



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Wednesday 22 September 2021

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

to transact the business shown in the agenda.

Mark Squire
Town Clerk

15 September 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

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 31 March 2022 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 23 June 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 Benches**
 - 6.1 York Hill Benches**
Members to agree whether or not to support the reinstatement of two wooden benches on the green at York Hill in the vicinity of The Gardeners Arms Public House.
See report attached page 6.
 - 6.2 Request for an additional bench along Willingale Road**
Cllr Rainbow has received a request from a local resident, who would like an additional bench installed along Willingale Road. Further details have been sought, which may be available at the meeting.
- 7 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.

Re - Allotment Provision for Pyrles Lane – Min EH 7.2. A response is awaited from EFDC Planning Department regarding the Certificate required from the Secretary of State to change the use of this land.

The Loughton Cemetery Procedural Manual is being updated (largely internal administration) and will next be reviewed in September 2024, if not before.

All Heritage plaque installations are now up to date . The Town Mayor and Environment and Heritage Committee Chairman attended the official unveiling of the 'Holmehurst' blue plaque on Sunday 5 September 2021.
- 8 Allotments**

8.1 Willingale Road Allotments

* (See report attached page 7.)

8.2 Allotment Fees 2022/23

To agree fee increase for 2022/23

Plot type	1 September 2021 – 31 August 2022 £
Full	45.00
Half	30.00
Shed	15.00

Retail Price Index (RPI) for July 2021 is 3.8%

Therefore recommend as follows 2022/23

Full - £47

Half - £31

Shed - £16

8.3 Willingale Road Allotments Management Policy

* (See updated policy attached pages 8 – 11 for review and approval, new wording marked accordingly). For further review September 2024.

8.4 Pyrles Lane Allotment Site visit

See attached report page 12.

9 Epping Forest Net Zero Forum (EFNZF)

* (See report attached pages 13 – 16.) The Town Clerk will provide further background information.

10 Environment & Sustainability Policy

* Members are requested to review draft policy document and comment as appropriate. The Town Clerk will then submit the policy to the next Environment and Heritage Committee meeting for approval (See draft policy attached pages 17 - 19).

11 Loughton Cemetery

11.1 Water leak - Min no EH281.1

The laying of new water piping was successfully completed during the summer at a net cost of £22,708. Thames Water have now signed off their file. The project appears to be successful with no sign of any leak and a noticeable reduction in water utility bills to date. We also now have the benefit of a clear location plan of all the new pipes.

The Town Clerk and Services Manager met with a 'loss adjustor', as nominated by our insurance broker at the cemetery on 27 August to check whether some or all of our costs could be reclaimed. Unfortunately there was not a favourable outcome as our policy excluded *ii) inherent vice, latent defect, gradual deterioration, wear and tear.*

To receive and note .

11.2 Holm Oak - Min no EH 281.3

EFDC planning permission was granted for the pruning of the tree and the work will be carried out over two days on 23 and 24 September 2021. The Cemetery Clerk has written to all grave holders who own plots in the immediate vicinity to advise them of these dates and any potential disruption that may be caused.

To receive and note.

11.3 Gardens of Remembrance Training

The Cemetery Clerk will attend an Essex Association of Local Councils (EALC) Garden of Remembrance Webinar delivered by the Institute of Cemetery & Crematorium Management (ICCM). This course will consist of two sessions and will cover all aspects of looking after, maintaining and the administration of a Garden of Remembrance. This may be appropriate to install such a garden in the bottom left hand corner of the Cemetery.

The Cemetery Clerk will report back in due course.

To receive and note.

12 Signage

12.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 12

Cllr C C Pond has been able to secure a further grant for £4,000 from the ECC Locality Fund towards 'providing signage between station, shops and the new Loughton entry hub into the Forest'. This should help towards the ongoing project. The terms of the grant specify that LTC need to prove how the funds have been spent by 11 February 2022.

The Town Clerk continues to request that the Epping Forest Heritage Trust set up the inaugural working group meeting.

12.2 Street Signage - Min no EH 13

Re 'Dragons Path' The wayleave agreement has been signed off with the City of London Corporation and the sign is on order.

12.3 Finger Posts - Min no EH 19

The office continues to chase the Highway Rangers, who have not as yet committed to a date for the renovation work.

All three reports above to receive and note.

13 Community Events

13.1 Remembrance Sunday -14 November 2021

A Community group meeting to organise the event has been arranged for Friday 29 September. A more normal service and parade is envisaged. The temporary road closure permit from the District Council has already been granted.

There is a real shortage of volunteers to steward the event and any help in this regard is welcome.

13.2 Knitted Poppy Appeal – Min no EH 20

The Community Manager and Services Manager recently met with the Woodland Branch Essex Handicrafts Association to discuss plans for staging a poppy display at Kings Green for the November 2021 Remembrance event. It was agreed to give support in decorating the oak tree at Kings Green with the permission of the City of London Corporation.

