



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at 7.30pm on

Thursday 29th September 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 September 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

To precede the meeting, a one minutes silence will be held, to respect the passing of her late Majesty Queen Elizabeth II.

- 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 own Council and Committee meetings for Cllr P Beales until 31 March 2023 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 22 June 2022.
- 5 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 6 Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members.
- 7 Heritage Plaques**
A recommendation has been made for a blue plaque for Mr Charles Frederick Clark (1876-1945) an Industrialist and Philanthropist who lived in Connaught Avenue. Mr Clark was the "carbon paper king"; and owned the Caribonum company. He had Limber, Church Lane, and Ripley Grange built, by the distinguished factory architects, Wallis Gilbert and Partners and also shored up the local hospital system during World War Two.

Members to review. The heritage plaque budget has not been used so far this financial year.
- 8 Allotments and Horticultural Show**
See reports on pages 6 and 7.
- 9 Signage**
 - 9.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 108.1**
A large proportion of the required signage is already in place. Permission has been sought from Essex County Council (ECC) to enable placing of the 'direction roundels' on ECC owned lampposts. The artwork for the interpretation board to be placed near the entrance to Loughton Underground Station has been received. See attached page 8. The Town Clerk will provide a further update.

Members to receive and note.

9.2 Broadway Noticeboard - Min no EH 108.2

A response from Epping Forest District Council 's (EFDC) legal team is still awaited. The Office continues to chase.

Members to receive and note.

9.3 Alleyway Project – Min no EH 108.3

Cllr CC Pond has secured grant funding in the region of £8,000. As soon as this funding is forthcoming, this project will be progressed.

To receive and note.

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

10.1 Planters - Min no EH 109.1

An update is awaited from EFDC regarding permission from Essex Highways for the placement of the planters.

To receive and note

10.2 Major Works at the Broadway Proposal – Min no EH 109.2

There is no further update at this juncture. EFDC will be writing to all stakeholders and inviting them to an evening meeting in due course.

To receive and note

11 Salt Bins

11.1 Request for Salt Bin at the top of Smarts Lane, Loughton – Min no EH 110.1

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

11.2 Salt Bag Partnership Scheme for Winter 2022/23 – Min no EH 110.2

The Town Council's allotted consignment of salt bags, to enable participation in the 2022/23 Winter Salt Bag Partnership Scheme, has been delivered to Loughton Cemetery for storage and subsequent distribution.

Members to receive and note.

12 Loughton Cemetery

12.1 Closed Churchyard - Min no EH 111.1

Please see report on pages 9-10.

To receive and note.

12.2 Request for Memorial Bench at Loughton Cemetery – Min no EH 111.2

Following the Committee's agreement to allow for a new bench to be provided by a local resident, a concrete base has been installed on the 'island' close to the border with St John's Church, which enjoys the canopy of two large multi-stemmed trees (Yew and Cedar). The bench has now been installed onto the base. See attached page 11.

13 Community Events

13.1 Loughton Day 17.9.22 – Min no EH 112.1

Organisation of this event had been progressing well, with over 30 community participants committed to the Day. However Loughton Day was postponed following the death of her Majesty Queen Elizabeth II. To hold such a festive event would have been entirely inappropriate during this period of official mourning. At the time of writing the Office is looking at the feasibility of staging Loughton Day later in October 2022. Factors, such as the weather, the availability of the original participants and staff need to be factored, to ascertain whether the event can still be hosted. A decision should have been made by the time of this Committee meeting.

The Town Clerk will provide an oral update.

Members to review.

13.2 Loughton Wombles – Min no EH 112.2

A further Wombles community litter pick was scheduled to take place at the Loughton Day on Saturday 17 September 2022. Further litter picks will be arranged over the coming months.

To receive and note.

14 Benches

14.1 Buddy Bench

A local resident contacted the Town Council, stating 'I visited Maidstone this week and noticed that they had a 'Buddy Bench' in their shopping precinct. This was brightly painted and invited people to sit if they were lonely and wanted someone to engage in conversation with them. I thought what a lovely idea. Perhaps Loughton Town Council would consider such an item situated in the High Road?

There is no specific budget for this work and any expense would need to come from Street Furniture Earmarked Funds £3,000.

