



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Wednesday 15 November 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

8 November 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 2 October 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.
Members may be aware of the 'Climate and Ecology Bill' which is due for its second reading in Parliament on 24 November 2023. The 'Zero Hour' group are leading the campaign to address the full extent of the climate and nature crisis in line with the most up to date science.
- 6 Weekly Markets – Min no EH223**
Following the two presentations received to date, the Committee to make a recommendation to the Town Council meeting of 12 December 2023.
- 7 Heritage Plaques – Min-no-EH224**
On 20 October 2023 a plaque was installed at 8 Connaught Avenue in honour of Charles Frederick Clark (1876-1945), Industrialist and Philanthropist.

To receive and note
- 8 Allotments**
 - 8.1 Willingale Road Allotments Report**
 - Status Report**
The site is currently fully let. All rents for this year have been paid except for one plot holder, whom the office is following up. Should no response be received by 18 November 2023 a notice to quit will be issued.

There is still a waiting list of people interested in taking a plot, so no issues with filling any vacancies.

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

The water to the site will be turned off for the winter on 13 November 2023.

D Taylor – Allotment Officer 7/11/23/MS

8.2 Roding Road Allotment and Leisure Gardens Association (RRALGA) Allotments Report – Min no EH226.2

Status Report

A meeting with the RRALGA has been rearranged for 22 November 2023 to discuss updating Loughton Town Council (LTC) / RRALGA agreements, and any other ongoing issues. The meeting had been deferred by the Chairman of the RRALGA due to external commitments.

To receive and note

9 Signage

9.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH227.1

On 18 October 2023, the Town Clerk and Services Manager attended the unveiling of a new public display board at Loughton Underground Station, along with representatives from The Epping Forest Heritage Trust, Transport for London, and the City of London Corporation. The display board forms part of a campaign to waymark walking routes into Epping Forest, whilst also promoting the use of public transport and giving key information on walking trails and visitor locations. The Town Council was one of a consortium of partners in this project, along with the City of London Corporation, Transport for London, Epping Town Council, and Essex Highways. A second board has been installed outside Epping Underground Station.

The interpretation board at Shaftesbury, Loughton does still need to be updated.

To receive and note

9.2 Broadway Noticeboard – Min no EH227.2

A brand new notice board was installed on the brick wall directly outside Sainsbury's in Torrington Drive on 20 October 2023. Mr Samir Khan, Store Manager, is thanked for his assistance in this matter.

To receive and note

9.3 Oakwood Hill Noticeboard – Min no EH227.3

On 20 October 2023 a post mounted notice board was installed outside Oakwood Stores in Longcroft Rise, as a direct replacement for the existing board which had been in a poor state of repair for some time.

To receive and note

9.4 Alleyway Project – Min no EH227.4

Permissions are currently being sought to allow for the installation of alleyway name plates at the following: 1) Bayliss Path, Church Hill to Queens Road, and 2) Gillingham Path, Loughton Station to Roding Road.

To receive and note

10 Correspondence from Essex County Council (ECC)

10.1 Salt bin provision – Min no EH228.1

The annual supply of Salt grit (49 x 20kg bags on a single pallet) from ECC Highways has now been delivered to Loughton Cemetery, and an advertising

campaign asking for volunteers to come forward to spread the salt has been ongoing for several weeks.

To receive and note

11 Events

11.1 Loughton Wombles

Two separate litter picks took place on 21 October 2023 at two Loughton locations, i.e. The Highwood Lane / Marlescroft Way area and along Church Hill from the Rectory Lane junction to the The Uplands junction. Further 'Wombles' outings are scheduled for 25 November 2023 and for December 2023.

To receive and note

11.2 Horticultural Show

At the Town Council meeting of 18 October 2023 (min 201.3 refers), it was suggested that the Horticultural Show be considered to be included in Loughton Day going forward.

Following further review, both the Town Clerk and Community Manager recommend that the Horticultural Show is kept as a separate event, largely due to the additional resources required and extra costs involved. The Town Clerk will elaborate further.

