will know if any further plots are vacant and available to offer
- Make a further inspection at the end of June 2021

As some allotment holders have been shielding and not able to tend their plots during the ongoing Covid lockdowns, it is prudent to cancel the Best Allotment Competition and Horticultural Show this year.

To receive and note.

6.2 Roding Road Allotments

6.2.1 Request to Re-position Gate and Fence – Min no EH 265.2

The Town Clerk and Services Manager met on site with representatives of the Allotments Committee and the local resident concerned on 5 February 2021.

The Town Clerk will provide an oral update.

6.2.2 Sundry matters

The Town Clerk will provide an oral update on sundry matters that were raised by the Allotment Committee members, including planning and drainage issues.

7 Loughton Cemetery

7.1 Water leak

A water leak has been identified by Thames Water within the cemetery perimeter (which may prove difficult to locate) and has given the Town Council an extended deadline of 22 April 2021 to carry out any testing and remedial work. A visit from a specialist water leakage detection company has been arranged to detect the source of the leak. The results from the work may be forthcoming by the time of the meeting. The Town Clerk will provide background information and a further update.

7.2 Extra capacity for cremated remains interments – Min no EH 266.3

An on-site meeting between the Town Clerk, Services Manager, Cemetery Officer and Cemetery Attendant took place on 23 March to discuss potential areas for cremated remains interments. (See attached report pages 6-9)

Members are asked to confirm which area of the cemetery would be suitable for laying out a cremated remains area.

7.3 Holm Oak – Min no EH 266.1

An on-site meeting between the Town Clerk, Services Manager, Robin Hellier, Tree and Landscape Officer, Planning Services, Epping Forest District Council (EFDC) and three concerned local residents was held on 28 January 2021.

Recommend that a planning application is instigated by the Town Council to reduce the tree to c9 metres in height with a symmetrical rounded spread.

7.4 Contingency plan for backup gravedigger – Min no EH 266.2

Our permanent gravedigger has confirmed that he has two teams of backup grave diggers. So should anything happen to his family or he has extra work, he can call upon two other teams to assist him. Therefore the business continuity of the gravedigging services (especially during this Covid pandemic) is protected. To receive and note.

7.5 Request for an additional memorial plaque on an existing donated bench

A member of the public has requested for an additional memorial plaque be attached to an existing bench where there is already a memorial plaque donated by the original donor. This request although perfectly understandable may set a dangerous precedent and create unwarranted problems in the future. The Town Clerk will provide an oral update.

Recommend that this request is declined, and the Town Council cemetery policy updated accordingly. Members to discuss and review.

8 Heritage Plaques – Min no EH 268

On 19 March 2021, the replacement Blue Plaque for the Bus Garage (sited at Lidl's) was received. The plaque will be re-sited at a higher position and affixed with the security screws.

Arthur Bacot – 19 York Hill

The draft plaque has now been agreed and the order placed. This should be received within the next 14 days. Arrangements will then be made with the homeowners for the Services Manager to affix the plaque to the front of their property. The homeowners are keen for a further plaque to be installed on the side of their property, for which they have volunteered to meet the costs, and are in discussions with Cllr CC Pond about this (apparently there were another couple of notable people that lived at this address).

Sir Leonard Hill & Austin Bradford Hill – Nafferton Rise

This plaque is to be sited on the entrance gate piers to Nafferton Rise. Letters of consent have now been received from all householders of the Close (11 in total) and an order will be placed for the specially designed plaque for this restricted siting. (A quote for £515 has been received.)

9 Sapling Tree Allocation

The Town Council is in possession of c 100 tree saplings which have been donated by the Woodland Trust. We have just been informed that the tree planting scheme (adjacent to the Roding River on the Recreation Ground) will not take place until the autumn of 2021.

Another option is the Willingale Road site. The EFDC Team Manager, Countryside and Landscape has visited the area but feels that it is inappropriate to plant trees there. The site is excellent for reptiles, with a good/exceptional population status for Slow Worms and also Common Lizard and Grass Snake populations being present. The proposed planting of trees on site could be detrimental to the long-term suitability of the site for these protected species, due to the increasing shading they would create as they grow. EFDC has been planning on opening up the site more and freeing it of more bramble rather than adding more vegetation. The species of trees are not suitable for hedging.

Members to recommend an alternative location in conjunction with the Recreation Committee.

10 Noticeboard

An update on the repositioning of the EFDC Housing Office noticeboard along Debden Broadway will be provided by the Services Manager.

