



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at 7.30pm on

Wednesday 22 June 2022

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

to transact the business shown in the agenda.

Mark Squire
Town Clerk
15 June 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 29 March 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 provide an update on ‘Ride London’, York Hill benches, war memorial cleanse and the cemetery wall.
- 6 Allotments**
 - 6.1 Willingale Allotments Report**

6.1.1 Status Report

	12 May 2022 – date of inspection
Total plots on site (full and half plots)	91
Plots tenanted (full and half plots)	90
Plots vacant and available	1
Plots vacant but extremely overgrown	1
Income banked to date	£3,481
Outstanding rent	£0.00

Following a full plot inspection on 12 May 2022, eighteen letters/emails of concern were sent out. Following which 4 plot holders have decided to give up their plots. The next inspection will take place in early July and, with the annual tenancy renewal due on 1 September 2022, any of those plots showing little or no improvement will be sent a final warning letter.

We currently have 30 residents on the waiting list.

A contractor was paid to cut back the vegetation/brambles growing through the perimeter fence dividing the allotment site and the Nature Reserve, price for this work in the region of £300.

Contact has been made with the Probation Service and it has been agreed that groups will carry out clearance work on the one vacant plot and also the area once used as a communal compost space.

6.1.2 Annual Rent Review

The Committee is asked to consider and agree the rent increase for the period 1 September 2022 – 31 August 2023 so that the required twelve months’ notice can be given to all tenants. Usually the change is based on the increase in the Retail Price Index (RPI) but the current level- May 2022 is 11.1%

The annual rent for plots with effect from 1 September 2022 is shown below with the recommendation for the following year.

Plot type	1 September 2021 – 31 August 2022 £	1 September 2022 – 31 August 2023 £
Full	45.00	48.00
Half	30.00	33.00
Shed	15.00	18.00

7 Signage

7.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 90.1

The Town Council has paid for a number of signs and an interpretation board. See attached page 6.
The Town Clerk and Services Manager will provide an oral update.

Members to receive and note.

7.2 Broadway Noticeboard - Min no EH 90.2

The Services Manager will provide an oral update.

7.3 Alley Way Project

Cllr CC Pond has potentially secured grant funding of between £7k to £9k, which can be allocated towards completing signage for a number of alleyways in Loughton. Typically a pair of signs will cost between £500 to £600.

The Chairman, Town Clerk and Services Manager will provide further background information.

8 Requests from Epping Forest District Council’s (EFDC) - The Broadway Loughton (Debden)

8.1 Planters - Min no EH 91

Duncan Haslam, Deputy Towns Centre Project Manager, EFDC, informed the Town Council on 22 May 2022, that they are seeking approval from Essex Highways for the placement of the planters which will take about 6 weeks. The Town Clerk will provide a further oral update.

To receive and note

8.2 Major Works at the Broadway Proposal

On the 10 June 2022, Jordan Dapaah, Regeneration Project Manager, EFDC reported as follows :- Please note it is the Councils intention to embark on a series of external maintenance and repair works at The Broadway (11A-77A & 12A-82A) within the next 12-18 months. The high level intention at this stage is that the works will include roof replacements, window replacements, walkway and balcony upgrades, Anti-social behaviour upgrades and compliance works amongst others.

Town Councillors were given the opportunity to talk through the programme and subsequent delivery proposal ahead of any resident engagement, via a zoom meeting on Thursday 16 June.

It is anticipated that some feedback will be available at the Committee meeting

9 Salt Bins

9.1 Salt Bag Partnership Scheme for Winter 2022/23

The Committee is asked to confirm that the Town Council may again participate in the 2022/23 Winter Salt Bag Partnership Scheme.

9.2 Request for Salt Bin at the top of Smarts Lane, Loughton.

A deliberation is awaited from the Epping Forest, Local Highways Panel

Members to receive and note

10 Loughton Cemetery

10.1 Closed Churchyard

The future of the St John' s cemetery as a Closed Churchyard has been published in the summer edition of 'Think Loughton', the Town Council's newsletter. A site visit will be arranged in the next few weeks.

To receive and note.

