



# **ENVIRONMENT AND HERITAGE COMMITTEE**

Members of the Environment and Heritage Committee

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

**Tuesday 19 September 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**

12 September 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 Leave of Absence**  
Members are asked to agree to an extended leave of absence from all Council and Committee meetings for Cllr P Beales until 31 March 2024.
- 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 14 June 2023.
- 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 – Min-no-EH202**  
The plaque for Charles Frederick Clark has been received and is awaiting installation at 8 Connaught Avenue. A suitable date for this is currently being sought with the homeowner and contractor.  
  
To receive and note.
- 8 Essex County Council (ECC) The Public Health Accelerator Bids (PHAB) programme**  
See attached letter pages 6 – 7. Small grants for under £15,000 are now open, there is no set deadline for submission of small grants, but this may change depending on the volume of small grant applications that ECC receive. Projects will need to be completed before 31 March 2026. Expressions of Interest applications for large grants over £15,000 will open for round 2 on 6 November and close on 1 December.  
Members to review and make any appropriate recommendations.
- 9 Allotments**
  - 9.1 Willingale Road Allotments Report**
    - 9.1.1 Status Report**

The annual tenancy letters have been sent out to all plot holders on 25 August 2023, there are currently three people who have decided to give up their plots, we still have a waiting list of people interested in taking a plot on so there is not an issue with filling these vacancies.

The Best Allotment competition ran smoothly, and the overall winner was The Sheridan Family from Roding Road Allotments.

There have been reports of a number of thefts of produce which have been reported to the Police.

D Taylor – Allotment Officer 5/09/23

N.B The Services Manager carried out an Oak Processionary Moth inspection at Willingale Road Allotments on 13 June 2023, with nothing to report.

To receive and note

**9.2 Roding Road Allotment and Leisure Gardens Association (RRALGA) Allotments Report**

**9.2.1 Status Report**

A meeting with the RRALFA had been arranged for 6 September 2023 to discuss updating Loughton Town Council (LTC) / RRALGA agreements, and any other ongoing issues. The meeting has been deferred by the Chairman of the RRALGA due to external commitments but will be rearranged soonest.

To receive and note.

**9.3 Grow Community Garden (Grow)-Hillyfields – Min no 203.3**

Qualis has been approached on behalf of GROW for

- more robust fencing at the most vulnerable part of the perimeter at this site when the adjacent site is re-developed for housing
- for the free provision of water supply to the site
- the addition of CCTV at any development of the nearby garage block.

To receive and note.

**10 Signage**

**10.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH204.1**

The interpretation board has now been installed near the Loughton Station Forecourt and also all the lamppost arrows from Loughton Station to Staples Pond and back to the Station.

The Epping Forest Heritage Trust (EFHT) will be arranging an official launch in the near future.

See photos on pages 8 – 9.

To receive and note.

**10.2 Broadway Noticeboard – Min no EH204.2**

The noticeboard has now been delivered and installation is imminent.

To receive and note.

**10.3 Oakwood Hill Noticeboard – Min no EH204.3**

The noticeboard has now been delivered and installation is imminent.

To receive and note.

**10.4 Alleyway Project – Min no EH204.4**

The installation of name plates was carried out on seven hitherto unmarked alleyways around the town on 19 June 2023 – see selective photos, page 10. An eighth, Bayliss Path, remains outstanding while the necessary permissions are being sought.

To receive and note.

**11 Weekly Markets – Min no EH 210**

Town Councillors S.Fontenelle and W.Kauffman to make a presentation on the running of a weekly Sunday market in Loughton High Street. This is in addition to an existing offer from a recognised and experienced market operator.

The Committee to review and make a recommendation to the next Town Council meeting on 18 October 2023.

**12 Correspondence from Essex County Council (ECC)**

**12.1 Salt bin provision – Min no EH205**

A request for further updates has been sent to ECC Cllr Marshall Vance for the requests for

- additional salt bins
- the allotment of a larger number of salt bags, given the size and population density of Loughton.

To receive and note

**12.2 Bus Shelter – Min 205.2**

See attached letter to ECC dated 11 August 2023, and email response dated 8 September 2023, pages 11 – 12.

Members to review and agree a way forward.

**13 Events**

**13.1 Loughton Day – Min no EH206.1**

See attached report page 13.

