



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Tuesday 30 January 2024

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

23 January 2024

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 15 November 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**
A water leak was recently discovered at the Town Council cemetery. Fortunately it proved to be a split pipe to a surface tap, as opposed to an underground leak. A local plumber has since fixed the pipe.
- 6 Weekly Markets – Min no EH244**
Discussions have commenced with Hughmark regarding the due diligence and processes needed to be in place, in order to grant a market licence.

To receive and note.
- 7 Heritage Plaques – Min-no-EH245**
Awaiting a response from the resident at Connaught Avenue to arrange a dedication ceremony in respect of the plaque for Charles Frederick Clark (1876 - 1945), Industrialist and Philanthropist.

To receive and note
- 8 Allotments**
 - 8.1 Willingale Road Allotments Report**

Current Situation
 - All rents for the current year have been received.
 - At present there is only one vacancy, which will be let shortly as we have a waiting list of 12 names.
 - A strimmer has been donated which will be used in the summer months by staff to cut the paths.
 - The next site inspection is scheduled for February 2024.
 - The mower and cultivator have only been used half a dozen times in the last year, so it was agreed by volunteers and Officers not to pay out for servicing this year.
Councillors are asked whether they wish to go ahead with the Town Mayor's Best Allotment Competition this year.

The Loughton Horticultural Show has now been confirmed for Saturday 7 September 2024. A judge for the show has been confirmed and publicity will be circulated soon, so that entrants can start growing their produce.

D Taylor – Allotment Officer 12/01/24

To receive and note

8.2 Roding Road Allotment and Leisure Gardens Association (RRALGA) Allotments Report – Min no EH246.2

The Town Clerk, Services Manager and Allotments Officer from Loughton Town Council (LTC) met with the Chairman and Secretary of the RRALGA on 22 November 2023. It was agreed

- to meet at least once a year to provide updates on developments and to improve communication;
- that RRALGA will send a copy of their accounts to LTC following their Annual General Meeting (AGM), held in December each year;
- to renew the Management Agreement between LTC and RRALGA and then further review the document every three to seven years (tbc);
- that the site could not accommodate any further apiaries (beekeeping areas). RRALGA confirmed the site already has 3 apiaries and due to health and safety factors cannot have anymore. There is a waiting list and the resident concerned would be informed if an apiary vacancy arises. A qualification is required to keep bees;
- a number of maintenance issues would be looked at including, some overgrown trees (including the alleyway entrance) where strimming is also required and some work on the main gate.

To receive and note

9 Signage

9.1 Signage to the Forest from Loughton Station / Town centre – Min no EH247.1

A new 'Epping Forest' interpretation board has been placed by the City of London Corporation as part of the partnership project, at the Shaftesbury end of Staples Road to the left of the Staples Road storage pond, facing the gate 85 entrance. See photos attached pages 6 – 7.

To receive and note

9.2 Alleyway project – Min no EH247.4

Transport for London (TFL) have approved the sign for the alleyway by the station (to the left of the station entrance if facing), through to where it reaches Roding Road. The alleyway itself has been named "Gillingham Path," after Donald W Gillingham (1906 – 1965), the author of the book "Unto the Fields", who lived nearby at 28 Roding Road, where there is a blue heritage plaque in his honour. An installation date is pending.

The remaining 'Bayliss Path' alleyway sign (lower part of Church Hill) is proving more difficult, as owners of the access way are not responding to Town Council requests. The Office will continue to chase.

To receive and note

10 Events

10.1 Loughton Wombles

Given the harsh weather conditions, two groups of hardy ‘Wombles’ were out on Saturday 13 January 2024. One group met at the Esso garage on Church Hill and litter picked up Goldings Hill as far as Goldings Hill Pond. The second group litter picked in the vicinity of Pyrles Lane. The next litter picks are scheduled for Saturday 10 February 2024 and Saturday 23 March 2024.