13.3 Light up a Life – 27 November 2021

Arrangements are in hand for the reinstatement of this event following the cancellation of this function last year due to the Covid pandemic.

13.4 Loughton Wombles

The existing volunteers will be invited to Loughton Library in October 2021 to finally launch this community litter picking initiative, which has been deferred on numerous occasions due to the ongoing Covid pandemic.

13.5 Loughton Day / Heritage Day

Saturday 17 September 2022 has been earmarked for the inaugural staging of this event, with the agreement of Loughton Cricket Club. The Community Manager and colleagues will start work on the organisation of this major event in January 2022.

To receive and note the above reports.

14 Broadway Noticeboard

The office continues to chase EFDC for the reinstatement of the noticeboard on the wall of the Superdrug retail store. EFDC report that whilst the outcome is looking more positive, there is still no formal approval.

15 War Memorial- Kings Green

The war memorial needs some renovation work, which apparently has not been conducted since 2009. The memorial is not 'listed' and whilst there are evidently no special permissions required, this task needs to be conducted by a specialist company, experienced in this line of work. It is worth noting that sometimes overcleaning can cause damage to the fabric of a war memorial so intervention should always be carefully timed. A reputable specialist company quotes c£5,770 + VAT for a comprehensive works programme.

Currently there are budget allocations of £1,000 – War Memorial Maintenance, £1,000 – Other Works and £1,000 – Contingency, leaving a potential shortfall of c£3,000. This may well be mitigated by potential grant funding from bodies such as the War Memorials Trust.

Members are requested to delegate officers to carry out this work, subject to

- a maximum cost of £7,000
- achieving competitive quotes where available
- pursuing grant funding
- virement from the budget headings above
- any shortfall to be allocated from General Reserves.

16 Tree Survey

A new tree survey will be conducted the week beginning 20 March 2022.

To receive and note.

17 Salt Bin- Request – EH 14

Essex County Councillor, Marshall Vance informs that the request for a new salt bin at the top of Smarts Lane, is to be submitted to the next Local Highways Panel in October 2021.

To receive and note.

**18 Financial Position
Current Financial Position**

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

* (See pages 20 – 21.)

19 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.

20 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.

Cllr C Davies has requested that the importance of hedgerows, which are great for climate and nature, is brought to a future committee meeting.

Mark Squire
TOWN CLERK
15 September 2021

Agenda item 6.1
York Hill Benches

Background

The two wooden benches are the property of Loughton Town Council (LTC). The green itself is owned by the City of London Corporation (COLC). The green sloping towards the Gardeners Arms has endured anti- social behaviour (ASB) over the years, (especially in the evenings at weekends) which increased dramatically from the onset of the covid pandemic.

The benches were removed by the COLC in February 2021 to deal with the ASB. The COLC stance is that

We will need to ensure we have complied with the principles of the Anti-social Behaviour, Crime and Policing Act 2014.

The Epping Forest Charity's Forest Keepers have worked closely with Essex Police and District Council Anti-Social Behaviour (ASB) Managers to provide a proportional response to the management of public gatherings on Epping Forest which breach the COVID-19 Regulations at York Hill Green and the wider issue of poor behaviour late into the evening which is infringing local resident's rights with regard to the quiet enjoyment of their homes.

While I fully acknowledge the public value and amenity provided by benches at this location, The charity is also seeking to address the challenges associated with infrastructure which sadly attracts and concentrates ASB in the evenings, especially where the charity faces a public duty not to increase the likelihood of poor public behaviour.

Current Situation

Since the benches were removed the Town Clerk and Councillors have received a number of complaints from local residents about the removal of this amenity, highlighting that they can no longer sit on a bench and that their civil liberties have been removed.

Conversely, residents living closest to the benches cite, that since the benches were removed there had been an instantaneous drop in ASB both during the day and more noticeably in the evening resulting in better sleep, quality of life and mental wellbeing. They also have concerns about potential changes of use and functions of the Gardeners Arms.

The reality is that the local police do not have the resources to patrol the area. The tacit understanding between COLC and LTC is that the benches would be returned during October this year, which will be popular with some local residents and very unpopular with others.

There are pressure groups for and against. The debate centres on those residents most directly affected by the nuisance of evening and night-time gatherings around the benches, and the wider community who enjoy the daytime amenity of the benches.

MS 15/09/21

Agenda item 8.1
Willingale Road Allotments Report

Tenancy Annual Renewals – 1 September 2021

Tenancy renewal invitations were sent out on 20 August; plot holders have forty days from 1 September 2021 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.

To date we have received payment of this equates £1,245 to 30 renewed plots.

Following the National Allotment Society tenancy and Covid-19 guidelines, tenants who were shielding during the pandemic and unable to attend their plots are being treated as new tenants and have been given a fair opportunity to restore their plots to a good condition, taking into account the degeneration in plot condition that has occurred in their absence.

Current Situation

There are currently 5 vacant plots and 38 on the waiting list, viewings will be taking place in the near future so these vacant plots will be let.