11.3 Loughton Day

Saturday 21 September 2024 has been confirmed as the date for the next Loughton Day.

To receive and note

12 Closed Churchyard – Min no EH232

The dialogue with St John the Baptist Church continues. The Town Clerk will provide an oral update.

13 Financial Savings – Min no EH235

Prospective dates have been circulated between the respective Environment & Heritage and Recreation Committee Chairmen, to set up a site meeting at the Roding Valley Recreation Ground (RVRG) between all relevant parties, (including Qualis and Epping Forest District Council (EFDC) at the first available opportunity.

Members to review

14 Financial Position

Current Financial Position

The current financial position as at 30 September 2023 is attached together with current details of the funds available from earmarked reserves. (See page 5).

15 Fees for financial year 2024/25

See report page 6.

Members to review and agree fees

- 16 Budget 2024/25**
16.1 Committee Priorities (see page 7)
16.2 Budget Estimates 2024/25 (see pages 8 – 11).

Members to review

- 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
8 November 2023

**Agenda Item 14 Financial Position
Current Financial Position**

Summary Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

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	340	0	350	350	350	0.0%
Cemetery (Church Lane)	Expenditure	56,389	21,882	63,668	41,786	41,786	34.4%
	Income	25,366	5,971	15,715	9,744		38.0%
Street Furniture	Expenditure	39,307	16,897	32,460	15,563	15,563	52.1%
Allotments	Expenditure	3,213	2,604	6,260	3,656	3,656	41.6%
	Income	3,842	1,523	3,630	2,107		42.0%
Lady Whitakers Mead	Expenditure	1,640	0	880	880	880	0.0%
Other Services	Expenditure	1,126	1,857	1,160	-697	-697	160.1%
	Income	0	150	0	150		
Service Re-charge (1)	Expenditure	99,000	0	125,000	125,000	125,000	0.0%

INCOME – EXPENDITURE TOTALS

Environment and Heritage Expenditure	<u>201,015</u>	<u>43,239</u>	<u>229,778</u>	<u>186,539</u>	<u>186,539</u>	<u>18.8%</u>
Income	<u>29,208</u>	<u>7,644</u>	<u>19,345</u>	<u>11,701</u>		<u>39.5%</u>
Net Expenditure over Income	<u>171,807</u>	<u>35,595</u>	<u>210,433</u>	<u>174,838</u>		

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 30/09/2023 is provided below:

Environment & Heritage Committee	30/09/2023
Christmas lights	350
Cemetery	17,292
Cemetery plot maintenance endowment (restricted fund)	8,262
Total	25,904

Agenda Item 15
Fees for Financial Year 2024/25

The Committee is asked to agree the rate of increase to be applied to the following fees and charges:

- 1 Cemetery
- 2 Licence for vehicle access to Roding Road allotment site

Notes:

- Allotment rents – the required 12 months' notice has already been issued to tenants at the Willingale Road site that rent for a full-sized plot with effect from September 2023 will be £53 per annum (see Min no EH 203.2).
- Radar keys for access to accessible toilets are sold at cost.
- No fee is charged for licences for pedestrian access on to the Roding Road Allotments.
- The Recreation Committee has agreed to increase the fees under its control by 7%.

Conclusion

The current level of fees and charges may be viewed on the LTC website under Documents, Forms and Policies section, or a paper copy can be made available on request from the Council office.

We historically base our hire increases on Retail Price Index (RPI) increases. However, in the difficult economic conditions, inflation is currently running at 6.3% (September 2023) and RPI at 10.6 % (September 2023)

Comparison fees at other Councils and hirers have been compared with LTC's charges and LTC's are generally in line.

