



# **ENVIRONMENT AND HERITAGE COMMITTEE**

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at **7.45pm** on

**Wednesday 23 June 2021**

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD

to transact the business shown in the agenda.

**Mark Squire**  
Town Clerk  
16 June 2021

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

**Councillors**

P Beales  
K Valentine

B Cohen  
G Wiskin

S Fontenelle

Note to Councillors:

If you are unable to attend the meeting,  
please email your apologies to the office [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)

## A G E N D A

- 1 Apologies**  
To RECEIVE any apologies for absence.
- 2 Leave of absence**  
Members are asked to agree to an extended leave of absence from all Town Council and Committee meetings for Cllr P Beales until 30 September 2021 due to exceptional prevailing circumstances.
- 3 Declarations of Interest**  
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 4 Confirmation of Minutes**  
To CONFIRM the minutes of the meeting held on 31 March 2021.
- 5 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.
- 6 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.
- 7 Allotments**
  - 7.1 Willingale Road Allotments - Min no EH 280.1**  
\* (See report attached page 5).
  - 7.2 Allotment Provision for Pyrles Lane**  
The area next to the 'Grow Community Garden' is earmarked by Epping Forest District Council (EFDC) for development. Under the existing lease EFDC have an obligation to provide a water supply to GROW at all times. There is a long waiting list for our existing Willingale Road Allotments. Allotment provision needs to be taken into consideration for this site.  
  
Members to review.
- 8 Loughton Cemetery**
  - 8.1 Water leak - Min no EH281.1**  
Work is ongoing to lay new piping in the Town Council Cemetery at an initial costing of c£16,875. The work encompasses 3 new connections to the water troughs, 1 new connection to the toilet block, 1 new connection to the Office and 1 new connection to the chapel building (see map layout and work completed to date attached page\* 6). The work was expected to last ten days but the ground has proved very difficult to mole. Large pieces of flint have been found in the excavations often deflecting their equipment and sending the machinery off course a number of times. The contractor is bringing the larger drilling rig on site to complete the longer straight runs, which should not be affected by the flint.  
  
The Town Clerk will provide a further oral update.

**8.2 Extra capacity for cremated remains interments - Min no EH 281.2**

\* (See report attached pages 7- 8).

**8.3 Holm Oak - Min no EH 281.3**

A planning application has been submitted to Epping Forest District Council (EFDC) on 3 June 2021 recommending that the tree is reduced to c9 metres in height with a symmetrical rounded spread. The EFDC listing is awaited for the Town Council, Planning and Licensing Committee to review in due course.

To receive and note.

**9 Heritage Plaques - Min no EH 282**

**9.1 Arthur Bacot – 19 York Hill**

This plaque has now been installed.

**9.2 Sir Leonard Hill & Austin Bradford Hill – Nafferton Rise**

This plaque has now been received and will be installed soonest.

**9.3 Millican Dalton – 18 Stony Path**

The draft plaque has been approved and should be received within the next month.

There are no other outstanding plaques at the moment.

**10 Noticeboard - Min no EH284**

Officers continue to contact EFDC regarding the repositioning of the EFDC Housing Office noticeboard along Debden Broadway. The Services Manager will provide an update.

**11 Christmas Lights - Min no EH285**

A one year extension to Blachere Illumination Ltd has been granted at a cost of £14,800, within existing budget parameters.

It was intended to go out to tender but the online process would have taken too long to secure the best available lighting. The various lighting options will be evaluated and tender process concluded in good time for 2022.

**12 Signage to the Forest from Loughton Station / Town Centre - Min no 286**

An update from Judith Adams, Chairman of the EFHT is imminent. The Town Clerk should be able to report further at the meeting.

**13 Street Signage - Min no EH287**

The Services Manager will provide an update on progress made on 'Dragons Path' and nominated alleyways. The City of London Corporation are preparing a wayleave agreement (a right of way over another's ground or property) to facilitate this work.

**14 Salt Bin Request - Min no 289**

Now that the recent elections both at County and Town Council level have been completed a request has been made Essex County Councillor, Marshall Vance for an additional salt bin at the junction of Nursery Road/Smarts Lane, approaching the Victoria Tavern.