To receive and note

11 Closed Churchyard – Min no EH250

The dialogue with St John the Baptist Church continues. The Town Clerk and Community Manager attended a very useful webinar on 18 January 2024, ‘Managing Closed Churchyards by Local Councils’, organised by the Society of Local Council Clerks (SLCC). Power point slides are available upon request and will be distributed to Committee members. Whilst most of the material was already known, a few misconceptions were clarified, e.g.

- responsibilities can be split between the Church and the Town Council
- record keeping, maintenance of registers and correspondence can still be handled by the Church
- once closed the Town Council would have responsibility for all maintenance aspects including perimeter walls and pathways, all to a ‘decent order’
- the Town Council would need to comply with health and safety legislation and exercise a ‘duty of care’ for visitors, contractors and employees.

The Town Clerk will elaborate further at the meeting and organise another meeting with the Church soonest.

Members to discuss and review

12 Christmas Window Competition 2023

Please see report on pages 8 – 11. Discussion of potential changes to the judging grid, will be held over, until the formation of the new Town Council in May 2024 following the local Town Council elections.

To receive and note

13 Meeting with the City of London Corporation (COLC)

The Conservators of Epping Forest have been working to transform the operating environment of their charity and the way they consult and partner with their wide range of stakeholders. Accordingly they have re-established the Local Authority Liaison meeting. The new format will bring together colleagues from across all of their local authorities in one meeting twice a year. Accordingly the Environment and Heritage Committee Chairman and Town Clerk attended the inaugural meeting at the ‘Warren’ on 13 December 2023. The purpose of the meeting was to facilitate targeted discussions at a strategic level, which will allow the COLC to work in partnership to meet shared objectives and overcome challenges together. This meeting is not the right forum to raise ward-level operational matters. This should continue to be raised to the Superintendent of Epping Forest directly.

The COLC are currently understaffed for the forest operations and are in the midst of a recruitment programme.

Future meeting, areas of discussion will be updates on

- Epping Forest – staffing and budget
- CLC Corporate Plan 2024-2029
- Natural Capital and Carbon Action/carparks

- Partnership projects with Local Authorities
- EFDC – Epping Forest Transport Plan
- All Strategic Access Management and Monitoring Strategy (SAMS)

The current Director (Superintendent) Epping Forest, Paul Thompson is retiring this month and Jacqueline Eggleston, Assistant Director (Superintendent) Epping Forest, is now in charge in the interim period, pending a permanent appointment.

To receive and note

14 Spring Bulb Display on Borders Lane

See e-mail 15 November 2023 from Cllr Davies below:-

'Now that the Borders Lane developments are nearing completion, I had a query re the bulb display that was donated in memory of an elderly resident. The display was planted at the entrance to the site, on the grass verge situated near the exit of the Loughton Hall footpath. It was a lovely display of spring flowering bulbs, daffodils and crocus etc. Since everything was churned up and fenced off for so long, I have missed them. As I mentioned they were on the grass verge which is not within the development site. Therefore, can we request that they are reinstated by Fairview'.

Members to review

15 Consultation update on proposed changes to bus routes

See attached e-mail from Transport for London (TFL) dated 16 January 2024, page 12.

To receive and note

16 Loughton Station Disability access

When Loughton station was rebuilt in 1940, it was with two island platforms connected with the ground only by quite steep stairways. This has been commented on adversely by the disabled, elderly, and infirm sporadically since. The station is a listed building. and adaptation would not be entirely straightforward. LTC contacted TFL about this before.

The Committee is asked if it wishes to return to the question

17 Financial Position

Current Financial Position

The current financial position as at 30 November 2023 is attached together with current details of the funds available from earmarked reserves.
(See page 13.)

18 Budget 2024/25

Members may wish to comment on the budget that has just been passed at the preceding Town Council meeting and how it affects this particular Committee.

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.

