



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at **7.30pm** on

Tuesday 28 March 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
21 March 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

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 24 January 2023.
- 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 EH167**
The Chairman and Town clerk will provide an oral update in respect of a plaque for Charles Frederick Clark (1876 – 1945), Industrialist and Philanthropist.
- 7 Allotments**
7.1 Willingale Road Allotments Report
An inspection of the site was carried out Tuesday 28 February 2023. The water is still turned off, some tenants have commenced clearing their plots ready for the coming months.

All plots are currently rented out.

An email was sent to all plot holders, on 7 March 2023, reminding them to commence work on their plots. Also, they were sent the poster for the Horticultural Show and reminded to save the date – Saturday 2 September 2023. In addition, they were advised that we would be running the Best Allotment competition this year, further details to follow.
- 8 Signage**
8.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH169.1
An update has been sought from the Epping Forest Heritage Trust, which will hopefully be available at the meeting.

8.2 Broadway Noticeboard – Min no EH169.2
In the absence of any further response from either Epping Forest District Council's or Superdrug's respective legal teams, a new noticeboard will be ordered in April 2023 to place along the wall adjacent the Sainsburys store entrance.

To receive and note.

8.3 Oakwood Hill Noticeboard – Min no EH169.2

Similarly, a new noticeboard will be ordered in April 2023 to place along the wall adjacent the Sainsburys store entrance.

To receive and note.

8.4 Alleyway Project – Min no EH169.3

Approval has been granted by Essex Council Council (ECC) from the Locality Fund to provide £5,000 for signage, “to name and signpost all un-named Public Rights of Way (PROWS) and alleyways in Loughton Central”, to promote walking rather than car driving for intra-Loughton journeys.’ The deadline for the fund allocation is 31 March 2023. Ultimately, approval from ECC Highways was not necessary. The Town Clerk and Services Manager made a recce of all alley ways where there is no exiting signage. Orders have been placed for seven initial alleyways (2 signs per alley way) totalling £1,688, namely, Ash Green Path, Polefield Path, Rayhouse Path, Ryegrass Path, Tee Path, Driftway Path and Stanmore Path. The ensuing landscaping work will total £3,450, totalling £5,138 overall. Loughton Town Council will make up the residual amount of £138.

To receive and note.

9 Salt Grit provision

Request for salt grit bin at the top of Smarts Lane, Loughton – Min no EH171.1

The next Local Highways Panel meeting is scheduled for 3 April 2023. Essex County Councillor Marshall Vance informs that this application is in the Local Highways Panel system and is awaiting funding. A further reminder has been made to Cllr Vance in this respect. Also a further request for two new salt bins, one at the top of Ollards Grove and the second at Roding Gardens has also been made on behalf of local residents.

To receive and note.

10 Loughton Day – Min no EH173

Organisation of the event is progressing well and a variety of potential sponsors have been identified to approach by the Community Manager and Town Clerk. An initial community meeting will be held in April/ May to attract participants. There was a large turnout and commitment expressed at last year’s meeting.

To receive and note.

11 Chigwell Lane Bench – Min no EH156

The Town Clerk and Services Manager made a further site visit on Thursday 23 March. The local business adjacent to the proposed site will also be approached to ascertain whether they agree and also as a potential sponsor.

An oral update will be provided at the meeting.

12 Kings Charles III Coronation bunting

Quality 50 x 20m PVC, double sided Triangular Union bunting has been delivered to the office to enhance the Broadway and High Street for the Coronation, Bank Holiday weekend. It will be put up week commencing 17 April 2023 and taken down week commencing 15 May 2023. ECC highways have prohibited hanging of bunting across the highways from one side of the road to the other. The bunting will therefore be placed parallel to the highways. A site visit was made on Thursday 23 March to evaluate where the bunting should be placed.

The total cost of the bunting and installation is net £3,213.50. Recommend that the funding is predominantly sourced from the Environment and Heritage Committee, Street Furniture, Earmarked Fund of £3,000.

The Town Clerk and Services Manager will provide a further oral update.

13 Bus 542

There are continual complaints from Broadway, Alderton and Roding Wards that for some months, route 542 (which is ECC contracted service) has been run sporadically on Saturdays but not at all on Mondays-Fridays.

The Committee is asked what representations it wishes to make about this situation.

14 Financial Position

Current Financial Position

The current financial position as at 31 January 2023 is attached together with current details of the funds available from earmarked reserves. (See pages 4-5).

15 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.

16 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.

17 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
21 March 2023

Agenda Item 15 Financial Position
Current Financial Position

Summary Income & Expenditure by Budget Heading 31/01/2023

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	300	350	50	50	85.7%
Cemetery (Church Lane) (1)	Expenditure	77,658	36,424	70,270	33,846	33,846	51.8%
	Income	21,472	20,720	14,250	-6,470		145.4%
Street Furniture (3)	Expenditure	28,345	36,683	32,965	-3718	-3718	111.3%
Allotments	Expenditure	6,163	2,852	10,420	7,568	7,568	27.4%
	Income	4,300	3,577	3,630	53		98.5%
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	212,866	79,025	218,005	138,980	138,980	36.2%
Income	25,772	24,297	17,880	-6,417		135.9%
Net Expenditure over Income	187,093	54,728	200,125	145,397		

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
- 5) Ear Marked Reserves:
 - a. Street furniture - been decreased for bunting (£1,713)
 - b. Christmas lights - been decreased for St Mary's replacement of damaged tree lights (£250)

**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 16/03/2023 is provided below:

Environment & Heritage Committee	16/03/2023
Street furniture	1,286
Christmas lights	350
Cemetery	17,292
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead	10,000
Total	39,154