Members to review.

14.2 Chigwell Lane Bench

A local resident would like a roadside seat on the north side of Chigwell Lane outside the Higgins Headquarters or car showroom adjacent. This is to assist old folks walking to and from the shopping park.

There is no specific budget for this work and any expense would need to come from Street Furniture Earmarked Funds £3,000.

Members to review.

14.3 York Hill Benches - Min no EH 71

The Town Council working in conjunction with the City of London Corporation and the EFDC Community Resilience Team have mutually agreed to restore the benches, subject to further periodic review of any further anti-social behaviour. The benches were put back in early September 2022.

To receive and note.

15 War Memorials

15.1 Loughton War Memorial – Min no EH 106.3

The majority of the works on the Loughton War Memorial at Kings Green were completed during the week beginning 5 September 2022. The scope of works involved a comprehensive clean of all stonework, the repair and replacement of sections of the Portland stone plinth (including replacement inscription to front elevation), the re-working of the stone shields to bring forward the eroded “1914” and “1919” numerals and the re-pointing of the York Stone base. The only work left outstanding is to strip the paint from the 6 no bronze panels, apply an etching coat, primer coat and finish coat to a bronze finish.

Officers have been very impressed with the standard of work and level of service received so far from the contractors, Universal Stone, and were extremely grateful for the speed in which they removed the security fencing and portable toilet from site following the sudden passing of Her Majesty Queen Elizabeth II on 8 September 2022.

Further additional costs for the bronze panels, Portland numerals, shelter coat and repointing of York stone paving have been incurred totalling £3,618, which will need to be taken from General Reserves.

Members are requested to ratify expense and to receive and note.

15.2 Claybury Hospital Roll of Honour – Min no EH15

Officers handed over the Claybury Hospital Roll of Honour to the Redbridge Museum on 16 August 2022. Following receipt of the memorial, it was uploaded to the museum’s website and can be viewed by accessing the following link: <https://redbridgefirstworldwar.org.uk/memorials/claybury-hospital-roll-honour>

To receive and note.

16 Light up a Life

The Light up a Life service has been booked with the Loughton Methodist Church for Saturday 26 November 2022.

To receive and note.

17 Financial Position

Current Financial Position

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

* See pages 12 – 13.

18 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.

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.

Mark Squire
TOWN CLERK
22 September 2022

Agenda item 8 Willingale Road Allotments Report

Maintenance work

A leak was identified on tank number 6, this was repaired at a cost of £90.

Current Situation

Tenancy Agreements were sent out at the end of August for the 1 September 2022-23 year. Payments are being received, a full report on finances will be provided at the November meeting.

To reduce the waiting list plots 22 and 44 have been split into half plots. We have two other vacant plots 78 and 36 which have been given up by the plot holders and are in the process of being re let.

The volunteers have requested that LTC purchase a new cultivator (circa £300) and a strimmer (£160-£200) for the use of all plot holders, this is to be considered by the Council.

Again, we have received complaints about produce being stolen from plots.

The East of England Probation Service have been working on the allotments periodically throughout June and July with small groups, cutting back overgrown areas and paths. This partnership is proving very beneficial to both parties.

Loughton Horticultural Show

Following two years "Covid" absence the show staged on 3 September 2022 at Murray Hall was well attended. Exhibits included Jubilee themed floral arrangements, an array of assorted flavoured chutneys and jams and home-baked Victoria sponge cakes and tables laid full of prize worthy vegetables and fruit. Talking to the visitors Officers received the impression that there would be more entries next year as people showed an interest in taking part. The "Best in Show" went to Freddie Sheridan with his Bug Hotel. The plant sale proved an added extra and Lidl – Loughton donated cakes which were sold, and the proceeds went to 3Food4U, the Town Mayors charity.

Show entry - £42

Tea, coffee & cake refreshments - £139 (this is being donated to 3Food4U)

Plant sales - £357.40

Town Mayor's Best Allotment Awards

At the end of the Horticultural Show the Best Allotment Awards were made, the competition which covers the three sites in Loughton – Willingale Road allotments, Loughton Potato Ground and Roding Road allotments & Leisure Gardens. Awards were given for Overall Winner, Overall Best Newcomer, Site winners and Best Newcomer on each site plus Highly Commended and Commended.