To receive and note

- 15 Claybury Hospital Roll of Honour | Redbridge and the First World War ([redbridgefirstworldwar.org.uk](http://redbridgefirstworldwar.org.uk))**  
The Royal British Legion, Loughton Branch has handed over a board of honour. See [Claybury Hospital Roll of Honour | Redbridge and the First World War \(redbridgefirstworldwar.org.uk\)](http://redbridgefirstworldwar.org.uk)
- Recommend that this Roll of Honour is offered to the Redbridge Museum (Ilford) when it reopens in 2022, given the relevant origins and location involved.
- 16 Queens Platinum Celebrations - Green Canopy**  
See attached report page 9. Whilst this is a worthy project it should be noted that we already have a large supply of saplings and finding suitable locations has proved challenging. This scheme has also been raised in the Recreation Committee agenda of 2 June 2021.
- 17 Lippetts Hill**  
Members to review EFDC letter and correspondence dated 10 June 2021.  
\*(See Pages 10-12)
- 18 EFDC District Regeneration**  
Regeneration of town centres and housing estates is the key focus of the first EFDC Cabinet Meeting of the new Civic Year on Monday 21 June 2021. Members are advised to read – Agenda reports / Public reports pack on the EFDC website pages 110 to 214 (pages 127 to 166 are relevant to Loughton)  
[\(Public Pack\)Agenda Document for Cabinet, 21/06/2021 19:00 \(eppingforestdc.gov.uk\)](http://eppingforestdc.gov.uk)
- A series of independent reports aimed at re-invigorating the district's High Streets in the wake of Covid-19 have been prepared on Epping, Ongar, Waltham Abbey, Buckhurst Hill and Loughton High Street and Broadway.
- Wide-ranging communication with local organisations, traders and communities informed the reports, recognising that each town centre has its own character, strength and challenges. They also take on board the Council's pledge to become carbon neutral by 2030.
- Members to review and comment accordingly.
- 19 Highways Rangers**  
Officers have made contact with the EFDC Highways Rangers to assist with sprucing up and painting the Town's finger posts. A verbal update will be provided at the meeting.
- 20 Knitted Poppies Display**  
We have been approached again by the Woodland Branch Essex Handicrafts Association with a view to stage a poppy display at Kings Green for the November 2021 Remembrance event.
- Members to review and consider format if agreeable.

**21 Financial Position**

**Current Financial Position**

The current financial position is attached together with details of the funds available from earmarked reserves.

\*(See pages 13-14)

**22 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.

**23 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.

**24 Exclusion of the Press and Public**

The Committee is asked to RESOLVE to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to contractual matters.

**25 Roding Road Allotments**

**Request to Re-position Gate and Fence – Min no EH 280.2.1**

\*(See attached report 15-16)

Mark Squire  
TOWN CLERK  
16 June 2021

## **Agenda item 7.1**

### **Willingale Road Allotments Report**

#### **Covid-19**

Following government guidelines together with guidance taken from the National Allotment Society the toilets on site are now open for tenants, covid cleaning notices have been displayed. The team room has been cleaned but remains closed for the time being for social distancing reasons. More tenants are now back on site.

#### **Site and Plot Inspections**

Officers carried out a full site inspection on 25 May 2021 and emails were sent to tenants who have not been cultivating their plots. 3 x plot holders who had been shielding and not paid their 2020/21 fees have now paid and are working their plots. 2 x tenants replied to say that they will be vacating their plots. One of these tenants is Anne Redelinghuys who had 3 x full and 2 x half plots for the Willingale Community Garden project. Unfortunately due to unforeseen issues she is unable to continue with this project.

A further plot inspection will take place at the end of June and letters will be sent to those tenants who have not returned to cultivate their plot.

#### **Current Situation**

The waiting list for plots at the end of May amounted to 39 residents. The first wave of residents on the waiting list were shown 6 x vacant plots and these plots have been filled, tenancy agreements have been signed and new tenant deposits of £50 received. It is planned that the second wave of residents on the waiting list will be shown the remaining 5 x full and 2 half plots – a verbal update will be provided at the meeting.

LTC spent £349.56 on clearing rubbish from the site to enable vacant plots to be let, this included a plot whereby the tenant had died and a sofa which had been dumped in the tea room.