10.2 Request for Memorial Bench at Loughton Cemetery

A request has been received from a local resident to have a bench installed (at own expense) in Loughton Town Cemetery, on the mound near Section F. See below a link to the bench which the local resident is considering <https://memorialbenchesuk.co.uk/memorial-benches/4-seater-memorial-benches/engraved-memorial-bench-4-seat-great-maytham>

Recommend agreement subject to finding a suitable location.

11 Community Events

11.1 Loughton Day 17.9.22 – Min no 93.1

Organisation of this event is progressing well with 17 stalls signed up and a number of performers committed already. The main marketing drive will take place after the Jessel Green Fun Day on 26 June. An initial site visits was made to Loughton Cricket Club on 14 June 2022. The Town Council will be hosting a 'strawberry and cream stall and also publicising Town Council activities.

To receive and note

11.2 Loughton Wombles – Min no 93.2

A sixth Wombles community litter pick is scheduled to take place at the Jessel Green Fun Day on Sunday 26 June 2022.

To receive and note

11.3 Future Public Events

There have been a few comments regarding the lack of Platinum Jubilee bunting in Loughton High Street during the recent celebrations. This is not strictly a Town Council responsibility as local retailers can deck their shop

frontages as they wish and various licensing and highways permissions need to be obtained at District and County Council levels.

Members may wish to review for future such public celebrations.

12 Lopping Hall Clock and repair costs

Members to ratify recent payments of a call out charge bill of £250 (the clock was mistiming) and works costs of £1,245 (although then there will be no need for the annual service this year). The funds to be 'vied' from either the 'Other Works' budget or from General Reserves.

We currently have an annual budget for the annual service of the Lopping Hall Clock set at a modest £180 p.a. This is adequate if nothing ever goes wrong, but inevitably this is not always the case. Whilst the Town Council has no current obligation to pay bills above £180, the clock is a prominent feature of the Town. Lopping Hall will be paying for the refurbishment of the tower. A more solid future framework of responsibilities with Lopping Hall can be reviewed.

For the future, Members to consider whether to

- I. Keep the Lopping Hall Clock budget allocation at £180
- II. Increase the Lopping Hall Clock budget for 2023/24
- III. Take over the maintenance costs of the clock
- IV. Discuss further at the Environment & Heritage Committee in November 2022 which is the budgeting setting meeting.

13 Loughton Market Policy - Min no EH95

Market providers are expected to come forward with plans to set up markets in Loughton, including a weekly Food Market .

To receive and note

14 Planning / Boundary Commission

Via EFDC. The Local Government Boundary Commission for England seek views on a number of aspects of future District Council Administration, including the number of councillors, number of wards and boundaries between wards. This may potentially impact two Loughton Wards, the boundary of Loughton Roding Ward and Buckhurst Hill East and also Loughton Forest Ward and High Beech.

In view of the deadline for initial responses of 18 July 2022 this agenda item is brought to this Committee. Recommended that a response is drafted by this Committee to be endorsed by the Resources and General Services Committee on 5 July 2022.

15 Christmas Lights 2022-24

The tender process was successfully completed and the ten submissions analysed by the Chairman, Vice Chairman of this Committee, the Town Clerk and Services Manager to select the final contractor and design. Aylseford Electrical Contractors were chosen for the three year contract between 2022 to 2025 at a cost of £48,562,20 spread over the three year period.

To receive and note

16 Christmas Windows Competition 2022

Members to recommend a way forward. See attached report pages 7 - 8.

17 Essex Wildlife Trust (EWT) annual subscription fees

Previous Bronze annual membership fees of £75+VAT are now uplifted to a Silver membership of £250 + VAT p.a.. There is no longer a bronze level of membership fees. See attached email from EWT page 9.

Members to consider whether to continue with the annual subscription at this higher cost

18 Waste Recycling issues

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

19 Financial Position

Current Financial Position

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

* See pages 10 – 11.

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.

21 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.