There has been reports from 5 plot holders, during August 2021, that their crops have been stolen. This could be by other plot holders or trespassers coming over the perimeter fence. Officers are keeping a record of the plots which have been affected. N.B. Loughton Town Council is not liable for these thefts and intrusions but will continue to monitor

There have been problems with two of the tanks leaking, our contractor has been instructed to fix the leaks, the cost of which will be confirmed once the work is complete.

DT/MS 14/09/21

Agenda item 8.3 Willingale Road Allotments Management Policy

Willingale Road Allotments Management Policy



Introduction

The purpose of this Policy is to help provide an effective service to allotment tenants and people on the waiting list, and to be clear about what is expected of plot holders during their tenancy.

Loughton Town Council is committed to high standards of customer service. We are here to help you and will always deal with your enquiries promptly and in the best possible way. We expect the same level of courtesy from you, the tenant. It is unacceptable for our employees or councillors to be subjected to verbal abuse or physical intimidation or assault while they are carrying out their duties. We will take appropriate action against anyone behaving violently or using threatening behaviour towards our employees or councillors.

Loughton Town Council is a member of the National Allotments Society.

Loughton Town Council Tenancy Agreement

The Tenancy Agreement that a plot holder signs is a legally binding document and all clauses of the Agreement apply to the tenant.

Allotment Gardens will be let to applicants over 18 only.

A new tenant joining partway through the year will be charged an apportioned rent based on the number of full months remaining in the allotment year including the first month of occupancy.

New tenants will be required to pay a new tenancy deposit of £50.00 which will be refundable should they decide to leave, and their plot is left clear of rubbish.

Allotment Facilities

The Council maintains and meets the expense of supplying water and electricity to the allotment site, and reserves the right to upgrade or change that facility as necessary.

The Council maintains the structure of: the meeting room, the tea room, the toilets and other ancillary buildings on site coming under the jurisdiction of the Council. Access to these buildings is available to tenants, who will be provided with a key. It is expected that tenants will leave these facilities in a neat and tidy condition as they would expect to find them.

The Council will endeavour to provide a secure boundary for the allotment site and reserves the right to upgrade or change that boundary as necessary.

Site Security

The Tenant will be issued with a key and must access the Allotment Site on foot. No duplicate keys shall be made. No keys shall be passed to anyone other than the Tenant, or, the person authorised by the Tenant in writing, to work on his/her plot. The main access gate shall be kept closed and locked at all times for the protection of tenants and prevention of unauthorised visitors. Emergency services may be provided with keys and an emergency number to call. Please ensure that the gate is locked at all times after you enter the site.

New tenants will be required to pay a key deposit, which will be refundable when their tenancy is terminated. Under existing Council policy this was to be £30.00.

Rental Charges

12 months' notice of any rent increase will normally be given by Loughton Town Council and be included in the renewal notice of the preceding year to take effect the following year.

Notice to Quit

The Council has authority and responsibility for the giving of notice to allotment holders for non-cultivation and/or non-payment of rent. See clause 11 of your Tenancy Agreement.

In the event of a termination of the Tenancy, the Tenant shall return to Loughton Town Council any property such as keys etc made available to them during the Tenancy and shall leave the plot in a clean and tidy condition. If, in the opinion of Loughton Town Council the plot has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition will be charged to the vacating plot-holder.

Non-Cultivation of Tenanted Plots

Under the Terms and Conditions of the Tenancy Agreement, plot holders shall keep the plot maintained in a proper state of cultivation, fertility and in good condition.

- From September 2014 all tenanted plots will be reviewed against the requirement for a plot to be 75% cultivated, other than where possession of the plot has been taken within the last 3 months.
- Should less than 75% of the allotment plot be cultivated in any one growing year between April to September: a first letter giving the tenant 14 days to respond with a reason for the non-cultivation and a plan to bring the plot back into cultivation will be sent. Should there be no improvement within the agreed specified time period a second letter giving notice to quit the allotment plot will be served by the Town Clerk under the Terms and Conditions of the Tenancy Agreement.
- There may be times when personal circumstances mean you are unable to tend your plot. Please notify the Council at once and where possible, we will work towards a workable solution on a case by case basis. However, allotment plots are provided by the Council for cultivation and should a workable solution not be found, a notice to quit will be issued and the plot re-allocated to the next person on the waiting list.
- Where a plot falls vacant because of a tenant's death the plot, if it can be shown that a member of the tenant's immediate family has been jointly cultivating it for a period of time and wishes to take on the Tenancy, may be offered to the immediate family at the discretion of Loughton Town Council.

Allocation of Overgrown Plots

The Council will not normally clear overgrown plots; cultivation is the responsibility of the tenant under legislation and under the Terms and Conditions of the Tenancy Agreement.

The plot must be cleared for cultivation between October and March.

The requirement for a plot to be 75% cultivated by September of the year in which the plot was taken will apply to plots re-allocated between October and March. However, this requirement will be waived for plots allocated between April and September.

