



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at **8pm** on

Tuesday 25 January 2022

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

to transact the business shown in the agenda.

Mark Squire
Town Clerk
18 January 2022

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

MEETING COMMENCES AT 8PM

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 23 November 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 York Hill Benches**
Members to review whether to reinstall the benches at the top of York Hill, which had been removed due to anti- social behaviour. Members are fully aware of the strong sentiment, either for and against reinstatement, from extensive and comprehensive correspondence received over many months. Members to agree a way forward.
- 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.

The deep cleaning of the war memorial and the replacement of the Town Council cemetery wall will be progressed.
- 7 Allotments**
 - 7.1 Willingale Allotments Report**
Maintenance work-During December 2021 the existing kitchen building and toilet block guttering was removed and replaced. Rainwater pipes were fitted from the guttering to discharge into water butts. The cost of this work was £797. In addition, there were repairs carried out to four of the water tanks which came to £91.34.

Current Situation-There are currently two vacant plots, these have been shown to local residents on the waiting list before Christmas 2021 and are now in the process of being let. Twenty three residents remain on the waiting list.

To receive and note.
 - 7.2 Best Allotment Awards**
Judging for the allotments usually takes place in July and presentations normally take place in either the Willingale Road meeting room (during the evening) or at the Horticultural Show at Murray Hall in September.

Members to review and decide whether they wish to continue the awards in 2022 (dependant on prevailing covid climate).

7.3 Horticultural Show

Available dates will need to be looked at for late August early September but avoiding the August bank holiday weekend.

Members to review and decide whether they wish to continue the Show in 2022,(dependant on prevailing covid climate).

8 Signage

8.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 53.1

A meeting with representatives of Transport for London (TFL), Epping Forest Heritage Trust (EFHT), City of London Corporation (COLC), and Cllr C C Pond and the Town Clerk was held on 8 December 2021 to discuss appropriate signage at Loughton Station.

A further meeting was held 15 December 2021 with a representative of COLC and EFHT together with Cllr C C Pond and the Town Clerk. The route between Loughton Station and Epping Forest was followed and the most appropriate locations for intermittent direction signage to the forest was determined.

The Town Clerk and Services Manager have also since re-trod this route, noting the various tasks to be completed. There is an imminent deadline of 13 February 2022 for the Locality Funding, so the signage order needs to be placed as soon as possible.

8.2 Broadway Noticeboard- Min no EH 53.2

The Services Manager will provide an oral update.

8.3 Finger posts - Min no EH 53.3

The restoration of the two sets of fingerposts in Loughton High Street has now been completed by the Highway Rangers. See attached photos page 5.

To receive and note

9 Requests from Epping Forest District Council's (EFDC's) Town Centre Manager - The Broadway Loughton (Debden)

See attached request page 6. Members to review and agree a way forward

10 Salt Bin- Request –Min no EH 42

The request for a salt bin at the top Smarts Lane is still under review with the Highways Panel. Councillor C C Pond as County Councillor is supportive for this to be actioned.

To receive and note.

11 Community Events (dependent on prevailing covid situation)

11.1 Light up a Life

Members to review and decide whether they wish to hold the event this year.

11.2 Christmas Window Competition 2021

*Members asked to respond to report and request (see pages 7 – 8).

11.3 Loughton Day 17.9.22

The Town Clerk and Community Manager will be hosting an initial meeting with the numerous Loughton Community Groups in a few weeks' time. Some thought it will need to be given in the future as to whether the Heritage Open Days can be accommodated at this time also. Further information is awaited.

11.4 Town Mayor - Cycle Event

Please see attached proposition from the Town Mayor, Councillor Rose Brookes, and further considerations to assess on pages 9 – 10.

Members to review and assess whether the Town Council should proceed with the proposed event.

11.5 Loughton Wombles

On Saturday 18 December 2021, another successful Wombles litter pick was conducted on roads immediately parallel to the Broadway. The meet was well attended and a further group gathering is envisaged for February 2022.

To receive and note

12 Financial Position

Current Financial Position

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

* (See pages 11 – 12.)

13 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.

14 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.

Mark Squire
TOWN CLERK
18 January 2022

Agenda item 8.3
Finger posts



Agenda item 9

Requests from Epping Forest District Council's (EFDC's) Town Centre Manager - The Broadway Loughton (Debden)

The following has been received from Mr Paul Messenger on 17 January 2022.