Best Allotment in Loughton 2022

Shortlisting of the three allotment sites, Roding Road, Loughton Potato Ground and Willingale Road took place over 3 days, in July 2022. Our thanks go to the volunteers who inspected every plot and finally identified 57 plots to be put forward to the final judging.

We are grateful to our judges this year, Terry Dickenson – London Regional Representative and Jeff Barber – former London Regional Representative both from The National Allotment Society.

The results were as follows, with the judge's comments shown in italics:

Overall Winner (who received the large silver cup to hold for 11 months and a smaller replica to keep, a £25 gardening voucher and certificate).

Plot 113 – Roding Road – Beata Sheridan

“The plot is a great design, had good water collection, environmental sustainability with large insect home and compost area.”

Best Newcomer (who received a large wooden shield to keep for 11 months and a smaller replica shield to keep and a certificate)

Plot 7T – Loughton Potato Ground – Donna & Jeff Webb

“The plot has a wonderful selection of crops, and it is a charming plot.”

Site Winners

Plot 113 – Roding Road – Beata Sheridan

Plot 7T – Loughton Potato Ground – Donna & Jeff Webb

Plot 47 – Willingale Road Allotments – Jim Smith

Highly Commended

Plots 17, 72 – Loughton Potato Ground, Plots 21, 33, 66B and 77 – Roding Road,
Plot 48 – Willingale Road

Commended

Plots 19BT, 30, 36, 54, 71, 84 – Loughton Potato Ground, Plots 22, 34A, 40A, 41B, 71,
109A, 110A – Roding Road, Plots 9, 20, 31, 32, 61, 64, 67, 73 – Willingale Road

D Taylor – Allotment Officer 08/9/22

Agenda Item 9
Signage

9.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 108.1



Epping Forest
Registered Charity



Shafesbury Retreat on Staples Road, Loughton, CP10J.
Having started as the retreat for visitors coming to the Forest, these were later purchased by the Ragged School Union to support London's most needy children to come and enjoy the Forest.
Over the following 60 years, the summer season would see children from London walking from Loughton Station to the Forest in noisy armies, doing tasks and more.

Loughton Camp - This iron-age hill fort is a Scheduled Ancient Monument.
The camp encompasses over 20 acres of approximately 10 acres of heathland and are visible today as a low bank and ditch surrounding the main camp. The houses were most probably once a single high rampart, used for defence and the appearance of the ditch suggests it was once very wide and deep to protect. Maintenance taking to this area is not allowed to protect the earthworks.

Lost Pond
Rushmore Hill Pond is perhaps better known as the Lost Pond, a romantic poem by James Keble, a local photographer and author. It is often considered Epping Forest's most picturesque and tranquil pond - a perfect spot for quiet contemplation.
The pond was formed due to earlier gravel extraction that was used on local roads, including the A106.

Pollard Trees
This large beech tree has a distinctive shape due to human forest management called pollarding. Pollarding is the cutting of tree branches like 10-15cm above the ground in a way that encourages new growth out of the reach of grazing animals. Over time, the tree grows new shoots again, which can be harvested several years later. Light reaches the Forest floor, where grazing animals (including cows and deer) can feed.

Welcome to Loughton

The Epping Forest Big Walk

Epping Forest, stretching some 19 km (12 miles) from Forest Gate and Manor Park in East London to rural Essex covering over 2,400 hectares is London's largest open space.

The Forest which is designated as of national and international nature conservation importance contains a diverse mosaic of habitats. You'll find historic wood pasture, green lanes, Europe's largest single population of ancient beech pollarded trees, ponds, heathlands and grassy plains, many of which have been grazed for centuries.

The Big walk or Epping Forest Centenary Walk, its original name, was established in 1978 by the West Essex Ramblers and the Friends of Epping Forest to celebrate the 100th anniversary of the Epping Forest Act 1878, which saved the Forest in perpetuity.

Thinking about undertaking the Big Walk?
You could walk it in a day, but make sure you have some food and water with you. Or if you prefer, why not walk the route in stages over a number of days. Suggested section start / end points accessible to public transport are marked on the map.