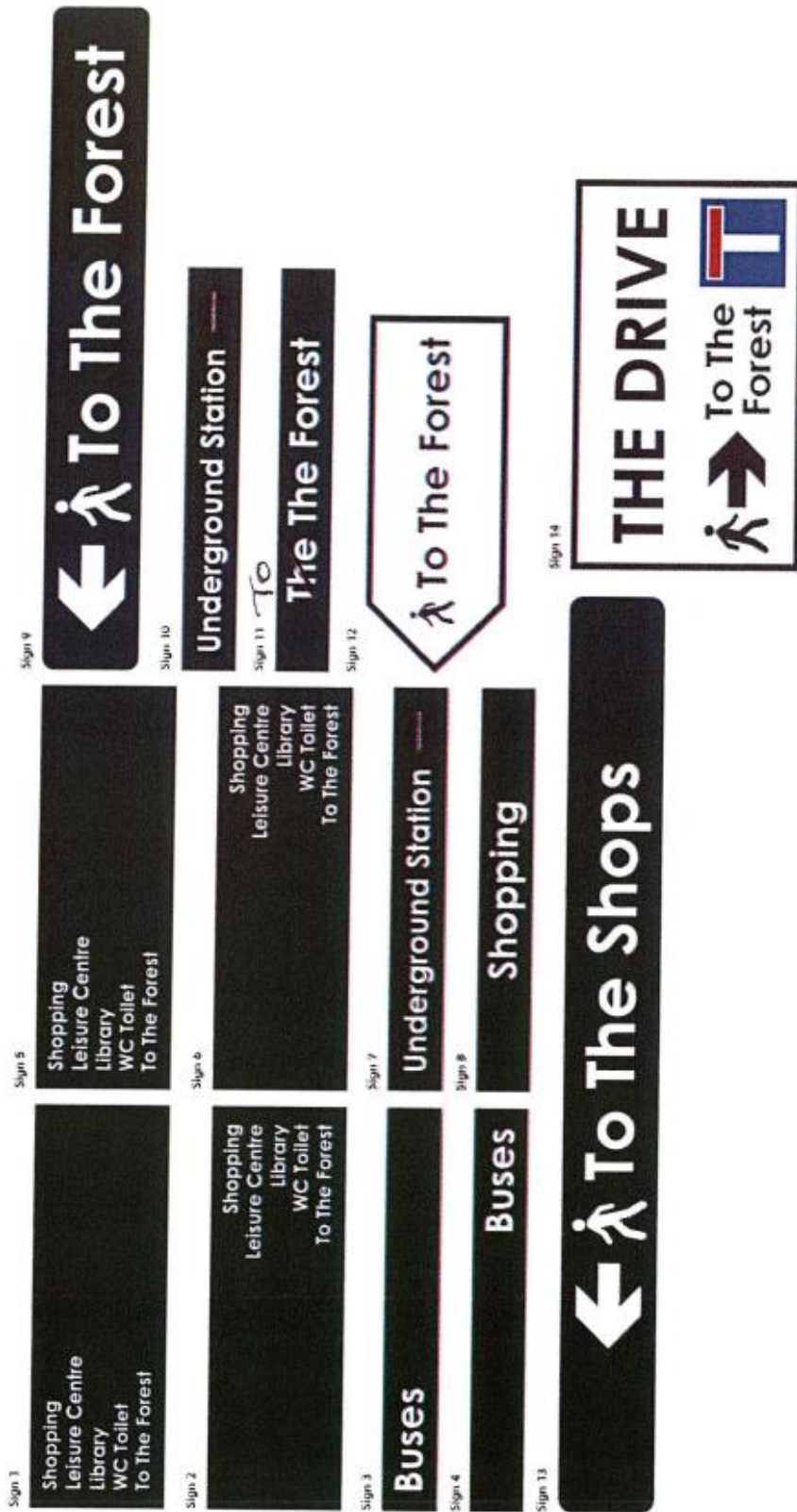
The methodology agreed is as follows:

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
15 June 2022

Agenda Item 7.1

Signage to the Forest from Loughton Station / Town Centre – Min no EH 90.1



Agenda Item 16
Christmas Windows Competition 2022

Following the issues local businesses faced in the wake of the Covid pandemic, and late cancellation of this scheme in 2020, the Committee decided last year to just award certificates recognising winners, runners-up and highly commended entrants for this competition's four categories. Category winners also received a bottle of Champagne which had been kindly donated by the EFDC Town Centres Department to encourage and support the use of local businesses.

The Committee is asked if it wishes to return to the previous format for this scheme, before its launch in early September 2022 (see attached rules for full competition information - *below*).

The officer who organises this event, reported that participants were sad to hear no cup was to be awarded last year as they are most appreciative of the recognition and enjoy the prestige.