A contractor was instructed to carry out plumbing works onsite, this included making repairs to a water tank and running new pipework which amounted to £460.13.

Our gardener contractor has weeded and cleared the main entrance at a cost of £125.00.

#### **Tenancy Annual Renewals – 1 September 2021**

Tenancy renewal invitations will be sent out at the end of August; plot holders have forty days from 1 September 2020 to make payment. Termination letters will be issued to those who fail to respond and we will contact people on the waiting list. Plots will be available for letting to new tenants from 12 November 2021.

We are hopeful that by this time all plots will be occupied and we will still have residents on a waiting list. With this in mind the committee is asked if the communal garden could be considered to be marked out as a further plot to rent. Currently the communal garden is not used by the tenants and we rely on volunteers to keep the grass cut.

Pippa Bryce  
14 June 2021

Agenda Item 8.1 Water leak - Min no EH281.1



## Report for E&H Committee

### Agenda Item 8.2

#### Extra capacity for cremated remains interments – Loughton Cemetery

#### Background

It was agreed at the E&H Committee meeting Min No. 281.2 that the area adjacent to the border of St John's Church would be the area of Public Graves that could be utilised with the exclusive right of burial being sold, following guidance from the ICCM.

*Public graves are those graves where the exclusive right of burial has not been purchased and where potentially unrelated persons could be buried at the discretion of the burial authority. It should be noted that persons arranging a burial that opt for the use of a public grave are granted no rights and therefore have no future claim on the use of such graves. Effectively this means that the burial authority retains the right of burial in public graves, and can allow unrelated burials in a grave where there is sufficient depth. For example if a public grave was originally dug deep enough to take two burials, but only one burial has taken place in it, the authority could allow the remaining space to be used.*

*The Local Authorities Cemeteries Order 1977 states that:*

**Article 10.-(1)** *A burial authority may grant, on such terms and subject to such conditions as they think proper –*

**(a)** *To any person –*

**(i)** *The exclusive right of burial in any grave space or grave, or the right to construct a walled grave or vault together with the exclusive right of burial therein.*

*It would follow that any available depth in a public grave could be utilised with the exclusive right of burial being sold.*

*It should be noted that no lawful authority is required to use the available depth in public graves situated on both consecrated and unconsecrated ground **provided that previously buried human remains are not disturbed.***

#### Status of the current available Cremated Remains Sections

Officers have identified other areas of the Cemetery and cremated remains plots have been mapped out. These are the area alongside the far right hand side adjacent to J plots which will be called K section and have approximately 20 x plots for 2 x CR interments. There is also the area at the back of the Cemetery F Section Plots 1 – 44 could be extended if the area is tidied up and trellis could be placed in front of the toilet block. This could also serve a further 10 x 2 CR remains plots.

#### What we know

If these two areas are utilised first the area of Public Graves will not be required for a further 5 years.

The area of Public Graves chosen is a very sensitive area as it is the area of children and baby burials. There are approximately 104 graves in this area with an average of 3 burials per grave the last burial being 4ft 6 deep. Some of the graves do have permitted inscribed memorials. Most visitors to this area of the Cemetery are siblings of the buried children and in some instances through genealogy research have only recently discovered their family history.



**Report for E&H Committee**

**Agenda Item 8.2**

**Extra capacity for cremated remains interments – Loughton Cemetery – continued**

**The Committee is asked to Discuss and Agree on the following**

- A time frame needs to be confirmed when the project should commence.
- Establish if a Faculty Notice is required – is this area consecrated.
- Notices and Press Release to be prepared. Should this also include social media coverage.
- LTC will be required to display notices in conspicuous positions at the entrances to the cemetery; and publish the notice in two successive weeks in the newspaper or newspapers which in their opinion would secure the best publicity in the area served by the cemetery.
- Section to be mapped out and additional Section included in the burial registers.

Decisions will need to be made on the following;

- Decide on a name of this Section do we follow the Cremated Remains Section and this would be Section L.
- Decision on how many CR interments will be in each plot.
- Decision on memorial stones placed on this section. New regulations on Memorials will be required if uniform stones are the preferred option.
- Decision on preferred memorial stone.
- What should we do with the graves that already have a permitted memorial stone on it.

