



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at 7.45pm on

Tuesday 29 March 2022

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

to transact the business shown in the agenda.

Mark Squire
Town Clerk
22 March 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

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 25 January 2022.
- 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. The Town Clerk will report on an update from Thames Water.
- 6 York Hill Benches - Min no EH 71**
Further to the recommendation by this committee to reinstate the two benches, the City of London Corporation (COLC), (who own the green) have blocked the return of the benches whilst they continue to deal with the wider issues of anti- social behaviour in the vicinity, as part of their ongoing work as members of the Community Safety Panel (CSP). It would be prudent for the Town clerk to join the CSP in respect of this issue and any other future problems that may occur in Loughton.
Members to review
- 7 Blue Plaques**
Recommend that new nominations for blue plaques are requested in the next edition of the Town Council's quarterly newsletter 'Think Loughton'.
- 8 Allotments**
 - 8.1 Willingale Allotments Report**
Current income is £3,475.00. All plots are currently let with a waiting list of 30 residents. At a recent training course attended by the Allotment Officer, it was reported that it is not necessary to send out hard copies of the four page tenancy agreement or management policy if there were no changes and a covering tenancy letter to be signed would be sufficient. Members to consider if this is agreeable.

The mains water will be turned back on site on 1 April 2022 unless there is a continued overnight frost.
- 9 Signage**
 - 9.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 76.1**
An order has been placed for a multitude of signage from Loughton Station to the forest and vice versa. The Town Council will also pay for the interpretation board at Staples Road. The invoices will be sent to Essex County Council by

31 March 2022 to fulfil the terms of the Locality Grant, which had been extended to a new deadline of 31 March 2022.

Members to receive and note.

9.2 Broadway Noticeboard - Min no EH 76.2

The Services Manager will provide an oral update.

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

Quotes for watering the planters in the Broadway have now been received, ranging from c £2,870 to £4,450 for summer watering only and winter planting from £1,300 to £1,720. Consideration needs to be also given to watering the planters in the winter months.

Members to review and recommend a way forward.

11 Salt Bin- Request – Min no EH 78

The Town Clerk will provide an oral update

To receive and note.

12 Community Events

12.1 Loughton Day 17.9.22 – Min no 79.3

The organisation of the event is progressing well and gaining momentum with a good response from the Loughton community groups to date. Members are asked whether they wish to run a stall at the event ? A suggestion is a 'strawberry and cream' stall.

To receive and note

12.2 Loughton Wombles – Min no 79.4

A fourth Wombles community litter pick is scheduled for Saturday 26 March 2022. The Loughton Wombles will be invited to both the Jessel Green Fun Day and Loughton Day.

To receive and note

13 Ride London

Following the report provided at the Town Council meeting of 22 February 2022, the Community Manager will have attended a further 'Zoom' conference meeting organised by the Essex Association of Local Councils (EALC) on 23 March 2002.

Any relevant update will be provided at the meeting.

To receive and note.

14 Loughton Market Policy

A request has been received from Mr David King, Team Manager, Licensing, Epping Forest District Council (EFDC) on 10 March 2022, see attached. A holding message has been sent to Mr King to include in his report to EFDC Cabinet as, the initial response from Loughton Town Council 'Epping has already decided to become its own market authority, and Loughton is expected to be considering a proposal to do so at its next full Council'. As such a draft Markets Policy is also attached for members to review and recommend to the next full Council meeting.

* See attached pages 5 - 7

15 Cemetery fees for 2022/23

The current level of fees and charges may be viewed on the LTC website under Documents, Forms and Policies section, or a paper copy can be made available on request from the Council office

LTC historically increase the annual cemetery fees based on a modest uplift. Inflation is running at 5.5% as of January 2022 and rising. The Retail Price Index (RPI) is currently 7.8% (last year 1.1%). Comparison fees at other Councils and hirers have been compared with LTC's charges and LTC's are generally lower.

Recommend

- i. Increases of 5%
- ii. Rounding down to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

16 Christmas Lights 2022-24

The Christmas Lights tender is now out in the public domain with a closing date of 29 April 2022.

Recommend that the Town Clerk liaises with the Chairman and Vice Chairman of this committee to select the final contractor and design, in order to hasten procedures, in the absence of an immediate Environment and Heritage Committee meeting.

17 Waste Recycling issues

Cllr Davies will address the committee and provide further background information.

18 Financial Position

Current Financial Position

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

* (See pages 8 – 9))

19 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.

