



# **ENVIRONMENT AND HERITAGE COMMITTEE**

Members of the Environment and Heritage Committee

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

**Tuesday 11 June 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**  
5 June 2024

**Councillor C C Pond (Chairman)**  
**Councillor K Valentine (Vice Chairman)**

**Councillors**

A Fricker  
J Obaseki

W Dodd  
C Ubah

S Harriman

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 30 March 2024.
- 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**
  - The unwanted and neglected banners left in the Town Centre and around The Drive were successfully removed by the Highway Rangers – Min EH282 refers
  - A draft policy to cater for indoor/outdoor car boot sales will be brought to the next committee agenda
  - Members are invited to make suggestions for strategy/ issues to be taken up in the 2024-28 term of office.
- 6 Samaritans' Signs in Epping Forest – Min EH283**  
See City of London response dated 30 March 2024 page 6.  
  
To receive and note
- 7 Weekly Markets – Min no EH284**  
There appears to be agreement between Epping Forest District Council (EFDC) and the market provider, Hughmark, regarding rental charges, which are applicable to host the market on the pavement adjacent to Centric Parade. A latter development is that further confirmation is now awaited from EFDC, as to whether they own the pavement. Cllr Pond has also prompted the Essex County Council (ECC) Cabinet member, Commercial Estates Portfolio holder to expedite matters. There is only a narrow time frame remaining to enable the 'kick-start' of this weekly market during the summer months.  
  
The Town Clerk will provide an oral update on any subsequent developments.
- 8 Heritage Asset and Conservation Areas**
  - 8.1 Extension and Protection of areas within Loughton**  
Members to consider further now that the new Town Council is in place.
  - 8.2 Heritage Plaques**  
Two blue plaque dedications for financial year 2024/25 are now in progress, both for 19 York Hill.
    - Diana Kennedy, the authority on all things Mexican especially cuisine - plaque has been ordered
    - Edward Manley Cummings, Clerk of the works at St Pauls Cathedral - the current owner of the property is offering to pay for the plaque.

- To review a blue plaque request for next financial year 2025/26 for 62 The Uplands, Percy Thompson, prominent Loughton historian.

## 9 Allotments

### 9.1 Willingale Road Allotments Report

Members to review the attached report and proposed rent increases.

See page 7.

## 10 Signage

### 10.1 Alleyway project – Min no EH286.1

Permission has finally been received for signage to be installed at Bayliss Path, which runs from Church Hill through to Queens Road, to be installed as soon as the Town Council's contractor has availability.

To receive and note.

## 11 Events

### 11.1 Loughton Wombles – Min no EH287.1

Two Loughton Wombles groups were out on Saturday 20 April 2024, one, litter picking in Rookwood Avenue and then following the brook to the M11 motorway and the other in Oakwood Hill between Marlescroft Way and the traffic lights at Chigwell Lane.

Another litter pick took place on Saturday 25 May 2024. Again, two groups were out, one, in and around the Torrington Drive area and the other cleared St Marys Path towards Borders Lane.

Loughton Wombles were invited to attend the D-Day beacon lighting at Hillyfields on the 6 June and new monthly litter picking meets will be arranged imminently.

To receive and note.

### 11.2 Loughton Horticultural Show – 2pm Saturday 7 September 2024

Preparations for this annual event are in hand. Members are encouraged to promote the event and encourage family, friends and neighbours to participate. Full details can be obtained from the Town Council office.

To receive and note

### 11.3 Loughton Day – Saturday 21 September 2024 - Min no EH287.2

Organisation of this major event is well underway, and all logistics are already in place (everything that needs booking ahead of time, is booked) Already there are 80% responses from last year's stall holders to say they are on board and new enquiries from others who didn't come along last year.

Do Town Councillors wish to run a Town Council Stall? A second hand book stall is one suggestion with proceeds to go to the Town Mayors charity of choice.

**12 Cemetery Matters**

**12.1 Closed Churchyard – Min no EH288.1**

The Chairman/ Town Clerk can provide brief background information for the new Committee members. Full due diligence has now been completed except for a potential Service Agreement for maintenance responsibilities which would need to be signed by Loughton Town Council (LTC) and St John the Baptist Church (SJBC).

Members to recommend whether they wish to take over the SJBC churchyard as a Closed Churchyard, which will then be taken to the next Strategy & Staff Group meeting (with costings information) and ultimately to the next available Town Council meeting to ratify the decision made.

**12.2 Holm Oak – Min no EH281.3 - 23 June 2021 refers**

In 2021, local neighbours in 'Hilltop' were unhappy with the expansive 'Holm Oak' tree, at the far end of the Town Council cemetery, which overlooks their gardens. A petition from a number of neighbours, cited that the tree was overbearing and causing a number of problems, including lack of sunlight and making it difficult to grow anything in their rear gardens. They requested that the tree be removed. However, the tree has a Tree Protection Order (TPO). The EFDC Tree Inspector visited the site, together with the Town Clerk, Services Manager and group of local residents. A compromise was reached and after gaining planning permission, the tree was reduced to c9 metres in height with a symmetrical rounded spread.

Some three years later the tree has expanded again, and a similar petition has been received, which the Town Clerk will read out at the meeting. Further background information will also be provided orally.

Recommend that the scale of works carried out in 2021 is repeated this year. Planning permission may or may not be required by EFDC.

**13 Tree Report – Min no EH289**

Following the comprehensive tree survey carried out at all Town Council sites by Place Services in late 2023, essential tree works are currently being carried out at various sites and are expected to be concluded during week commencing 10 June 2024.

Oak Processionary Moth (OPM) - Additionally, Members to note that the Services Manager will conduct a visual survey of oak trees across all Town Council sites in June 2024, to look for any signs of OPM and will report back accordingly, at a future meeting of the Environment and Heritage Committee.