11 Christmas Lights

The three year contract for the provision of Christmas lights is now up for renewal. The Services Manager has received a number of brochure designs from contractors to investigate options for a seasonal lighting scheme in the shopping centres for December 2021. The Town Clerk is obliged to go out to tender for the contract.

The existing Christmas lights proved popular last year. The Committee is asked to consider whether they wish to continue with a similar set-up? The 2021 /2022 budget allocation for Christmas Lights totals £17,800. Preferences will need to be agreed so that the costs can be negotiated on a three-year contract and plans submitted to a subsequent Environment and Heritage Committee.

In view of the time lag between meetings, it may be appropriate that the final decision is delegated to the Chairman, Vice Chairman of the Environment and Heritage Committee, the Town Clerk and Services Manager?

12 Signage to the Forest from Loughton Station / Town Centre

Cllr CC Pond and the Town Clerk met via Zoom on 4 February 2021 with representatives of the City of London Corporation (COLC) to discuss various aspects of Epping Forest. An ongoing project is to provide adequate signage from Loughton Station / Loughton Town centre to Epping Forest – effectively a gateway to the forest. Epping Forest Heritage Trust (EFHT) are also working towards this aim with the support of Loughton Town Council (LTC). The Town Clerk has since contacted Judith Adams, Chairman of the EFHT for an update. She wishes to set up a Working Party with LTC to progress the project to its conclusion. (See attached letter page 10).

Members are requested to nominate a representative/s in addition to the Town Clerk to join the Working Party.

13 Street Signage

The Services Manager will provide an update on progress made on ‘Dragons Path’ and nominated alleyways.

14 Epping Forest Climate Action (EFCA)

Please see recent enquiry from Epping Forest Climate Action (EFCA) (See page 11)

Members to consider an appropriate response.

15 Salt Bin Request

Cllr Trevor Downing has requested that an additional bin be placed at the junction of Nursery Road/Smarts Lane, approaching the Victoria Tavern, for the use of local residents including those residing in Smarts Lane. Conditions for motorists and pedestrians on this slope were treacherous during the cold snap during last winter.

Members to consider this request which now has to be routed via an appropriate County Councillor or a member of the Local Highways Panel.

**16 Financial Position
Current Financial Position**

The current financial position is attached together with details of the funds available from earmarked reserves.
(See pages 12-13)

17 Environmental Issues

This agenda item provides an opportunity for the Committee to discuss concerns and improve the ambience and environment of Loughton by tackling adverse factors and promoting positive ones.

The methodology agreed is as follows:

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

18 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Mark Squire
TOWN CLERK
24 March 2021

Please contact Town Clerk for zoom- access code / password

Agenda Item 7.2

Extra capacity for cremated remains interments

Three grass areas on unconsecrated ground of common/public graves * have been identified as suitable locations (see photos 1 to 3 in order of suitability) plus a number of scattered smaller areas where fewer plots could be allocated.

The location of the common/public graves are full burial graves with the last burial at 4ft 6 inches below the surface, the newly dug cremated remains plots would only be placed 18 inches below the surface. We could accommodate 4 casket cremated remains interments per grave/plot.

An additional area at the far corner of the cemetery and adjacent to the St John's Church cemetery could be allocated as a further site for cremated remains or as a rose garden for scattering of ashes or a combination of both (see photo 4).

On average approximately 4 new cremated remains plots are purchased per year, although these may be increased in the next couple of years, as a result of the Covid pandemic, once restrictions are relaxed for numbers attending wakes and families to hold memorials.

Currently on-site areas are already mapped out and there is existing unutilised space to purchase approximately 26 cremated remains plots, 6 for 4 x interments and 20 for 2 x interments.