LTC officers and cemetery staff will need to be briefed on how to manage approaches or questions from the public. All enquiries on site from the public will need to be handled in a caring and sensitive manner.

PB  
15.6.21

**Report for E&H Committee**  
**Agenda Item 16**

**Queens Platinum Celebrations - Green Canopy**

*The Queen's Green Canopy* (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "**Plant a Tree for the Jubilee.**"

Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools and corporates will be encouraged to play their part to enhance our environment by planting trees from October, when the tree planting season begins, through to the end of the Jubilee year in 2022.

With a focus on planting sustainably, the QGC will encourage planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations.

As well as inviting the planting of new trees, *The Queen's Green Canopy* will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

**Report for E&H Committee**  
**Agenda Item 17**  
**Lippetts Hill**

**Subject:** Lippitts Hill Letter

**Importance:** High

Dear Commissioner

We have today written to you in hard copy with the letter attached in electronic format to this email, to seek your urgent attention and help to resolve our serious concerns regarding the proposed relocation of the Metropolitan Police air support helicopters from North Weald Airfield, to a separate police facility in the heart of the Special Area of Conservation at Lippitts Hill in Epping Forest.

Please note that in addition to copying this letter to the list of recipients below, it will be also made available to the residents of Epping Forest District through the Council website at [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk) from where it will also be available to our local media and social media.

Yours sincerely

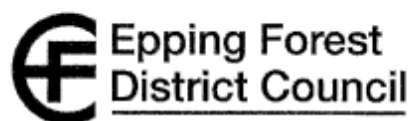
Georgina Blakemore

**Chief Executive**

**Bcc**

**Report for E&H Committee  
Agenda Item 17  
Lippetts Hill**

10 June 2021



Police Commissioner Cressida Dick CBE  
Metropolitan Police Service  
New Scotland Yard  
8 – 10 Broadway  
London  
SW1H 0BG

Civic Offices  
High Street  
Epping  
Essex  
CM16 4BZ

Direct line 01992 564563  
Kelsey Taverner  
email: [ktaverner@eppingforestdc.gov.uk](mailto:ktaverner@eppingforestdc.gov.uk)

Dear Commissioner Dick

**Proposed Relocation of Police Air-Support Helicopters to Lippitts Hill – Epping Forest**

We are writing on behalf of the residents of Epping Forest District. We wish to draw your attention to our serious concerns regarding the proposed relocation of air-support helicopters from your current base with the National Police Air Service – NPAS – at North Weald Airfield. Plans have emerged for the Metropolitan Police to sever its ties with NPAS and return to a stand-alone facility in the heart of Epping Forest at Lippitts Hill, High Beach.

We strongly oppose the proposed relocation and appeal to you to reconsider the decision.

Epping Forest District lies on the borders of London in the County of Essex. Today, the district is served by the Essex Police Service, but parts of the district have long historic ties with the Metropolitan Police. At one time the Met served areas of our district including Chigwell, Loughton and Buckhurst Hill.

There are a number of historic legacies associated with our connection, including the former helicopter base at Lippitts Hill.

Lippitts Hill lies within the heart of Epping Forest. The Forest is a sensitive and delicate natural environment. It is a Special Area of Conservation of global significance, being one of the few remaining areas of original deciduous woodland left in the UK. The delicate eco-system of Epping Forest including special and rare species, plants and fungi is particularly vulnerable to air pollution.

The Forest is a source of great pride and concern to our local residents. Statutory regulations and strict oversight by the Corporation of London are designed to protect and preserve it, not only for the people of Essex. It is a place of peace and wellbeing enjoyed equally by our close neighbours in London. However, the environmental pressures on the Forest are severe. Pollution levels are too high. The District Council, working in conjunction with local residents, the Corporation of London and other stakeholders is doing all we can to protect and preserve our Forest for future generations.

The environmental impact of helicopter operations speaks for itself.

The current NPAS base at North Weald is at a long-established airfield shared with other notable aviation operators including the Herts and Essex Air-Ambulance. The airfield is owned by Epping Forest District Council and we have worked in partnership with NPAS to support the construction of a brand new helicopter facility. While our major concerns are not financial in this case, NPAS has a long lease with the Council and will continue to provide air support for other police forces. It cannot be good value for the tax paying residents of either London or Essex, for the Metropolitan Police to leave such a recently delivered new facility.