A further oral update will be provided at the meeting, as Loughton Day will have taken place on the preceding Saturday.

Members to review the event.

**13.2 Horticultural Show**

This year's show held on Saturday 2 September 2023 was a successful event. See report pages 14 – 15.

**13.3 Loughton Wombles**

On Saturday 19 August 2023, eleven Loughton Wombles met at Burney Drive and litter picked along the brook area, running down Burney Drive, Etheridge Road and along Mannock Drive to Willingale Road They also managed to clear the large green area of Rockwood Gardens.

The next group Wombles litter pick was scheduled to meet at Traps Hill for Loughton Day on Saturday 16 September 2023.

**14 Chigwell Lane Bench – Min no EH207**

A Thames Water utilities search has been requested. Subject to these findings it will be assessed whether the project is viable and whether funding of the bench may have to be carried over to the next financial year, due to current budget constraints.

To receive and note

**15. Oak Processionary Moth (OPM)**

Inspections of Oak trees across all of the Council's outdoor spaces were carried out by the Services Manager between 13 June and 3 August 2023. OPM was only found to be present in one tree, on School Green, and was promptly reported to the City of London Corporation, who are responsible for tree works on this open space. It should be noted that across all of the open spaces inspected, an estimated 30% of Oak trees could not be checked thoroughly due to accessibility issues. The same exercise will be carried out next year unless the protocol, as set by the Forestry Commission, is altered.

To receive and note

**16 Closed Churchyard – Min no EH209**

A list of questions had been put to the St Johns Church Warden and a response is awaited. The Town Clerk will provide a further oral update, if applicable.

To receive and note

**17 World Suicide Prevention Day**

'Following the World Suicide Prevention Day (see link below), Cllr C. Davies has made the following request:

'It brings to mind my previous suggestion following on from the tragic death of young Richard Okorogheye. My idea was to install suicide awareness plaques from the Samaritans. These could be placed on benches near to the forest, as well as those in the forest. I have previously mentioned this to Redbridge Samaritans, at a Murray Hall event and they were quite supportive of the idea.

Can you suggest how we can explore this idea. I think it's very apt for now and would be a thoughtful way to help others with mental health and well-being issues like Richard.'

<https://www.eppingforestdc.gov.uk/world-suicide-prevention-day/>

It may be advisable that the Samaritans contact the City of London Corporation directly. There is no budget in place for this potential project.

Members to review and recommend a way forward.

**18 Hedgehogs R Us Project**

Members to receive the request from Hedgehogs R Us, see pages 16 – 17. There is not currently any budget allocated for such a project.

**19 Financial Savings – Min no EH208**

An onsite meeting at the Roding Valley Recreation Gound will be arranged soon with the Chairman of the Environment & Heritage Committee, the Chairman of the Recreation Committee and other interested parties including a representative from Qualis.

N. B. Qualis have now started to send monthly bills for ground maintenance as opposed to one total bill at the Financial Year End.

To receive and note.

**20 Financial Position**

**Current Financial Position**

The current financial position as at 30 June 2023 is attached together with current details of the funds available from earmarked reserves.

(See pages 18 – 19)

**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.

**22 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.

**23 Exclusion of the Press and Public**

The Committee is asked to RESOLVE to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to contractual matters.

**Mark Squire**  
**TOWN CLERK**  
12 September 2023

**Agenda item 8 - Essex County Council (ECC) The Public Health Accelerator Bids (PHAB) programme**



## The Public Health Accelerator Bids (PHAB) programme

Essex County Council's Public Health team will be launching a new £7.5 million grant programme this year.

The Public Health Accelerator Bids (PHAB) programme will fund new projects that are both grounded in public health principles and deliver services in new and innovative ways, focusing on those most affected by health inequalities.

Covering an initial three-year period, PHAB projects will lay the foundations for the achievement of longer-term health outcomes that will allow everyone in Essex to live a healthy life and achieve their full potential.

The PHAB programme will fund projects supporting the aims of the new Essex Wellbeing, Public Health and Communities Plan, which outlines specific areas of focus for prevention work, and asks for a new level of engagement from communities and individuals to ensure the public health solutions we collectively develop are owned and sustainable.