It is expected that if an overgrown plot is allocated between April and September that it will be at least 75% cultivated by September of the following year.

Allotment Garden Inspections

A person duly authorised by Loughton Town Council may enter onto the site for inspection of allotment plots and or sheds, greenhouses and polytunnels. Full access and co-operation must be given by the tenant. Loughton Town Council will inspect the site on a quarterly basis normally in August, November, February and May.

Management of Waiting Lists

Applicants for the waiting list will be asked to complete a short contact form which will be kept on file under the terms of the Data Protection Act and will not be passed to a third party.

Priority will always be given on the waiting list to residents of Loughton.

The waiting list will be maintained and individuals contacted at least annually to see if they still want a plot.

If a plot is offered but the individual does not take it for whatever reason, their place on the waiting list will be frozen for 12 months. After that, their name will be returned to the waiting list at the position previously held. If a second plot is offered and refused then the individual will move to the bottom of the waiting list. If a third plot is offered and refused then the individual will be removed from the waiting list.

No new tenant may rent more than 2 plots at this site. Where existing tenants hold more than 2 plots this will be kept under review.

All allotment management documents will be made available to those on the waiting list through one or all of the following: Council website, email and by paper on request.

Water

The Tenant shall practise sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.

The Tenant shall at all times have consideration for other Tenants when extracting water from water points provided by Loughton Town Council.

Hoses may be used on site to fill water butts or tanks on Tenants' plots. Hoses are **not** to be used for irrigation of crops.

Bonfires

Bonfires are allowed only for the burning of materials from the Allotment Gardens i.e. diseased plants and dried out organic matter that will burn without smoke or hazardous residue. No bonfire may be alight other than in the 3 hours before sunset. All fires must be attended at all times and not cause a nuisance to other plot holders or neighbouring properties. They must comply with the Environmental Protection Act 1990 and the requirements of the principal authorities for this district.

All fires must be fully extinguished before leaving the site.

The Tenant shall not bring or allow to be brought onto the Allotment Site any materials for the purpose of burning such as waste.

Composting

Composting is encouraged, but in order to keep down vermin, non-vegetable food waste may not be added to compost heaps or bins.

Dogs

The Tenant shall not bring, or, cause to be brought onto the Allotment Gardens any dog unless it is held at all times on a leash and remains on the Tenant's plot only. Any fouling shall be removed and disposed of off-site by the Tenant.

Livestock

Under the 1950 Allotment Act, the keeping of hens and rabbits is permitted on allotments and viewed as an allotment holder's right, so long as they are for the tenant's own use and not for business or profit. However, the Council's permission is to be sought in advance, but this will not be unreasonably withheld.

Building and Structures

Loughton Town Council does not permit glass on the allotment plots in any form, e.g. sheets, greenhouses or cold frames. We recommend polycarbonate, Perspex or other alternatives.

The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of Loughton Town Council. Failing to do so will result in an order for the structure to be removed. Loughton Town Council will not be held responsible for loss by accident, fire, theft or damage of any tools or contents in a shed, greenhouse or polytunnel.

All sheds will be of maximum size 1.8m x 1.2m (6' x 4') and must be painted green. There is a maximum of one shed and one greenhouse per plot. The maximum size of polytunnel allowed per plot is 3m x 4m and it must have secure anchorage.

Chemicals

Only commercially available products from garden or horticultural suppliers shall be used for the control of weeds, pests, diseases or vegetation, provided that the application shall not be detrimental to cultivation, or cause annoyance to adjacent plot-holders.

Chemicals must be applied in accordance with manufacturers' recommendations.

Fuel, lubricants or other flammable liquids may not be stored in any shed, except in approved containers with a maximum capacity of 5 litres for use in garden equipment. The use and storage of chemicals must be in compliance with the Control of Pesticides Regulations Act (amended) (1997) and the Control of Substances Hazardous to Health Regulations (2002). This information is available on request from Loughton Town Council.

Vermin

Any incidence of vermin (e.g. rats) on the Allotment Site must be reported directly to Loughton Town Council and will be dealt with by their contracted agents.

Numbering and Noticeboards

Loughton Town Council will provide a noticeboard defining the numbers of allotment plots. The Tenant will erect a board showing the plot number in figures at least four inches high on each plot, and keep it in good order to ensure it is visible at all times.

Tenants shall not erect any notice or advertisement on the Allotment Gardens. The noticeboards shall be utilised only for displaying information to tenants by Loughton Town Council.

Complaints

Loughton Town Council operates a Complaints Procedure Policy and any disputes will be dealt with through this mechanism.

General Management

Should a current tenant wish to move to another plot on the same allotment site, the tenant will have to put his/her name down on the waiting list if a plot was not immediately available. The practice of 'plot-hopping' by current tenants is unfair to people who have been waiting for a considerable amount of time and goes against all best practice. Tenants must seek the Council's permission in this regard.

Requests from existing tenants to split their full sized plot to make two half plots in preference to moving to an existing half plot elsewhere on the site, will be accepted, but the policy will be kept under review.