Dear Mark,

Thank you for your time this morning. As agreed, this email confirms the matters we discussed:

- 1) Planters on The Broadway – In conjunction with Judy Lovell & The Broadway Town Partnership and Debden Traders Association, we have agreed some proposed locations for 8 planters on The Broadway. The idea is to add some colour and brighten up the public realm to assist in making it a nicer place for people to visit. The plan is to put them in the middle of The Broadway where people drive their cars onto the pavement – thus discouraging them from doing so.

EFDC are happy to cover the cost of supplying the planters, but are enquiring as to whether or not LTC would assist by planting them and upkeeping them?

It would be appreciated if you could raise this matter with the Town Council and let me know the outcome.

- 2) As in 1) above, EFDC would also like to supply 2 planters to go on Centrica Parade, on the same basis.
- 3) Just a courtesy note to let you know that following a prompt from Cllr Owen, we are looking into fitting additional bike racks along The Broadway. I think this has been considered before and that some concerns were raised – it would be appreciated if you could let me know what these were?
- 4) Following on from our previous conversations in respect of the central reservation on The Broadway, I just wanted to let you know that I am following up the matter with Chris Whitbread, who is Chair on the Highways Panel. I'll keep you informed of any developments in this respect.

Thank you for your help and a happy new year to you and your team.

Yours sincerely,

Paul

Paul Messenger *FIPM*
Town Centres Manager
Epping Forest District Council

**E&H Agenda item 11.2
Christmas Window Competition 2021**

Several Loughton businesses decorated their windows as part of the town's festive celebrations. All Christmas-themed shop windows were automatically eligible for this competition. Businesses were, as before, split into four classes of entry – local/independent businesses, multiples/chain stores and charity shops.

The judges were Town Mayor, Rose Brookes, assisted by Deputy Town Mayor, Barbara Cohen and Councillors Carol Davies and Stella Murphy. The results were as follows:

Class	Winning businesses
LOCAL/INDEPENDENT	
Joint Winners	Tony's Hardware , 61 The Broadway, IG10 3SP, and Farima Perry Flowers , 262 High Road, IG10 1RB
Runners-up	Little Fidgets, 7 Forest Road IG10 1DR Taylor's Cards, 17-19 The Broadway, IG10 3SP
Highly commended	Zone Six, Unit 2 Aubrey House, 165H High Road, IG10 4LF Emily Grace Florist, 51 The Broadway, IG10 3SP
MULTIPLE/CHAIN STORE	
Winner	Loaded Gourmet Burgers , 279 High Road, IG10 1AH
Runners-up	Pizza Express, 281/283 High Road, IG10 1AH Nando's, 2 Station Road, IG10 1AA The Body Shop, 206 High Road, IG10 1DZ
CHARITY SHOPS	
Winner	The Children's Society , 20 The Broadway, IG10 3ST
Runner-up	Haven House, 188 High Road, IG10 1DN St Clare Hospice, 72 The Broadway, IG10 3SY
EATERIES	
Winner	Tom Dick & Harry's / God's Own Pizza 153 High Road London, Loughton IG10 4LF
Runners-up	8 Rocks Deli & Wine, 238 High Rd, IG10 1RB Zest, 194 High Road, IG10 1DN The Standard, 126 High Road, IG10 4BE
Highly commended	Turquoise Grill & Bar, 280-282 High Road, IG10 1RB

Following the late cancellation of last year's competition, due to Government guidance for a further pandemic lockdown and continuing uncertainty about any further such measures, it was decided to scale back this year's competition.

Each of the category winners received a laminated certificate, along with a bottle of Champagne, which had been kindly donated by Epping Forest District Council's Town Centres Department as part of its drive to encourage support for local businesses.

The Committee is asked to consider what format it wishes to adopt for this year's competition?

Report by Debra Paris
Planning Committee Clerk & Admin Officer

Agenda item 11.4
Town Mayor - Cycle Event

Town Mayor, Councillor Rose Brookes has submitted the following proposition, see below :-,

Ride Loughton or Tour De Loughton (proposed date May 2022)

Many local residents bought bikes during the pandemic which are now sitting in the shed . Several people have remarked how fantastic it was to ride with hardly any traffic on the roads in the first lockdown . We all know the benefits for the climate of us all walking or cycling more but sometimes but many of us are put off by the lack of cycle lanes in Loughton compared with neighbouring London Boroughs .

The fantastic success of the Park Run and Junior Park Run has to some extent superseded the Mayor's charity run on the Roding Recreation Ground . Cycling has grown massively in popularity since the 2012 Olympics . Although Epping Forest is very popular with mountain bikers the number of cyclists on the road remain relatively low .

