



# ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

**Tuesday 24 January 2023**

to be held at

Loughton Town Council, Council Chamber  
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

to transact the business shown in the agenda.

**Mark Squire**  
**Town Clerk**  
17 January 2023

**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](mailto: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 22 November 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.
- 6 Heritage Plaques – Min EH147**  
The property owner at Connaught Avenue has been written to in respect of the request for a blue plaque for Charles Frederick Clark (1876-1945), Industrialist and Philanthropist. It is envisaged that this plaque will be installed in this financial year, whilst the blue plaque for Diana Kennedy (1923-2022), Mexicanist, will be progressed during the next financial year.  
  
To receive and note.
- 7 Allotments**  
**7.1 Willingale Road Allotments Report**  
  
Maintenance  
A new smart electric meter was fitted on 2 December 2022.  
  
Current Situation  
All rents for the current year have been received.  
  
The East of England Probation Service have not been working at the allotments over the winter due to the weather, we hope to reunite this working relationship in the spring.  
  
An inspection of the site, by myself, was scheduled for Monday 12 December 2022 but was cancelled due to snow. The next inspection will be during February.  
  
The mower is going in for a service on 12 January 2023, it was decided not to have the cultivator serviced this year as it was only used twice last year.  
  
There is currently one-half plot vacant no. 22b, and one full plot no. 39 vacant.  
  
D Taylor – Allotment Officer 09/01/23

**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 2023.

**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 2023.

**8 Signage**

**8.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH149.1**

The Epping Forest Heritage Trust are awaiting final approval from Essex County Council (ECC) for the 'direction roundels' and interpretation board. The Town Clerk and Services Manager are progressing the residual signage requirements.

To receive and note.

**8.2 Broadway Noticeboard – Min no EH149.2**

EFDC have been chased again and we are awaiting a further response from their legal team. In the meantime, the Town Clerk has visited the Sainsbury's store near Debden station, to request the possibility of using the wall (adjacent to the supermarket entrance). A formal response is awaited.

To receive and note.

**8.3 Alleyway Project – Min no EH149.3**

The Town Clerk has made contact with EFDC re the alleyway signage, to check whether approval via Essex County Council is actually appropriate. The project will be expedited via the most appropriate route.

To receive and note.

**9 Request from Epping Forest District Council (EFDC) – The Broadway Loughton (Debden) Planters – Min no EH150**

To review if any further update is forthcoming.

**10 Salt Grit provision**

**10.1 Request for salt grit bin at the top of Smarts Lane, Loughton – Min no EH151**

Essex County Councillor Marshall Vance informs that this application is in the Local Highways Panel system and is awaiting funding.

To receive and note.

**10.2 Further request for salt grit bins**

There is concern regarding the length of time that it takes the Highways Panel to deliver, compounded by the sparsity of funding available.

- I. A local resident has requested a bin to be placed at the top of Ollards Grove, which has a steep incline. The resident concerned is 'not asking for the road to be gritted for us, just that we residents can help ourselves during icy conditions'.

Members to review.

- II. A local resident has requested a bin to be placed in Roding Gardens, citing 'The roads have not been gritted, despite it being an adopted road, and the pathways are so icy that they really are a danger, even for the most able'.

Members to review.

### **10.3 Problems experienced during the cold snap in December 2022 – Salt Grit Volunteer Scheme**

#### **Current Situation**

An email was sent to all volunteers from last winter at the beginning of December asking if they wish to volunteer again this year, of which 11 residents came back and confirmed they would like to volunteer again.

Following the arrival of snow on Sunday 11 December 2022 the Town Council received numerous telephone calls from residents enquiring how to obtain salt grit. It appeared that Essex County Council were telling residents to call the Town and Parish Councils. Details were emailed out about the volunteer scheme, and they were asked if they wished to sign up as a volunteer. A particular amount of work was generated from the residents of Tycehurst Hill where over a dozen residents emailed in asking for salt. Once advised there can only be one volunteer per road and only one bag of salt issued at a time, they were very disappointed as this would not complete the task in hand.

Essex County Council have distanced themselves from us by introducing this volunteer scheme, they have given us 49 bags of salt grit for the whole of Loughton, on top of filling all the salt grit bins.

D Taylor – Community and Services Officer 21/12/22

Members to review. The Town Clerk will provide a further oral update.

### **11 Loughton Cemetery fees – Min no EH152**

To note that following the Staff and Strategy Group meeting on 19.12.22 and subsequent Policy and Resources Committee meeting on 11.1.23, all cemetery fees will be increased by 10% from the previous financial year.

Members to note.

### **12 Loughton Day – Min no EH153**

To note that following the Staff and Strategy Group meeting on 19.12.22 and subsequent Policy and Resources Committee meeting on 11.1.23, the office would look for local businesses to sponsor the Day, to make the event more cost effective. Loughton Day is scheduled for Saturday 16 September 2023.

To receive and note.

**13 Chigwell Lane Bench – Min no EH156**

The Town Clerk will provide an update.

To receive and note.

**14 Painting safekeeping**

A local resident has asked whether the Town Council is able to hold in safekeeping, a painting by the renowned local artist John Strevens. The EFDC Museum cannot currently facilitate this arrangement. The painting could be displayed in the lobby of the Town Council offices. The Committee Chairman will provide further background information.

Members to review and agree a way forward.

**15 Financial Position**

**Current Financial Position**

The current financial position as at 30 November 2022 is attached together with details of the funds available from earmarked reserves.

(See pages 6 – 7)

**16 Financial savings**

Following the Town Council meeting of 20 December 2022, the Committee is asked to review, if and where, any further savings can be made.

**17 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.

**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.

**Mark Squire**  
**TOWN CLERK**  
17 January 2023

**Agenda Item 15      Financial Position  
Current Financial Position**

**Summary Income & Expenditure by Budget Heading 30/11/2022**

**Month No: 8**

**Environment & Heritage Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b>Environment &amp; Heritage</b>							
Christmas Best Dressed Window	Expenditure	0	0	350	350	350	0%
Cemetery (Church Lane) (1)	Expenditure	77,658	29,270	70,270	41,000	41,000	41.7%
	Income	21,472	18,814	14,250	-4,564		132.0%
Street Furniture (3)	Expenditure	28,345	32,013	32,965	952	952	97.1%
Allotments	Expenditure	6,163	2,663	10,420	7,757	7,757	25.6%
	Income	4,300	3,440	3,630	191		94.8%
Lady Whitakers Mead (2)	Expenditure	1,700	1,640	800	-840	-840	205.0%
Other Services	Expenditure	0	1,126	4,200	3,074	3,074	26.8%
Service Re-charge (4)	Expenditure	99,000	0	99,000	0	0	0.0%

**INCOME – EXPENDITURE TOTALS**

Environment and Heritage Expenditure	<b>212,866</b>	<b>66,712</b>	<b>218,005</b>	<b>151,293</b>	<b>151,293</b>	<b>30.6%</b>
Income	<b>25,772</b>	<b>22,254</b>	<b>17,880</b>	<b>-4,374</b>		<b>124.5%</b>
Net Expenditure over Income	<b>187,093</b>	<b>44,458</b>	<b>200,125</b>	<b>155,667</b>		

Notes:

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

**Agenda Item 15**  
**Financial Position**  
**Current Financial Position**

**Earmarked Reserves**

A summary of the Committee's reserves showing the amounts available from reserves as at 30/11/2022 is provided below:

<b>Environment &amp; Heritage Committee</b>	<b>30/11/2022</b>
Street furniture	3,000
Christmas lights	600
Cemetery	17,292
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead	10,000
<b>Total</b>	<b>39,154</b>