When moving house, tenants are asked to notify the Council immediately so that records can be updated. An allotment tenancy should be thought of in the same way as a utility service in these circumstances. Failure to pay an invoice due to a move, or non-notification of change of address will result in a notice to quit being served on the allotment plot tenant as per the terms and conditions of the tenancy agreement.

Management of the Site

Under the provisions of the Small Holdings and Allotments Act 1908, as amended, the Council may appoint an association or body of persons ("the managers") wholly or jointly to manage the Allotment Site. If it does so, the duties, liabilities, and responsibilities of the Council will pass directly to the Managers on their appointment, save as otherwise provided in their Conditions of Appointment.

This Management Policy and the Tenancy Agreement will be subject to annual review.
Last reviewed September 2021

Agenda item 8.4
Pyrles Lane Allotment Site visit

On 11 August 2021, Cllr D Wixley, Town Clerk, Services Manager, Heidi Chow, Chairman of Grow Community Garden 'Grow' and several other members of 'Grow' met with Karen Telling (KT) Development Manager, Qualis, on site at the disused Pyrles Lane Allotment site.

The purpose was twofold

1. to safeguard the supply of water from the Pyrles Lane site to the Grow Community Gardens.

The water mains, that feeds the Grow site was easily visible. KT was fully aware of the requirement to maintain the water supply, during and after construction works. She also visited the Grow site and was appreciative of the work that is being done there with input from the local community.

2. to talk through the outline proposals of Qualis for development of the site for housing.

Qualis are currently developing proposals for 31 houses on the old nursery site in Pyrles Lane and are working through pre-app and QRP discussions. They are working with the Local Planning Authority to ensure all needs are considered. From a timescale's perspective, Qualis are progressing for public consultation circa end September / October '21 and hope to submit a planning application prior to Christmas 2021.

MS 14.9.21

Agenda Item 9
Epping Forest Net Zero Forum (EFNZF)

Summary – EFDC hosted Zoom meeting 8.9.21

Attendees: Host- Francesca Edmonds, Climate Change Officer(EFDC) , Chris Lord (Chigwell Parishioner), Cllr Cherry McCredie, Epping Town & EFDC Councillor, Mark Squire (Town Clerk) Pippa Bryce, Community Manager

This was the second Epping Forest Climate Change Forum meeting following the inaugural meeting of 4.8.21. A remote online 'Teams Group' is being set up.

The Town Clerk summarised the Town Council's current position on Climate Change and how we wish to support this working group

The main discussion was around the starting point for reducing emissions, which is measuring what your current emissions are. There were various documents that are useful reference material for carbon emissions measurement, as listed below:-

Carbon footprint measurement tool – Uses the same methodology for calculations as EFDC, [Carbon Trust](#) (Scope 1 and 2 only). I will have a look for some other standard tools or create a common spreadsheet that can help standardise calculations.

- What to include in operation scope – Slide one gives categories to consider
- Department of Business, Energy and Industrial Strategy [conversion factors](#) (range of years here, for last financial year use 2020)
- [Map of emissions](#) by Lower Super Output Area – shows a useful comparison of different areas and their carbon emissions mainly from transport and heating.
- [Inventory of emissions](#) for Town and parish councils – I haven't used this before so not sure of the accuracy but it gives a good idea of emissions for Housing, Transport, Industry, Land use etc for the parish/Town area as a whole.
- Chigwell carbon emissions method document (provides a useful summary of what we discussed)

We need to discuss what we include in carbon measurements in 'Good, better, best' stages so that all Parish and Town councils are aligned across the District no matter what stage they are at with data collection etc.