MS/PB 24.3.21

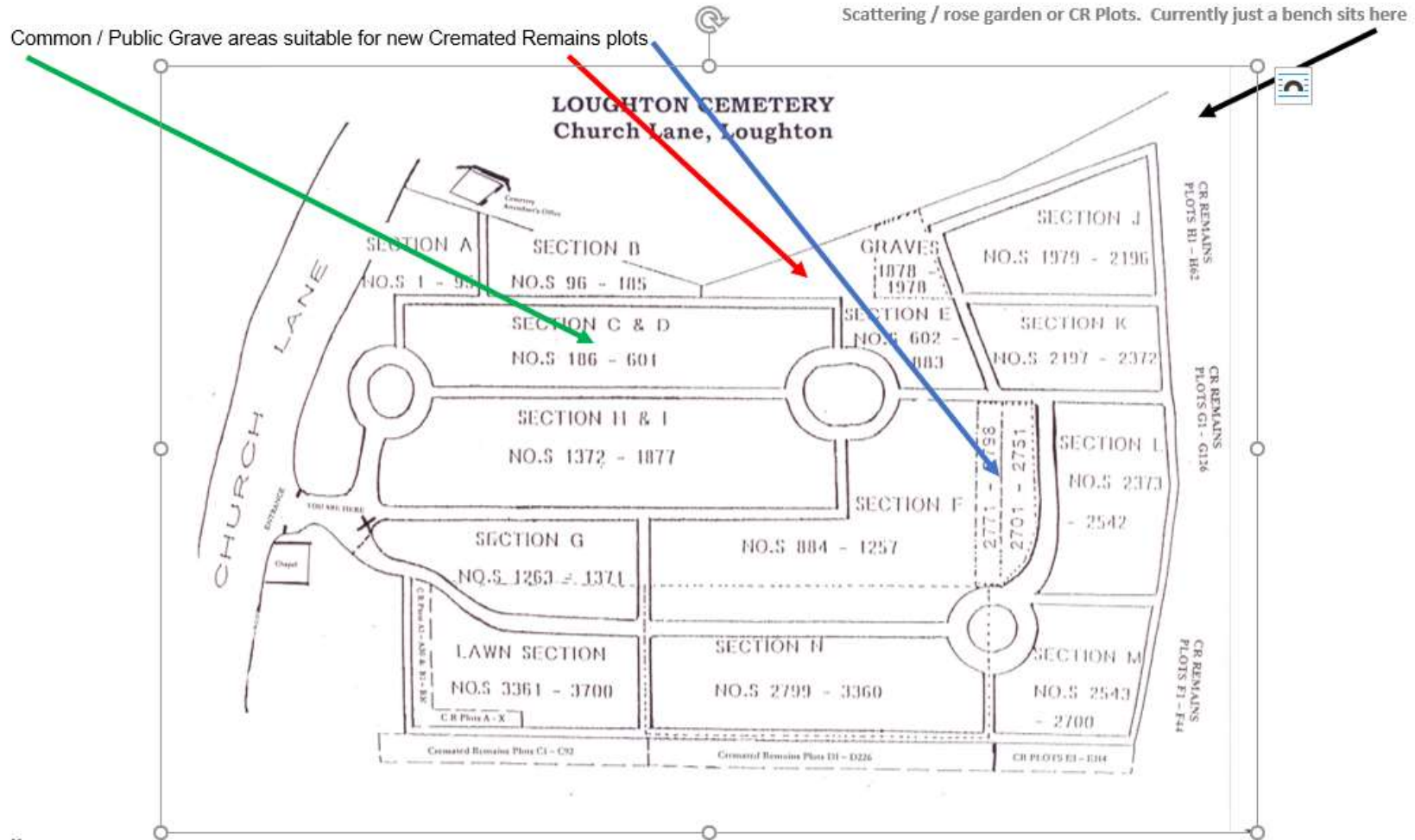
* Definitions

A **common / public grave** is any grave where the exclusive right of burial has not been purchased. If you choose to arrange a burial in a common grave you have no rights to put any kind of lasting memorial on the grave as it remains the property of the council that own the cemetery.

The main difference between a private grave and a public grave is a family's right over who is buried in it – and that a common burial plot generally cannot be marked with a gravestone in someone's memory. Some local authorities do allow families or friends to mark a public burial place with a small plaque.

Consecrated ground in the Municipal Cemetery was that ground reserved for members of the Christian church. **Unconsecrated ground** was for those who were NOT members of the established church.

Agenda Item 7.2
Extra Capacity for Cremated Remains Interments



Key :-
 Green arrow = area of Adult full burials – graves are full approx. 5 burials in each – Ground is slopped.
 Red arrow = area of babies and children full burials – graves are full approx. 3 burials in each – Space will need to be available to accommodate hedge cutting.
 Blue arrow = area of Children full burials – graves are full approx. 4 burials in each – On the mound.