Bearing in mind the difficult economic conditions for residents and pressure on LTC budgets:-

Recommend

Increases of 7% (last increase 10%) as rates appear to be reducing gradually, Rounding up to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

Agenda item 16 – Budget Estimates 2024/25

16.1 Committee Priorities

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2024/25		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Loughton Day / Heritage Open Days	September events + heritage trail/leaflets – 2024
High	Loughton Cemetery Wall	Work to commence soonest
High	Registration of Village Greens	Historically applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Liaison with City of London Corporation	All aspects re Epping Forest including route signage
High	Weekly food market in the High Street	Soonest
High	St John the Baptist – Closed Churchyard	Continue dialogue
Medium	Lady Whitaker’s Mead	Development of new cemetery /or other project
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance Rules and Regulations review
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee’s terms of reference	

Agenda item 16.2 – Budget Estimates 2024/25

Initial Draft E&H Budget for 24/25 for E&H 15.11.23												
LOUGHTON TOWN COUNCIL BUDGET												
											2024.25	
ENVIRONMENT & HERITAGE COMMITTEE	2022/2023	2022 /2023	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024	2023/2024	2023/2024	2023/2024	2024/2025	2024/2025
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 30.09.23	PROJECTED	BUDGET	YTD 30.09.23	PROJECTED	EXPENSE	INCOME
	EXPENSE	EXPENSE	INCOME	INCOME	EXPENSE	EXPENSE	31.3.24	INCOME	INCOME	31.3.24		
Christmas Best Dressed Window												
Christmas windows prizes	£300	£300					£0	£300				
Christmas windows other costs	£50	£40					£0	£50				
Christmas windows prizes/other costs					£350						£350	
Sub total	£350	£340	£0	£0	£350	£0	£350	£0	£0	£0	£350	£0
Cemetery (Church Lane)												
Purchase Exclusive Rights of Burial			£4,200	£8,484				£5,350	£3,707	£5,350		£5,725
Internment			£6,100	£13,606				£6,900	£1,450	£4,000		£4,280
Memorial fee			£1,150	£1,170				£965	£250	£965		£1,033
Transfer / assignment			£2,800	£2,106				£2,500	£564	£2,000		£2,140
Salaries	£15,500	£16,233			£17,300	£8,085	£18,231				£19,689	
Tax and National Insurance	£7,600	£7,965			£8,000	£3,160	£7,850				£8,477	
Pensions	£6,600	£6,200			£6,500	£2,705	£6,985				£7,544	
Staff travel	£100	£0			£50	£0	£50				£50	
Phones	£100	£16			£100	£0	£0				£0	
General Expenses	£110	£0			£0	£0	£0				£0	
Water	£1,600	£672			£800	£386	£950				£1,017	
Electricity	£600	£71			£2,000	£1,782	£2,000				£2,000	
Insurance -specific allocation	£160	£0			£0	£0	£0				£0	
Building Maintenance	£2,000	£351			£1,000	£659	£1,000				£1,000	
Supplies	£800	£204			£800	£89	£600				£800	
Ground maintenance - contract	£14,800	£14,099			£15,688	£0	£15,688				£16,786	
Other works	£10,000	£4,455			£6,000	£1,308	£5,000				£6,000	
Refuse collection	£3,300	£3,254			£3,630	£1,712	£3,630				£3,884	
Grave digging	£2,000	£2,870			£1,800	£1,995	£3,000				£3,210	
Memorial testing	£5,000	£0			£0	£0	£0				£5,000	
Sub total	£70,270	£56,389	£14,250	£25,366	£63,668	£21,881	£64,984	£15,715	£5,971	£12,315	£75,457	£13,178