20 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
23 January 2024

Agenda item 9.1

Signage to the Forest from Loughton Station /Town centre – Min no EH247.1



Agenda item 9.1 continued



E&H Agenda item 12

Christmas Window Competition 2023

Many Loughton businesses decorated their windows as part of the town's festive celebrations, all gaining automatic entry into our Christmas-themed shop window competition.

Businesses are split into four classes of entry – local/independent businesses, multiples/chain stores, charity shops and eateries (cafes, pubs and restaurants). The judges were Town Mayor, Michael Stubbings, assisted by Councillors Carol Davies and Stella Murphy. This year's results were as follows:

Class	Winning businesses	£75 donation made to nominated charity by the Town Council
LOCAL/INDEPENDENT		
Winner	Elliott James, 165 High Road, IG10 4LF	Cancer Research UK 2 Redman Place, London, E20 1JQ.
Runners-up	Loughton Tiling, 70 The Broadway, IG10 3ST Jimmy's Barbers, 42 The Broadway, IG10 3SY	
Highly commended	Woodbury Homes, 244 High Road, IG10 1RB Tony's, 61 The Broadway, IG10 3SP	
MULTIPLE/ CHAIN STORE		
Winner	Madison Fox, 94 High Road, IG10 4HT	Haven House Children's Hospice, The White House, High Road, Woodford Green, IG8 9LB.
Runners-up	The Ginger Pig, 165a High Road, IG10 4LF William Hill, 71/73 The Broadway, IG10 3SP	
Highly commended	Chigwell Window Centre, 305-307 High Road, IG10 1AH	
CHARITY SHOPS		
Winner	Haven House Children's Hospice, 188 High Road, IG10 1DN	Haven House Children's Hospice, The White House, High Road, Woodford Green, IG8 9LB.
Runner-up	Barnardo's, 59 The Broadway, IG10 3SP	

EATERIES (Cafes, Pubs & Restaurants)		
Winner	The Aviary Bar & Brasserie 3 Centric Parade, 200 High Road, IG10 1DN	3Food4U 13 Sun Street, Waltham Abbey, EN9 1ER.
Runners-up	Atesh Grill & Bar, 280-282 High Road, IG10 1RB Wimpy, 168A High Road, IG10 1DN	
Highly commended	Aura, 179-181 High Road, IG10 4LF Tom, Dick & Harry's, 153 High Road, IG10 4LF	

Each of the category winners received a laminated certificate, along with an engraved cup (to keep for 11 months). The winners were all absolutely delighted with the recognition shown for their efforts. Runners-up and highly commended entrants received laminated certificates.

This year's judges reported that the existing judging grids could be simplified, and that Ward Councillors could be more involved in identifying nominees for the awards.

The Committee is asked to consider what format it wishes to adopt for this year's competition?

Report by Debra Paris
Planning Committee Clerk & Admin Officer

Below are the existing Christmas Window competition rules:

- 1 Eligibility: All shops and businesses within the Town Council's boundaries are eligible and will be automatically entered in the competition.
- 2 Classes of Entry: Entrants will be split into four classes:
 - 1 Local/Independent businesses
 - 2 Multiples/chain stores (3 or more branches)
 - 3 Charity
 - 4 Eateries - Restaurants, Cafés & Pubs
- 3 Judging: This will be carried out by a panel consisting of the Town Mayor and two other councillors nominated each year by the Environment & Heritage Committee. All dressed windows must be in place for 1 December. Judging will follow this and be completed by 7 December. The judges' decision is final and no correspondence will be entered into.
- 4 Theme: Entrants may base the window display on any Christmas theme.
- 5 **Judging Criteria:** The window displays will be judged on a range of criteria, including:
 - Overall impression/visual impact
 - Creativity/ideas
 - Artistic merit
 - Inventive use of materials
 - Effort

Window displays relying primarily on considerable expenditure to achieve their impact will not be favoured in the judging. There is no maximum or minimum size for the display.
- 6 **Prizes:** The first prize-winner in each class will receive an engraved cup to retain for eleven months (to be awarded again the following year) and a certificate to keep; also a donation of £75 will be made to the charity of their choice. Certificates will also be awarded to the runner-up and highly commended entrants in each category. When no award is made in a category, the Town Council reserves the right to re-distribute the award on the judges' decision to one or more categories and/or entrants.