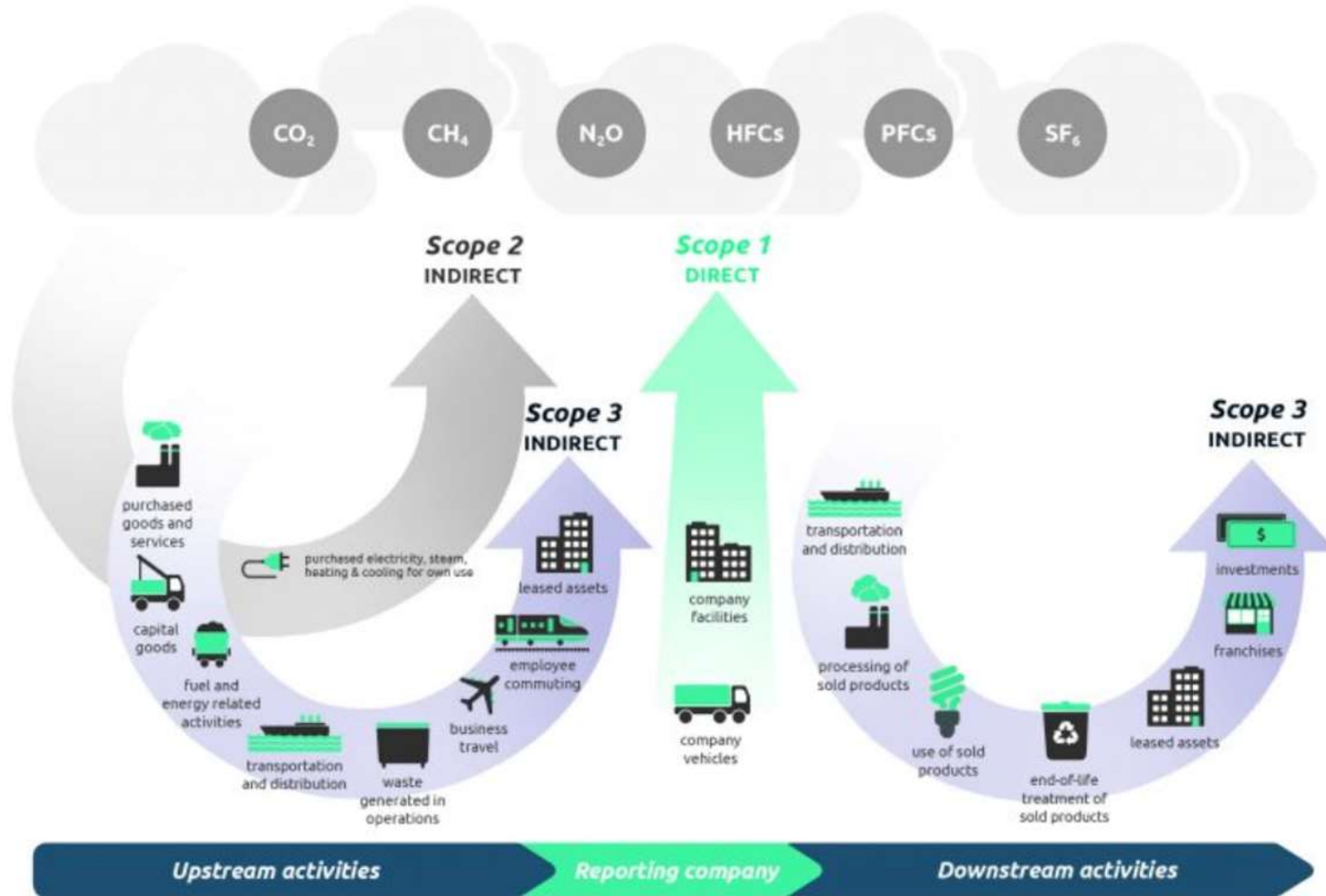
Notes 04.08.2021

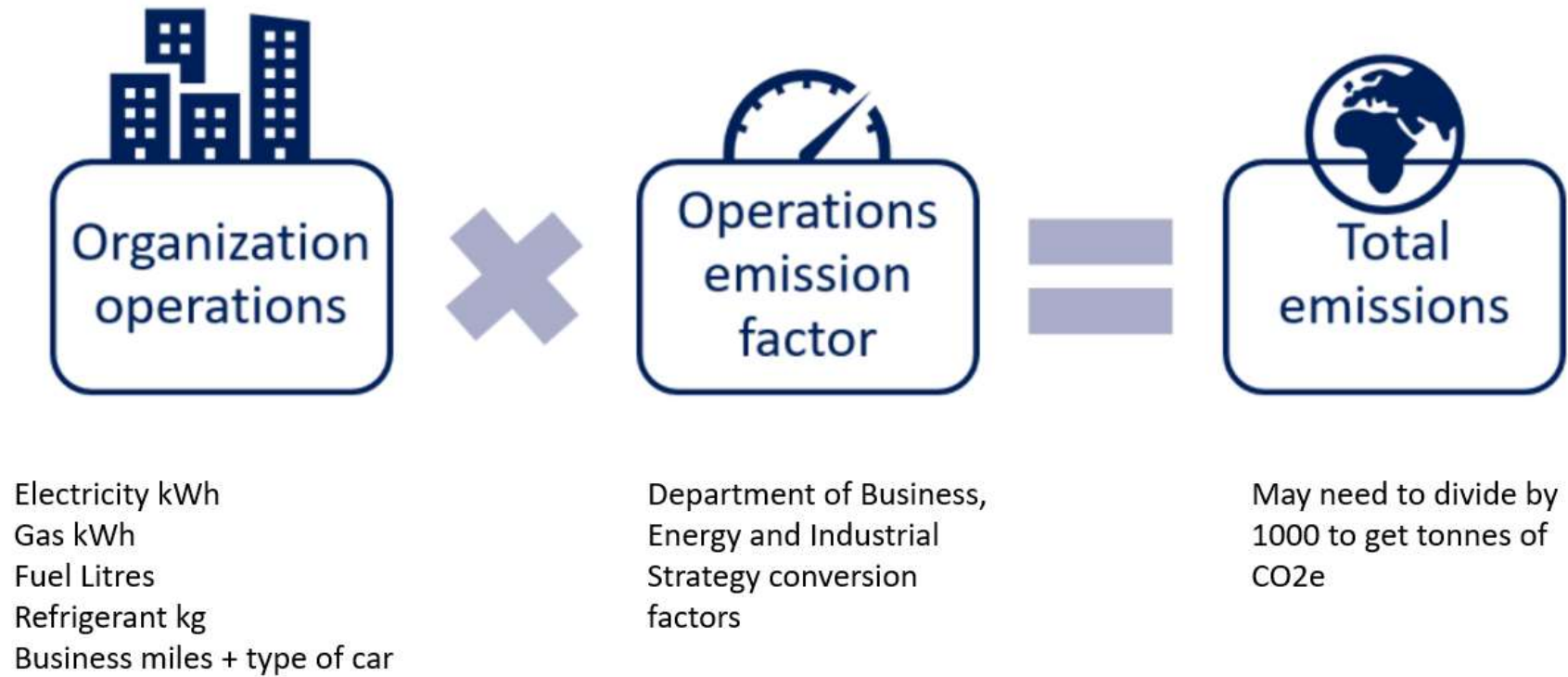
Attendees: Fran Edmonds, Chris Lord, Liz Cody, Cherry McCredie, Richard Griffiths