Improving people's health and reducing health inequalities are vital to our plans for levelling up Essex and the programme will focus on supporting communities in Essex with the worst health outcomes.

Their aim is that PHAB will make a difference to the lives of many vulnerable residents across Essex and focus on closing the health inequalities experienced in Essex.

Grants are available to a range of groups, including:

1. voluntary and community organisations
2. registered charities
3. charitable incorporated organisations (CIOs)
4. not-for-profit companies limited by guarantee.
5. community interest companies (CICs)
6. schools
7. statutory bodies (including NHS Integrated Care Systems, local authorities, town, parish or community councils)
8. community benefit societies
9. co-operative societies
10. consortiums of organisations

**Agenda item 8 Cont/...**

They are looking for applicants that have the expertise to deliver innovative public health projects.

The programme is made up of two grant funding streams:

1. small grants under £15,000 – for these there are no deadlines, and the application process is shorter
2. major grants over £15,000 – no limit to the amount you can ask for, with grants approved proportionate to the scale and outcomes of the project

Applications for the small grants and first round of the major grants open on Monday 4 September. They wanted to share the news with you so that you can begin to compile ideas and explore how your organisation could benefit from the programme.

Expressions of interest for the major grants programme will be invited from 1 August. There will be more than one round of applications for the major grant funding.

They expect to award the first grants in November and will notify both successful and unsuccessful applicants via email.

If you have any queries about the PHAB programme, you can email [PHABApplications@activessex.org](mailto:PHABApplications@activessex.org).

This link will forward you to the correct page on the website [Public Health Accelerator Bids \(PHAB\): Overview | Essex County Council](#)

Agenda item 10.1 – Signage to the Forest from Loughton Station / Town Centre – Min no EH204.1



Agenda item 10.1 cont/...



Agenda item 10.4 – Alleyway Project – Min no EH204.4



Agenda item 12.2 – Bus Shelter - Min 205.2

Our Ref: MS.

Cllr Lee Scott  
Portfolio Holder for Highways Maintenance  
and Sustainable Transport  
Essex County Council  
County Hall  
Market Road  
Chelmsford  
CM1 1HQ



1 Buckingham Court  
Rectory Lane  
Loughton IG10 2QZ  
Email: [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)  
Telephone: 020 8508 4200  
Town Clerk: Mark Squire

11 August 2023

Dear Cllr Scott,

**Bus Shelter request – Neville Way, Loughton**

Loughton Town Council (LTC) has had a request to install a much needed bus shelter at Neville Way, (off the Valley Hill Road) Loughton. It was agreed at a recent Town Council Committee meeting, that a decision on this request would have to be deferred until after the commissioning of Essex County Council's (ECC) bus shelter replacement programme. Would you be able to indicate the likely time frame for the replacement programme?

LTC does not have sufficient funding for such a project at this juncture. Could this shelter be part of the ECC programme? Should this project go-ahead, it might also be considered as a suitable project for the Essex County Councillor's 'Buckhurst Hill and Loughton South' Locality Fund. All the land round the northbound Greenstead Rd bus stop is ECC Highway domain, so we recognise that ECC will have strict rules (relating to size, specification, utilities etc as to what could or could not be placed on it.

We welcome your advice on the current programme, logistics and available funding for this project.

Yours sincerely

Mark Squire  
Town Clerk

cc Cllr CC Pond  
Chairman Environment & Heritage Committee

Cllr M Vance  
Essex County Council

**Agenda item 12.2 – Bus Shelter – Cont/...**

Dear Mark

Thank you for your email, regarding your request to see a bus shelter introduced in Neville Way, Loughton. This is a request for a new shelter and would not be part of our Bus Shelter capital improvement works.

Essex has Local Highway Panel's (LHP) in each of our 12 districts. The LHP is responsible for making the decisions about which local highway schemes to recommend for design, costing and implementation in their area. Each panel has a set budget and meets at least four times a year to review requests for their area and prioritise which ones to put forward for further validation and design.

The LHP, which consists of Local County and Borough/City/District Councillors, consider requests which have sufficient community support as long as there is some degree of justification for it.

Please see the following link for more information on the LHP in your area [Epping Forest LHP | Essex County Council \(essexhighways.org\)](#)

I can see that your Local County Councillor, Cllr Marshall Vance, is a Member of the LHP in this District and will be able to take this further on your behalf.