This year's judges commented that the judging grids could be simplified, and that Ward Councillors could be more involved in identifying nominees for the awards.

Below is the information on the existing judging grids that are currently required to be completed:

Page1 LOCAL & INDEPENDENT (Marks out of 10 for each criteria) As an exception, a maximum of 5 points <u>overall</u> may be awarded for anything which you feel deserves bonus points.		Overall impression/visual impact	Creativity/ Ideas	Artistic merit	Inventive use of materials	Effort	Bonus	Total
Shop / business / contact	Address							
1								

Proposed simplified Judging Grid. Rather than give marks out of 10 for each criteria, judges to **consider** the 5 criteria points when making their judgement, but to give an **overall mark** out of 10 for each display (with the option of a bonus point of up to 5, as an exception)? See proposed grid below:

Page1 LOCAL & INDEPENDENT Each category should have one overall winner. Five criteria to consider for each display, when making your judgement:		Marks (out of 10 overall)	Bonus (As an exception, a max of 5 points <u>overall</u> may be awarded.	Total
Shop / business / contact	Address			
1				

The Committee to consider the above proposals

Agenda item 15

Consultation update on proposed changes to bus routes

Good afternoon

I am writing to update you following the public consultation held in June and July 2023 proposing changes to bus routes W12, W13, W14 and 549 in the London Boroughs of Redbridge and Waltham Forest.

Today we have published our [consultation report](#) which confirms our decision as to how we will proceed with the proposals and next steps. The report also sets out our response to the key issues raised.

We received 863 responses to the consultation and would like to thank everyone that took part.

Following careful consideration of the feedback we received from members of the public and other stakeholders, we have decided to implement the original proposals as follows:

- Route W12 – will be restructured to operate between Coppermill Lane and Woodford Bridge via Church Hill Road as proposed
- Route W13 – will be extended to Leyton, Asda as proposed
- Route W14 – will be restructured to operate between Loughton Station and Whipps Cross Interchange as proposed
- Route 549 – will be withdrawn and replaced with the extended route W14 as proposed

It is expected that the restructuring of routes W12, W13 and W14 and withdrawal of route 549 will take place in September 2024.

All changes to bus services in the area will be supported with comprehensive customer information. This will include updated timetables where applicable.

Thank you again to everyone that took part in the consultation.

Yours sincerely

Geoff Hobbs

Director of Public Transport Service Planning

Transport for London

Agenda Item 17
Financial Position
Current Financial Position

Summary Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	29,117	63,668	34,551	34,551	45.7%
	Income	25,366	9,422	15,715	6,293		60.0%
Street Furniture	Expenditure	39,307	34,086	32,460	-1,626	-1,626	105.0%
Allotments	Expenditure	3,213	3,032	6,260	3,228	3,228	48.4%
	Income	3,842	3,573	3,630	57		98.4%
Lady Whitakers Mead	Expenditure	1,640	650	880	230	230	73.9%
Other Services	Expenditure	1,126	1,788	1,160	-628	-628	154.2%
	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>68,673</u>	<u>229,778</u>	<u>161,105</u>	<u>161,105</u>	<u>29.9%</u>
Income	<u>29,208</u>	<u>13,145</u>	<u>19,345</u>	<u>6,200</u>		<u>68.0%</u>
Net Expenditure over Income	<u>171,807</u>	<u>55,528</u>	<u>210,433</u>	<u>154,905</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 30/11/2023 is provided below:

Environment & Heritage Committee	30/11/2023
Christmas lights	350
Cemetery	17,292
Cemetery plot maintenance endowment (restricted fund)	8,262
Total	25,904