Agenda Item 7.2
Extra Capacity for Cremated Remains Interments

Green Arrow – Common Graves (Adults)



Red Arrow – Common Graves (Children)



Agenda Item 7.2
Extra Capacity for Cremated Remains Interments

Blue Arrow (Mound)



Black Arrow Possible Scattering / CR Area



Agenda Item 12
Signage to the Forest from Loughton Station / Town Centre

Our Ref: M.2.1c/PB

Judith Adams
Chair
Epping Forest Heritage Trust
The Warren Lodge
Loughton
IG10 4RN



27.1.21

Dear Judith

I refer to your recent correspondence. On behalf of Loughton Town Council I am writing to confirm that you have the Councillor's full support for your proposed projects as detailed below;

- A leaflet/map, which will also be on your website, for the Epping Forest 'Celebration' Walk which is the length of the Forest, from Manor Park to Epping. We note that you have been undertaking this walk as an annual event, since the Forest's Centenary in 1978. This year, subject to the COVID-19 situation, it is planned to take place on Sunday 3 October.
- The other project includes signage at Loughton Station, which will include a map and signage to the nearest entrance to the Forest. That local link will both enable people to walk from the station to the Forest, including local people and those travelling on the Central Line and to access the Epping Forest 'Celebration' walk.

Thank you for also attaching a copy of your recent newsletter, I will forward this to our members for their interest.

You may wish to consider applying for some grant funding for this project. Please let me know if we can help in anyway.

We wish you and the Epping Forest Heritage Trust well with the Epping Forest 'Celebration' Walk and look forward to hearing that it will take place this year.

Yours sincerely

Mark Squire
Town Clerk

Agenda Item 14
Epping Forest Climate Action (EFCA)

Good Morning,

I'm reaching out on behalf of Epping Forest Climate Action (EFCA) to enquire as to whether Loughton Town Council has declared a Climate Emergency, and further to this the steps it is taking in light of the Climate Emergency.

The reason for this is as a result of the declaration of a Climate Emergency by councils across the UK across the last year, including more locally Buckhurst Hill Parish Council in October 2020.

I've attempted to look through the LTC website but have found no declaration of a Climate Emergency so I would like to confirm whether this has been made and if not, what steps the council will be taking in the near future both to declare a Climate Emergency and in tackling the greatest challenge faced by current and future generations.

Thank you for your time in responding to this enquiry. We at EFCA look forward to hearing from you in due course.

Warm regards,
Christian Green,
on behalf of Epping Forest Climate Action.

Agenda item 16

Loughton Town Council

Summary Income & Expenditure by Budget Heading 28/02/21

Month No: 11

Environment & Heritage Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Environment & Heritage</u>							
Christmas Best Dressed Window	Expenditure	367	0	350	350	350	0%
Cemetery (Church Lane) (1)	Expenditure	51,677	32,671	62,495	29,824	29,824	52.3%
	Income	12,593	13,420	14,700	1,280		91.3%
Street Furniture (2)	Expenditure	26,684	23,502	32,005	8,503	8,503	73.4%
	Income	0	100	0	-100		0.0%
Allotments (3)	Expenditure	8,161	1,151	10,335	9,184	9,184	11.1%
	Income	3,301	2,701	3,220	519		83.9%
Cemetery (Debden Lane)	Expenditure	924	580	600	20	20	96.7%
Other Services (4)	Expenditure	6	0	3,700	3,700	3,700	0.0%
Service Re-charge (5)	Expenditure	97,000	0	0	0	0	0.0%
<u>INCOME – EXPENDITURE TOTALS</u>							
Environment and Heritage Expenditure		184,820	57,903	109,485	51,582	51,582	52.9%
	Income	15,894	16,222	17,920	1,698		90.5%
	Net Expenditure over Income	168,926	41,681	91,565	49,883		

Notes:

1. Actual cemetery expenditure to date including the grounds maintenance contract costs totals £46,545 which would be 74.5%. The budget includes £27,265 earmarked for wall repairs.
2. The Street Furniture income of £100 was a donation from the Kipling Society for a Blue Plaque
3. Allotment income. Virtually all payments have now been received during the Covid pandemic.
4. Other services budget has a contingency sum of £1000.
5. Service re-charge for 2020/21 is £97,000 – position at 28 February 2021 is £88,916 i.e. 91.7%

Agenda item 16 contd.

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

Environment & Heritage Committee	24.03.21
Street furniture	5,850
Christmas lights	600
Community toilet scheme	1,000
Cemetery	27,265
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead/new cemetery	20,000
Tree strategy	500
Cycling measures	500
Total	63,977