Apologies: Mark Squire, Pippa Bryce, Steven Neville

- a. Scope – both the scope of the organisation and scope of emissions covered.

- i. Organisation – Consideration of the organisation and what is included in the measurements. Consideration of any leased buildings and whether these are included. As a rule of thumb if you are responsible for and pay the energy bill then it should be included.
 - ii. Emissions scopes 1, 2 and 3 – See slide graphic for description.
Scopes 1&2 are required 3 is optional apart from transmission and distribution losses. Common scope 3 to be recorded in business travel and employee commuting mainly due to availability of data.
 - iii. All Greenhouse gases to be included rather than just carbon dioxide so looking for ‘CO₂e’ in conversion factors to take all gases into account.
 - iv. Timeframe of measurements – calendar year or financial year? Financial year is preferable to align with accounting year.
- b. Carbon footprint measurement – Once you have decided what to measure...
- Data – can be the most difficult part, estimates are ok but be clear in any report where estimates come from for transparency. You can always build on data over time.
- Basic formula – Activity x carbon factor. Be mindful of units you may need to divide by 1000 if reporting in tonnes. Carbon factors are provided by BEIS for activities and fuel used. The list is comprehensive and gives you an idea of what units you want your data to be in when collecting it. See slide 2 for examples.
- Note the year is important as factors can change – e.g. Electricity in particular. When doing financial years choose the year the majority of the emissions were in i.e. for last year 2020 factors for 2020/21.
- c. Resources and help
- BEIS doc helpful, will set up a Teams channel to put docs are for us to ask questions but in the meantime, these will be sent in an email.
- A spreadsheet to show common calculation methods would be useful.
- Resource to show more insight into the areas emissions (see links in email)
- What to include and what not to include – to be clarified in the next session as a ‘Good, better, best’
- d. Questions and challenges experienced – anything come up so far?
- Convincing the right people to take action, by measuring emissions can focus on key areas to get buy in.
- Consideration of net zero into business case decisions
- e. Agree on expectations for emissions measurement within the district when looking to become net zero. Thought to have these in stages to make the process accessible for those starting out to those at a more advanced stage i.e. ‘Good, Better, Best’. We will all have a think about what is relevant before the next meeting. The first presentation slide gives ideas of what can be measured.
- f. Frequency of meetings – this will be monthly for the first 3 months. Then review frequency beyond then.





Agenda item 10
Environment & Sustainability Policy

Changes marked in red

ENVIRONMENT, SUSTAINABILITY & CLIMATE CHANGE POLICY

Loughton Town Council (LTC) is committed to promoting a sustainable community in Loughton. It recognises that environmentally friendly policies will bring benefits to the whole town, through greener business practices, improvements to the natural setting, more sustainable development and a healthier lifestyle for all. **LTC is also committed to combating the adverse effects of climate change, which becomes a greater priority as the negative impact of climate becomes more evident and prevalent.**

LTC will lead by example, using environmentally friendly policies for its own premises and assets which will reduce the impact on the landscape. It recognises however, that changing to more sustainable practices may take time to achieve if council taxpayers are not to be unduly burdened; in the longer term, greener policies mean reduced costs for all as well as a better environment.

Implementation

At the Town Council meeting of 13 July 2021, LTC passed the following **Climate Change Motion**

The Council **AGREED** to a motion to support measures to combat climate change

1. To acknowledge national and international opinion in declaring a climate emergency.
2. To record the urgent need for local and global reductions in carbon emissions.
3. To recognise the influence the Town Council has and resolve to do everything within its power to reduce unsustainability.
4. To follow the County and District Councils and work alongside them so as to become carbon neutral by 2030.
5. In principle to oppose unsustainable initiatives in Loughton of whatever kind.
6. To encourage and support the wider community to oppose unsustainability.