20 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
22 March 2022

Agenda Item 14 Loughton Market Policy

From: David King <dking@eppingforestdc.gov.uk>
Sent: 10 March 2022 17:57
To: abbrpc@gmail.com; liz.petytstart@buckhursthillpc.gov.uk; Anthony Belgrave <anthony.belgrave@chigwellparishcouncil.gov.uk>; Eppinguplandpc@gmail.com; fyfieldparishcouncil@gmail.com; clerk@highongarpc.co.uk; lambournepc@gmail.com; Contact Info <contact@loughton-tc.gov.uk>; parishclerk@matchingcouncil.org.uk; mbparishcouncil@gmail.com; council@nazingparishcouncil.org; clerk@northweald-pc.gov.uk; roydon.council@btinternet.com; Sheeringpc@gmail.com; Stanforddriverspc@gmail.com; StaplefordabbottsParishCouncil@gmail.com; burrs.bellsfarm@gmail.com; parishclerk@theydonbois-pc.gov.uk; Theydongarnonpc@gmail.com; theydonmountparishcouncil@gmail.com; townclerk@walthamabbey-tc.gov.uk; clerk@willingaleparishcouncil.org.uk
Subject: EFDC Market Policy

Dear All,

First and foremost I would like to introduce myself as the new Licensing Team Manager at Epping Forest District Council. I look forward to working with and getting to know you all in the future.

I also write to draw your attention to the attached update which was circulated via the members bulletin today. In summary, it refers to a recent update on the legal position in respect of EFDC's proposed market policy. The article is hopefully self-explanatory and informs that Parish Councils have the same rights as district councils to be a market authority and have autonomy in establishing, controlling and enforcing markets within their own parish should they wish to be.

As a council, are keen to establish a mechanism that markets can be legitimately set up and regulated across the district and of course would want to ensure the Parish and Town Councils are comfortable with this. So, the question for you and your ward members is whether you want to take on market authority status and responsibilities.

This decision does not have to be made immediately, the draft market policy explains that where a parish council decides at some time in the future to be the market authority for its area, then this can be included as part of our market policy review; this effectively allows you to keep your options open.

We are asking Parish Councils to consider this and let us know ideally by 17 March. Please can you ensure that your Members are sighted on this.

If you have further questions or require points of clarification please feel free to contact me.

Kind Regards

David

David King
Team Manager - Licensing
Epping Forest District Council
☎01992564034

<https://www.gov.uk/coronavirus-business-reopening>

LOUGHTON TOWN COUNCIL

Draft /Market Policy March 2022

Introduction and relation to neighbouring markets

Loughton has been home to two markets since c2000. Both were closed during the Covid 19 health situation, causing further uncertainty, and EFDC's market policy review has led to delays in reopening them. The Town Council states that it does not wish markets in Loughton to compete with Charter Markets in Waltham Abbey, Enfield, and Epping on their established days of operation.

Loughton as a Market Authority

Loughton Town Council ["the Council"] hereby asserts its right under section 50 of the Food Act 1984 ["The Act"] to be Market Authority for the Parish of Loughton ["the Parish"], as defined under the Essex Parishes Order 1995. The policy will be reviewed regularly to ensure it remains fit for purpose.

The Council will specify the dates and times of any market event, pursuant to section 52 of the Act, and will from time to time make provisions as it thinks fit in relation to sections 53 to 60 of the Act. It will publish any such provisions on its website.

This market policy defines a market as follows:

1. The legal definition of a market is a 'concourse of buyers and sellers' (this means that the public are entitled to attend market events to buy and sell).
2. A market will normally comprise not less than five stalls, stands, vehicles, whether moveable or not or pitches from which articles are sold.
3. There shall be an operator of the market who will be responsible for the organisation and delivery of the market, and of providing public liability insurance for the market.
4. The term 'market event' includes all styles of market, or the Council may operate a market directly.
5. A market may sometimes be held as an integral part of a special event and where this arises the market element will fall within this market policy.
6. It applies to indoor and outdoor markets on any land in the Parish.

If an operator wishes to hold a market in the Parish, he/she must make an application to the Town Council.

Market requests: advance notice

Failure to give a notice of a market is a criminal offence and liable to a summary conviction in the Magistrates' Court pursuant to Section 37 of the Local Government (Miscellaneous Provisions) Act 1982).

Enforcement

The Council may take action against any market which is in breach of this Policy.

Community Groups Market events

Any community groups who wish to hold a market style event that falls under the definition of a market event (above), should send in a simple written request to the Council (by email or post). This will require details of the market (organiser, date, time, location, confirmation of the landowner's permission. The Council will assess and confirm every such application.

Agenda item 18

Loughton Town Council

Summary Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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	56,140	68,080	11,940	11,940	82.5%
	Income	16,166	16,165	13,400	-2,765		120.6%
Street Furniture	Expenditure	26,728	24,633	32,657	8,024	8,024	75.4%
	Income	100	0	0	0		0.0%
Allotments	Expenditure	1,417	5,572	10,340	4,768	4,768	53.9%
	Income	3,374	3,908	3,260	-648		119.9%
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	88,046	116,127	28,081	28,081	75.8%
Income	19,641	20,073	16,660	-3,413		120.5%
Net Expenditure over Income	157,173	67,973	99,467	31,494		

Notes:

- 1) The budget includes earmarked funds for wall repairs.
- 2) Usually there is once a year expenditure for grass cutting, however this year there has been 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 18 contd.

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves as at 21/03/2022 is provided below:

Environment & Heritage Committee	21/03/2022
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