It should be noted that if your request or proposal is not supported then ECC would be unable to take this matter any further.

I trust the information provided is helpful.

Kind regards

Cllr Lee Scott  
Portfolio Holder for Highways Maintenance and Sustainable Transport

Email: [Cllr.Lee.Scott@essex.gov.uk](mailto:Cllr.Lee.Scott@essex.gov.uk) | [www.essex.gov.uk](http://www.essex.gov.uk)

**Agenda item 13.1 – Loughton Day – Min no EH206.1**

Loughton Day  
Report for E&H Agenda

Arrangements for the event are going well.

- 30+ community groups, organisations, charities and small local businesses have confirmed their attendance.
- First Aiders, Security, Rubbish Collection, PA Sound System and Deck Chair hire have all been booked.
- Thames Water are providing a drinking fountain on site.
- The Loughton Wombles will be present for litter picking.
- Representatives from EFDC Youth Councillors will be attending and assisting.
- Tombola prizes from businesses in the High Road are being sourced for the LTC Councillors Tombola stall raising funds for the Town Mayor's chosen charity Guide Dogs.
- Epping Forest Community Policing team and Essex Fire and Rescue Services will be attending with possibly the presence of a Fire Engine and a Police Ford Truck.
- Phil Moreton our Park Warden will be Master of Ceremonies  
Performances throughout the event will be provided by, Strawberry Sue, Straight Up Dance UK, Charmas Stage School (St John Fisher Primary), Punch & Judy, singers from West Hatch High School. And Walkabouts from Upstage Theatre Company and LADS.
- Churches Together in Loughton (CTL) will provide tea/coffee/cake marquee
- Scouts will provide a BBQ
- A local business providing Caribbean food
- Sweets/Slush/Candy floss
- Local Face Painter – Festival Glitter Bar
- Ice Cream Van
- Loughton Cricket Clubhouse bar will be open
- We have received sponsorship from Daniel Robinson Funeral Directors, Church Hill
- LTC Officers will be attending as parking attendants / information
- Members of Loughton Cricket Club will also be attending and will assist with parking and information on the grounds
- Site map has been drafted
- A final meeting to take place at Buckingham Court on Thursday 7 September at 6.30pm to finalise set up and logistics of the day

Pippa Bryce  
Community Manager  
5 September 2023

## Agenda item 13.2 - Horticultural Show

### Loughton Horticultural Show 2023 and Town Mayor's Best Allotment Awards

Loughton Town Council's Horticultural Show was again staged on Saturday 2 September 2023, proving a great success. Open to any Loughton resident with an interest in gardening, baking and flower arranging – the afternoon proved to be a delightful and welcome community event. Exhibits included Coronation themed floral arrangements, beautiful blooms, an array of assorted flavoured chutneys and jams, home baked Victoria sponge cakes and tables laid full of prize worthy vegetables and fruit!

Some 94 entries were exhibited in the various classes and the judges were impressed with the standard of the exhibits.

Assessment took place following strict judging conditions. Loughton Town Council is extremely grateful to the Judges and Volunteers who gave their time and expertise in making the show a success.

Winners of the 'Best in Show' went to Francis Sheridan, with his amazing Funniest Cress Head

The public were treated to a plant sale with a wonderful selection of hardy perennials, and winter bedding from Matthews Plants; and teas and coffees were served with mouth-watering homemade delicious cakes along with a selection of cakes kindly donated by Cook Loughton - all donations on the day which were raised went to Grow Community Garden.

Judging took place for the Town Mayor's Best Allotment in Loughton, now in its 13<sup>th</sup> year, in July with plots from the Loughton Potato Ground, the Roding Road and Willingale Road allotments. Over 200 allotments were inspected by shortlisting volunteers, from these shortlisted plots the final judging was made on 12 July 2023 by Ray How and Robin Warner representatives of the National Allotment Society.

The prize presentation took place at the end of the Horticultural Show. The overall winner was The Sheridan Family from the Roding Road allotments who also received a certificate for the Site Winner.

The Sheridan family were presented with the Horticultural Association Challenge Cup by the Town Mayor, Cllr Mick Stubbings, along with a £25 gift voucher and a certificate. The judges commented that they had utilised the space very well and they could see it was well used and cultivated by the whole family.