LTC to join an Epping Forest District Council (EFDC) Climate Change forum with a view to setting up a knowledge forum for Parish and Town councils to support each other with the development of climate change strategies.

General

LTC will **continue to** review the provisions of the Climate Change and Sustainable Energy Act 2006 and the Natural Environment and Rural Communities Act 2006 and, in the light of the powers they confer, make recommendations about how they should affect future decision-making.

Key Action areas

Energy Conservation

An energy audit of all **LTC's** premises and assets will be conducted and where possible measures introduced to reduce consumption, including the introduction of measures such as energy-efficient light bulbs and thermostats.

A review of LTC's energy tariffs will be undertaken with a view to changing to the most sustainable and environmentally friendly packages available.

The viability and cost-effectiveness of installing solar panels and other renewable power sources will be considered for all LTC premises.

Environmental Management System

LTC will consider adopting an Environmental Management System (e.g. ISO14001) and benchmarking its environmental profile, adopting best practice where possible and using performance indicators (such as electricity consumption) to measure progress. These indicators would be made available to the public.

Green Spaces and Biodiversity

LTC will review grounds maintenance contracts to ensure unnecessary work is avoided and contractors follow optimum environmental practices.

The use of herbicides and pesticides will be reduced, and grounds maintenance contractors required to avoid chemicals on the GB 'Red List' and EU 'Blacklist' as those create long-term persistent pollution problems, which would damage wildlife and plant life.

LTC will promote biodiversity through its work at the Willingale Road Local Nature Reserve and other green spaces.

Planning

LTC will make representations to the higher tiers of local authorities to ensure that proposed developments do not have an adverse environmental impact, .e.g. building in flood plains or excessive water runoff from large areas of hard standing, and that they are built to sustainable standards with the least possible environmental impact as required by the Water Act 2003.

Sustainable Procurement

Procurement for LTC will be as sustainable as possible, using consumables with low environmental impact and recyclable items where these represent best value for money. Suppliers which themselves operate to environmentally friendly standards will be preferred.

LTC will review its investment and banking policy and, whilst meeting its statutory duties, seek to invest ethically.

LTC will consider imposing conditions as part of its Financial Assistance Scheme such that organisations benefiting from the scheme are required to include environmentally friendly outcomes for their projects where relevant.

Transport

LTC will develop a staff and member travel plan (**where practical**), including a review of staff and member mileage allowances, with a view to promoting car-sharing, public transport use and cycling.

LTC will develop a vehicle purchasing policy specifically to consider buying electric or hybrid vehicles.

Waste Management

LTC will consider the adoption of the Clean Neighbourhoods and Environment Act 2005, looking to improve litter control in the town and reduce the amount of graffiti and flyposting.

LTC will introduce a recycling policy with a view to ensuring that its waste actually is recycled in an environmentally friendly way. It will actively seek to reduce LTC's residual waste. It

will support and promote policies from other tiers of local government which encourage recycling.

LTC will review its use of paper with a view to restricting mailings to those required by statute, use e-mail where possible and maintaining digital archives.

Water Policy

Water usage at all LTC facilities will be reviewed with a view to introducing conservation measures where appropriate. Businesses and residents will be encouraged to do likewise. LTC's contractors will be expected to minimise water use. Drought-resistant species will be considered for any new planting schemes.

Information on water reduction techniques will be provided to allotment tenants. Schemes to reduce the amount of water runoff and water pollution will be promoted so as to reduce the risk of flooding and habitat damage.

LTC will support environmentally sustainable management programmes and oppose development which will adversely affect our river systems such as Loughton Brook and Pyrles Brook.

Revised October 2014
Revised September 2021

Agenda item 18

Loughton Town Council

Summary Income & Expenditure by Budget Heading as 31/07/21

Month No: 4

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 Cemetery (Church Lane) (1)	Expenditure	0	0	350	350	350	0%
	Income	51,090	34,452	68,080	33,628	33,628	50.6%
		16,166	7,560	13,400	5,480		56.4%
Street Furniture	Expenditure	26,728	10,202	32,657	22,455	22,455	31.2%
	Income	100	0	0	0		0.0%
Allotments	Expenditure	1,417	2,288	10,340	8,052	8052	22.1%
	Income	3,374	587	3,260	2,674		18.0%
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%
<u>INCOME – EXPENDITURE TOTALS</u>							
Environment and Heritage Expenditure		176,814	47,742	116,127	68,385	68,385	41.1%
Income		19,641	8,147	16,660	8,514		48.9%
Net Expenditure over Income		157,173	39,595	99,467	59,872		

Notes:

- 1) Grounds cemetery maintenance contract expense charged in March 2022. £22,748 has been spent on new water pipes in the cemetery. 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 includes a contingency sum of £1,000.
- 4) Service re-charge for 2021/22 is £97,000, which is charged at the end of the financial year.

Agenda item 18 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	01.08.21
Street furniture	3,000
Christmas lights	600
Cemetery	17,292
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead	20,000
Total	49,154