**Report for E&H Committee  
Agenda Item 17  
Lippetts Hill**

Our other main concern is for those residents living near Lippetts Hill within Epping Forest, High Beach and Waltham Abbey.

It is one thing to buy a new house or home next to an existing airfield – you know what you are getting with aircraft coming and going before you purchase. However, many of the residents in and around Lippetts Hill have had no such choice. Many will have bought their homes in good faith and the understanding that helicopter operations had ceased with no reason to expect a return.

The consequential noise, pollution and general disturbance associated with these helicopters at Lippetts Hill would be very hard to justify.

If the historic legacy did not exist, it is almost inconceivable that anyone would consider Epping Forest to be a suitable location. If planning permission was required, the District Council, supported by the Corporation of London, environmental groups, other stakeholders and local residents would almost certainly turn any application down. As such the Metropolitan Police has an ethical and moral duty as well as a legal ability to consider in taking this decision.

We do not presume to advise you on the operational requirements of the Metropolitan Police Service. As a district council we have a strong and active partnership with the Essex Police Service. We actively fund additional police officers and provide accommodation along with day to day support. We fully support the difficult and sometimes dangerous role the police perform in maintaining our safety, rights and freedoms. However, if the operational requirements of the Metropolitan Police require a better alternative to North Weald, we respectfully say that Lippetts Hill is not the answer. There are many other potential aviation locations both in and around London that would serve the Metropolitan Police Service just as well if not better than Lippetts Hill.

If you are determined to find an alternative, please take a closer look at some of the other alternatives and help us to protect and preserve Epping Forest now and for the future.

Yours sincerely



**Councillor Chris Whitbread  
Leader of Council**



**Georgina Blakemore  
Chief Executive**

Agenda item 21

Loughton Town Council

Summary Income & Expenditure by Budget Heading 15/06/21

Month No: 3

Environment & Heritage Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Environment &amp; Heritage</u></b>							
Christmas Best Dressed Window Cemetery (Church Lane) (1)	Expenditure	0	0	350	350	350	0%
	Income	16,166	3,640	13,400	9,760		27.3%
Street Furniture	Expenditure	26,728	6,318	32,657	26,339	26,339	19.3%
	Income	100	0	0	0		0.0%
Allotments	Expenditure	1,417	1,162	10,340	9,178	9,178	11.2%
	Income	3,374	350	3,260	2,911		10.7%
Cemetery (Lady Whittakers Mead) (2)	Expenditure	580	800	600	-200	-200	133.3%
Other Services (3)	Expenditure	0	0	4,100	4,100	4,100	0.0%
Service Re-charge (4)	Expenditure	97,000	0	0	0	0	0.0%
<b><u>INCOME – EXPENDITURE TOTALS</u></b>							
Environment and Heritage Expenditure		<b>176,814</b>	<b>14,940</b>	<b>116,127</b>	<b>101,187</b>	<b>101,187</b>	<b>12.9%</b>
	Income	<b>19,641</b>	<b>3,990</b>	<b>16,660</b>	<b>12,671</b>		<b>23.9%</b>
Net Expenditure over Income		<b>157,173</b>	<b>10,950</b>	<b>99,467</b>	<b>88,517</b>		

Notes:

- 1) Actual cemetery expenditure to date including the grounds maintenance contract costs totals £10,563 which would be 15.5%. The budget includes earmarked funds for wall repairs.
- 2) Usually there is once a year expenditure to have the grass cut for this Plot however this year we have had necessary tree works.
- 3) Other services budget is a contingency sum.
- 4) Service re-charge for 2021/22 is £97,000 – position at 31<sup>st</sup> May 2021 is £16,166 i.e. 16.7%

**Agenda item 21 contd.**

**Earmarked Reserves**

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

<b>Environment &amp; Heritage Committee</b>	<b>01.04.21</b>
Street furniture	3,000
Christmas lights	600
Cemetery	40,000
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead	20,000
<b>Total</b>	<b>71,862</b>