The Town Mayor's Overall Best Newcomer award was made to Tracy Smythe from Roding Road Allotments who received the best newcomer's shield and a certificate and also the Best Allotment on site award. The judges said, they had utilised the space very well and made a great start to their allotment plot. Best Newcomer on the Loughton Potato Ground was Joshua Boucher and Best Newcomer on Willingale Road Allotments was awarded to Sarah Barson.

Highly Commended and Commended winners were awarded certificates of which there were eleven each across the three allotment sites.

The event was run within budget and a £50 donation will be made to Grow Community Garden as one of the nominated charities of the Town Mayor.

DT/MS 11.9.23

Agenda item 13.2 - Horticultural Show Cont/...

**Francis Sheridan – Best in Show with his Funniest cress head  
receiving his award from the Loughton Town Mayor – Cllr Mick Stubbings**



Agenda item 18 - Hedgehogs R Us Project



Linda Cook  
12 Richmond Close  
Market Weighton  
VO433EX

[HedgehogsRus@mail.com](mailto:HedgehogsRus@mail.com)

Firstly, thank you for taking the time to read this letter!  
I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

### Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:  
\* 50 Hedgehog Highway surrounds & 50 information leaflets  
\* A display box & window sticker showing you are part of the project.



Ideas of how to benefit your community include:  
\* Donate the Highways and leaflets to your local school to educate in wildlife conservation  
\* Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre

The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us  
Thank you for taking time to read this Email :-)

**Agenda item 18 Cont/...**

I would like to tell you about my Hedgehog Highway Project, which over 130 Parishes & Towns are taking part in. Many more are adding it to their next council meeting agendas.

Please read about the project here: <https://hedgehogsrus.co.uk/hedgehog-highway-project>

The attached letter and the following video should also tell you all that you need to know: <https://fb.watch/lFziHaXaVX/>

Please would you be so kind as to add it to the agenda of your next meeting?

I really hope you choose to take part as together we can make the whole of the UK hedgehog friendly!

Follow the project on Facebook: Hedgehogs R Us.

Thank You!

Linda Cook, Hedgehogs R Us

**Agenda Item 20  
Financial Position  
Current Financial Position**

**Summary Income & Expenditure by Budget Heading 30/06/2023**

Month No: 3

**Environment & Heritage Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Environment &amp; Heritage</u></b>							
Christmas Best Dressed Window	Expenditure	340	0	350	350	350	0.0%
Cemetery (Church Lane)	Expenditure	56,389	11,126	63,398	52,272	52,272	17.5%
	Income	25,366	541	15,715	15,174		3.4%
Street Furniture	Expenditure	39,307	15,740	32,460	16,720	16,720	48.5%
Allotments	Expenditure	3,213	925	6,260	5,335	5,335	14.8%
	Income	3,842	170	3,630	3,460		4.7%
Lady Whitakers Mead	Expenditure	1,640	0	880	880	880	0.0%
Other Services	Expenditure	1,126	496	1,160	664	664	42.8%
Service Re-charge (1)	Expenditure	99,000	0	125,000	125,000	125,000	0.0%

**INCOME – EXPENDITURE TOTALS**

Environment and Heritage Expenditure	<b><u>201,015</u></b>	<b><u>28,287</u></b>	<b><u>229,508</u></b>	<b><u>201,221</u></b>	<b><u>201,221</u></b>	<b>12.3%</b>
Income	<b><u>29,208</u></b>	<b><u>711</u></b>	<b><u>19,345</u></b>	<b><u>18,634</u></b>		<b>3.7%</b>
Net Expenditure over Income	<b><u>171,807</u></b>	<b><u>27,576</u></b>	<b><u>210,163</u></b>	<b><u>182,587</u></b>		

Notes:

- 1) Service re-charge for 2023/24 is £125,000 which is deducted at the end of March 2024. Qualis have now started to invoice on a monthly basis.

**Earmarked Reserves**

A summary of the Committee's reserves showing the amounts available from reserves as at 30/06/2023 is provided below:

<b>Environment &amp; Heritage Committee</b>	<b>30/06/2023</b>
Christmas lights	350
Cemetery	17,292
Cemetery plot maintenance endowment (restricted fund)	8,262
<b>Total</b>	<b>25,904</b>