In Nottinghamshire a local Lions group organised several of these rides with the help of British Cycling . British Cycling helped with the publicity and organisation. Morrisons gave bananas and the local bike shop helped too . They suggested the staggered start with people leaving in groups of twenty . They call it a Sportif where people ride at their own risk . There was a registration fee . It was cheaper to register in advance and registrations on the day were very much discouraged.

I have been in touch with EFTAG and they would be willing to give advice on the route and support and publicise our event . I have been out on my bicycle checking out the state of the roads and the potholes . Originally my idea was a route round as much of the parish of Loughton as possible, but I have talked this through with one or two cyclists and runners who have suggested that crossing Rectory Lane , however many Marshalls were on duty , would be an unreasonable risk .

Geraldine , from the Broadway Centre Partnership , organised many successful Santa runs and is willing to help . Most Councillors have said they are willing to help steward or ride . Some have indicated they feel it would be best if we could offer a child friendly route as they would like to involve their children . It would be outside and in the fresh air so the Covid risk would be minimal . Now I think it would be most feasible to plan a route round the estate , including the major Greens from a starting point in the Broadway . My vision is we give the event the absolutely maximum publicity in Think Loughton , social media sites , the local paper and local radio . We have to hold this early on a Sunday morning and try to encourage locals to leave the car at home for an hour or two until the ride has finished .If we hold this on Sunday , 15th May we will miss the big ride on 29th May . As Broadway is Councillor Lee Scott's division he may come along . I have already spoken to him about cycling in the District .

I am willing to give a lot of time to making this a success and would envisage a small working group made up of one or two officers and Councillors and volunteers .

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Not doubting the wellbeing benefits for the community, there are many factors that need to be considered further, principally health and safety of participants. The logistics of planning for an event in May given the relatively short notice needs to be factored in, also given the large number of community events already scheduled for 2022. The suggested dates (pencilled in) are either 8 May 2022 or 15 May 2022.

Health & safety

- Our insurance company will not commit to insuring until they have sight of a detailed management plan.
- Adequate control of the event is vital
- Safeguarding of minors?
- Are bikes road worthy
- Marshalls to check safety of helmets.
- Disclaimer
- First Aid provision, multiple first aiders needed to be spread over the route.
- Police will need to be informed and Highways.
- Road closures are a non- starter. Numbers needed and costs involved.
- Bus routes affected.
- An individual risk assessment will be required for each position and marshal along the route.

Resources

- Number of reliable stewards. We struggle to get enough volunteers for Remembrance Day Parade over a relatively short distance.
- Pressure on LTC officers, given forward planning for other LTC scheduled events.
- Impact on other LTC projects
- Registration on the day-very few people register on the day, from the experience of the Fun Run. Estimates of numbers will be unknown unless a limit is set.

Way forward

- Much will depend on the scale, route, and duration of the event to determine practicality, feasibility, and safety.

Options

1. Decide now in the circumstances not to proceed.
2. Set up a small working party, to complete due diligence, and report back to the Environment & Heritage Committee by 28 February 2022. A decision must be made by then to determine whether the event should go ahead and to allow enough time for publicity etc
3. Proceed subject to due diligence.

MS 18.1.22

Agenda item 12

Loughton Town Council

Summary Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

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	0	0	350	350	350	0%
Cemetery (Church Lane) (1)	Expenditure	51,090	49,335	68,080	18,745	18,745	72.5%
	Income	16,166	12,663	13,400	737		94.5%
Street Furniture	Expenditure	26,728	15,254	32,657	17,403	17,403	46.7%
	Income	100	0	0	0		0.0%
Allotments	Expenditure	1,417	4,500	10,340	5,840	5,840	43.5%
	Income	3,374	3,857	3,260	-597		118.3%
Lady Whittakers Mead (2)	Expenditure	580	1,700	600	-1100	-1,100	283.3%
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%

INCOME – EXPENDITURE TOTALS

Environment and Heritage Expenditure	176,814	70,788	116,127	45,339	45,339	61.0%
Income	19,641	16,520	16,660	141		99.2%
Net Expenditure over Income	157,173	54,269	99,467	45,198		

Notes:

- 1) 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 £98,000 which is deducted at the end of March 2022

Agenda item 12 contd.

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves as at 18/01/2022 is provided below:

Environment & Heritage Committee	18/01/2022
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