ENVIRONMENT & HERITAGE COMMITTEE	2022/2023	2022 /2023	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024	2023/2024	2023/2024	2023/2024	2024/2025	2024/2025
	BUDGET EXPENSE	ACTUAL EXPENSE	BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 30.09.23 EXPENSE	PROJECTED 31.3.24	BUDGET INCOME	YTD 30.09.23 INCOME	PROJECTED 31.3.24	EXPENSE	INCOME
Street Furniture												
General Income												
Insurance - specific allocation	£85	£0			£0	£0	£0				£0	
Christmas lights - maintenance	£1,600	£295			£1,760	£450	£1,760				£1,883	
Christmas lights - electricity	£300	£1,360			£550	£292	£550				£550	
Christmas lights - enhancement	£16,000	£16,909			£16,000	£225	£16,000				£16,000	
Hanging baskets	£7,900	£7,920			£8,700	£4,410	£8,700				£9,309	
War memorial maintenance	£1,000	£9,302			£1,000	£0	£500				£1,000	
Bus shelters	£500	£0			£500	£64	£500				£500	
Lopping Hall clock annual maintenance	£180	£1,664			£250	£169	£250				£250	
Heritage plaques/panels	£1,000	£11			£1,000	£297	£1,000				£1,000	
Fountain	£1,000	£0			£0	£300	£300				£300	
Other works	£1,000	£1,780			£500	£3,250	£3,250				£500	
Seats	£500	£0			£500	£55	£500				£500	
Alley way names	£500	£66			£500	£5,010	£5,010				£500	
Salt/grit bins	£400	£0			£200	£0	£200				£200	
Pedestrian signage	£1,000	£0			£1,000	£2,375	£2,375				£1,000	
Sub Total	£32,965	£39,307	£0	£0	£32,460	£16,897	£40,895	£0	£0	£0	£33,492	£0

ENVIRONMENT & HERITAGE COMMITTEE	2022/2023 BUDGET EXPENSE	2022 /2023 ACTUAL EXPENSE	2022/2023 BUDGET INCOME	2022/2023 ACTUAL INCOME	2023/2024 BUDGET EXPENSE	2023/2024 YTD 30.09.23 EXPENSE	2023/2024 PROJECTED 31.3.24	2023/2024 BUDGET INCOME	2023/2024 YTD 30.09.23 INCOME	2023/2024 PROJECTED 31.3.24	2024/2025 EXPENSE	2024/2025 INCOME
Allotments												
General Income												
Licence fees			£430	£250				£430	£150	£250		£250
Allotment rents			£3,200	£3,592				£3,200	£1,373	£3,200		£3,425
Water	£580	£730			£660	£164	£550				£588	
Electricity	£200	£180			£600	£229	£600				£600	
Insurance - specific allocation	£140	£0			£0	£0	£0				£0	
Pyrles Lane allots - works	£500	£0			£0	£0	£0				£0	
Willingale Road allots- works	£3,000	£2,184			£2,000	£1,065	£2,000				£2,000	
All allotments	£3,000	£119			£2,000	£0	£1,000				£2,000	
Roding allotment works	£3,000	£0			£1,000	£0	£1,000				£1,000	
Sub Total	£10,420	£3,213	£3,630	£3,842	£6,260	£1,458	£5,150	£3,630	£1,523	£3,450	£6,188	£3,675
Lady Whittakers Mead (Loughton Lane)												
Other works	£800	£1,640			£880	£0	£880				£942	
Sub Total	£800	£1,640	£0	£0	£880	£0	£880	£0	£0	£0	£942	£0
Other Services												
Loughton Day									£150	£400		£400
Loughton Day	£1,200	£1,050			£1,000	£1,801	£1,801				£2,000	
Contingency	£1,000	£0			£0	£0	£0				£0	
Heritage Trail	£1,800	£0			£0	£0	£0				£0	
Wombles Litter Picking	£100	£0			£60	£56	£60				£100	
Horticultural Show	£200	£76			£100	£0	£100				£150	
Sub Total	£3,100	£76	£0	£0	£160	£56	£160	£0	£0	£0	£250	£0
Service Recharge	£99,000	£99,000			£125,000	£0	£125,000				£127,000	
Sub total	£99,000	£99,000	£0	£0	£125,000	£0	£125,000	£0	£0	£0	£127,000	£0
TOTALS	£216,905	£199,965	£17,880	£29,208	£228,778	£40,292	£237,419	£19,345	£7,494	£15,765	£243,679	£16,853

EARMARKED FUNDS	BUDGET		Less the year		Add the year				New		EARMARKED FUNDS
	1.4.23		2023 to 2024		2023 to 2024				Adjustments		31.3.24
ENVIRONMENT & HERITAGE											
Christmas Lights	£350										£350
Cemetery	£17,292										£17,292
Cemetery Plot Endowment (RF)	£8,262										£8,262
SUB TOTAL	£25,904		£0								£25,904