To find out more about the Walk please visit www.efat.org.uk

The City of London provides 14 green spaces in and around London for the benefit of local communities. Most are registered charities operating at little cost to the general public.

Contact us (24 hours a day)
020 8532 1010
@CityofLondon
Epping Forest City of London
epping.foresign@cityoflondon.gov.uk
www.cityoflondon.gov.uk/eppingforest

Please take a photograph of this sign to keep on your smart phone and help you navigate your walk.



Epping Forest Heritage Trust



Agenda Item 12

Loughton Cemetery

12.1 Closed Churchyard - Min no EH 111.1

An onsite meeting was conducted on 17 August 2022 to follow up on St John the Baptist's proposal for Loughton Town Council to take on all aspects of the St John's Cemetery once it is closed.

In attendance

Loughton Town Council (LTC):- Cllr Chis Pond, Mark Squire- Town Clerk, Pippa Bryce - Cemetery Clerk, Paul Hoy – Services Manager & Tim Horton, Cemetery Attendant.

St John's Church (SJC):- Geoffrey Wolson - Church Warden, David Read - Church Warden

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The two Church Wardens led a tour of the cemetery and a meeting was held thereafter. A list of general questions was left with them, which they will come back on – see below

Administration

Administration – how many man hours per week?

Fielding telephone calls from families/visitors looking for graves / ancestry?

Interments in family graves where spaces are still available, Full Burials?

Cremated Remains plots – new plots existing plots how many?

Burial registers – where will they stay – updating?

Digitization - are burial registers available to view?

Services / Cemetery Attendant

Maintenance of Grounds – schedule, routine, costs – EFDC once a month?

General maintenance – grass / hedge cutting?

Outbuildings – maintenance?

Water – water butts, maintenance?

Tree inspections/survey?

Site plan?

Digging of cremated remains plots – existing family graves with space?

Contract out digging of Full Burials?

Paths – maintenance and cleaning?

Leaf sweeping October onwards?

Assisting visitors looking for graves?

Rubbish collection – flower tributes, busy times, Mothering Sunday, Father’s Day, Christmas?

Community Service Team – remit, who oversees and schedule?

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This was a useful initial meeting. However, there is a lot of preparatory work to be conducted before the project can be progressed any further.

- SJC wanted to keep some land/graves open for further interments. This is not possible if closed churchyard status is to be achieved. SJC’s cemetery would need to be absolutely closed before LTC can take over.
- A Memorial Safety Survey would need to be conducted prior to any handover to LTC. This would take considerable time and incur significant expense for SJC.
- LTC would need also to see a complete site plan to consider further.

Conclusion – this project is unlikely to progress imminently as there is much work and further analysis needed from SJC, before this handover becomes feasible.

MS 20.9.22

Agenda Item 12

Loughton Cemetery

12.2 Request for Memorial Bench at Loughton Cemetery – Min no EH111.2



Agenda Item17 Financial Position
Current Financial Position

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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	14,379	70,270	55,891	55,891	20.5%
	Income	21,472	8,442	14,250	5,808		59.2%
Street Furniture	Expenditure	28,345	11,828	32,965	21,137	21,137	35.9%
Allotments	Expenditure	6,163	856	10,420	9,564	9,564	8.2%
	Income	4,300	-33	3,630	3,663		-0.9%
Lady Whittakers Mead (2)	Expenditure	1,700	990	800	-190	-190	123.8%
Other Services	Expenditure	0	1030	4,200	3,170	3,170	24.5%
Service Re-charge (3)	Expenditure	99,000	0	99,000	0	0	0.0%

INCOME – EXPENDITURE TOTALS

Environment and Heritage Expenditure	212,866	29,083	218,005	188,922	188,922	13.3%
Income	<u>25,772</u>	<u>8,410</u>	<u>17,880</u>	<u>9,471</u>		47.0%
Net Expenditure over Income	<u>187,093</u>	<u>20,673</u>	<u>200,125</u>	<u>179,452</u>		

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

17 Financial Position
Current Financial Position

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves as at 31/07/2022 is provided below:

Environment & Heritage Committee	31/07/2022
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