DP

2020 Competition Rules

1 Eligibility

All shops and businesses within the Town Council's boundaries are eligible and will be automatically entered in the competition.

2 Classes of entry

Entrants will be split into four classes:

1. Local/independent businesses
2. Multiples/chain stores (three or more branches)
3. Charity
4. Restaurants, Cafes and Public Houses

3 Judging

Judging will be carried out by a panel consisting of the Town Mayor and two other councillors nominated each year by the Environment & Heritage Committee. All dressed windows must be in place for 1 December 2020. Judging will follow this and be completed by 7 December 2020. The judges' decision is final and no correspondence will be entered into.

4 Theme

Entrants may base the window display on any Christmas theme.

5 Judging Criteria

The window displays will be judged on a range of criteria, including

- Overall impression/visual impact
- Creativity/ideas
- Artistic merit
- Inventive use of materials
- Effort

Window displays relying primarily on considerable expenditure to achieve their impact will not be favoured in the judging.

There is no maximum or minimum size for the display.

6 Prizes

The first prize-winner in each class will receive an engraved cup to retain for eleven months (to be awarded again the following year) and a certificate to keep; also a donation of £75 will be made to the charity of their choice. Certificates will also be awarded to the runner-up and highly commended entrants in each category. When no award is made in a category, the Town Council reserves the right to re-distribute the award on the judges' decision to one or more categories and/or entrants.

Agenda Item 17
Essex Wildlife Trust (EWT) annual subscription fees

Dear Deborah and Mark

Firstly thank you Deborah for taking the time to talk to me just now. I have attached the newly rebranded Investors in Wildlife application form with costings and benefits. This is being used for businesses that are joining up now, and all our existing Investors in Wildlife membership will gradually be moved over to these costings and benefits from January 2022 around their month of renewal.

As you will see there is not going to be a Bronze level, so your options are:

- Let your Bronze membership run to May 2022 and decide nearer the renewal what you would like to do in terms of upgrading to Silver.
- Upgrade to Silver now at 2021 prices, so we would send you an additional invoice for £125+VAT=£150, and that would expire September 2022. Then the Silver renewal will be £250+VAT=£300 from September 2022 onwards.
- Become a personal member under one person's name for £3.50 per month, which has been taken up by some of our very small one-man band companies.
- Or sadly give us notice that you will leave the Scheme May 2022 when that years Bronze expires.

I hope you understand from this that we are very grateful for the support the Council have given us since 2008, it's just us shifting our resources to gain maximum benefit in terms of sustainability and action for wildlife conservation.

I look forward to hearing your thoughts?

Best wishes,

Grant

Grant Maton

Corporate Communications Officer

Essex Wildlife Trust

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Environment & Heritage Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Environment & Heritage							
Christmas Best Dressed Window	Expenditure	0	0	350	350	350	0%
Cemetery (Church Lane) (1)	Expenditure	77,658	2,946	70,270	67,324	67,324	4.2%
	Income	21,472	2,000	14,250	12,250		14.0%
Street Furniture	Expenditure	28,345	0	32,965	32,965	32,965	0%
Allotments	Expenditure	6,163	169	10,420	10,251	10,251	1.6%
	Income	4,300	36	3,630	3,594		1%
Lady Whittakers Mead (2)	Expenditure	1,700	590	800	210	210	73.8%
Other Services	Expenditure	0	0	4,200	4,200	4,200	0.0%
Service Re-charge (3)	Expenditure	99,000	0	0	0	0	0.0%

INCOME – EXPENDITURE TOTALS

Environment and Heritage Expenditure	212,866	3,705	218,005	214,300	214,300	1.7%
Income	25,772	2,036	17,880	15,844		11.4%
Net Expenditure over Income	187,093	1,669	200,125	198,456		

Notes:

- 1) The budget includes earmarked funds for wall repairs.
- 2) Lady Whittakers Mead expenditure was for necessary tree works.
- 3) Service re-charge for 2022/23 is £99,000 which is deducted at the end of March 2023

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves as at 30/04/2022 is provided below:

Environment & Heritage Committee	30/04/2022
Street furniture	3,000
Christmas lights	600
Cemetery	17,292
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead	10,000
Total	39,154