Members to receive and note.

**14 Spring Bulb Display on Borders Lane – Min no EH290**

A response has been received from Fairview Homes

*'After a thorough review, it has been determined that the land in question falls under the ownership of Essex County Council, specifically under their Highways department. Fairview New Homes cannot undertake any work on Highways land without the explicit permission from the County Council and I can confirm the amendments to the access onto Borders Lanes were carried out under license from Essex County Council after they approved the amendments.'*

*If the Town Council secures approval from the County Council for the replanting of bulbs on their land, Fairview New Homes would be happy offer a financial contribution towards replanting them.*

The Town Clerk to take forward. Members to receive and note.

**15 Loughton Station Disability Access – Min no EH291**

Despite a number of 'chaser e-mails' there has been no response from Transport for London (TFL). Incidentally, this issue along with other Central Line issues has been taken up by the EFDC, Overview and Scrutiny committee.

Members to review and recommend a way forward

**16 Removal of seven Loughton Salt Grit Bins by Essex County Council (ECC) – Min no EH292**

This is a long running issue and new Committee members may wish to read relevant agenda items and associated minutes from both Town Council and Environment & Heritage Committee meetings over the past twelve months. The Chairman and Town Clerk will also provide further background information.

Disappointingly, an impasse has been reached with ECC who have not responded to LTC proposals, which argue a compromise position, whereby LTC purchase new salt bins and ECC fill them up as part of their normal delivery operations, Nb LTC has recently signed up again to the annual salt bag delivery scheme arranged by ECC.

LTC has already put aside £5,000 in earmarked funds for provision of new salt bins around Loughton, to replace those that have been removed by ECC.

Recommend that LTC gives ECC a time ultimatum, goes ahead and orders new salt bins and requests that ECC continue to fill them up. Unless LTC hear from ECC otherwise, by a designated date, LTC will assume that they have acceded to our request

Members to review and agree a way forward

**17 Drinking Fountain, High Road Loughton – Min no - EH294**

Work will soon be carried out to replace the missing ridge tile and damaged hip iron, and all moss will also be removed from the roof. The water supply was reconnected in April, and the fountain is in good working order.

To receive and note

**18 Hanging flower baskets, Loughton – Min no EH295**

Our previous hanging baskets providers contract had come up for renewal. The new prices quoted were substantially higher than previous years and exceeded our current financial budget. A new contractor Windowflowers Ltd was sourced and offered the same level of service with pricing within budget. The hanging baskets are now up and look impressive.

To receive and note

- 19 New Essex County Council Climate Action Advice Packs-30 May 2024**  
See pages 8-9.
- To receive and note
- 20 Jessel Green – Fields in Trust**  
To initiate Fields in Trust status for Jessel Green and other Debden greens. To invite a joint approach with the Recreation Committee to EFDC to secure protection for them.
- Members to review
- 21 Christmas Windows Competition**  
Town Councillors who judged the competition last year have considered that the existing format guidelines are not practical enough and need fine tuning. See page
- Members to review and agree a way forward
- 22 Financial Position**  
**Current Financial Position**  
The current financial position as at 30 April 2024 is attached together with current details of the funds available from earmarked reserves.
- See pages 14-15.
- 23 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.
- 24 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**  
6 June 2024

**Agenda item 6**  
**Samaritans 'signs in Epping Forest**

**From:** Murphy, Benjamin <[Benjamin.Murphy@cityoflondon.gov.uk](mailto:Benjamin.Murphy@cityoflondon.gov.uk)>

**Sent:** 30 March 2024 14:05

**To:** sebastian fontenelle <[clr@sebastianfontenelle.co.uk](mailto:clr@sebastianfontenelle.co.uk)>

**Cc:** [carol@carolchristmas.net](mailto:carol@carolchristmas.net) <[carol@carolchristmas.net](mailto:carol@carolchristmas.net)>; Eggleston, Jacqueline <[Jacqueline.Eggleston@cityoflondon.gov.uk](mailto:Jacqueline.Eggleston@cityoflondon.gov.uk)>; [mark.squire@loughton-tc.gov.uk](mailto:mark.squire@loughton-tc.gov.uk) <[mark.squire@loughton-tc.gov.uk](mailto:mark.squire@loughton-tc.gov.uk)>

**Subject:** Re: Suicide

Dear Councillor Fontenelle,

Thank-you for your email on behalf of Loughton Town Councillors regarding suicide prevention signage.

As you may know, our recent Natural Capital audit identified Epping Forest providing 50.7m a year in public health benefits, which particularly include mental health and wellbeing. Many studies show that access to high quality green spaces act as an escape from the world's troubles and an opportunity to recharge metaphorical batteries, thus preventing escalations. Very few of the 12 million visits we have annually at Epping Forest use it as a destination to end their life. With more than 9,500 acres of Forest and Buffer Land under our control, I am not convinced that additional signage (which we broadly have a policy against as it detracts from the natural aspect of the Forest) would prevent suicide, not least because much of the Forest doesn't have a mobile phone reception.

You may, however, be pleased to know that we are significantly expanding both our Forest Keeper / Ranger teams and our volunteer workforce, so there will be more boots out on the ground in the Forest, with the ability to offer a friendly word or identify behaviours which may require professional intervention.

In summary, thank you for raising this important subject, but I don't believe we would be able to facilitate a request of this kind on Forest land at this time. However, I am happy to look at our media and communication plan and share some of the excellent messaging from the Samaritans in the coming months.

..... Suicide is something many of us have some experience of and the deep and reverberating repercussions for all those who are left behind can be meaningful.

Best wishes,  
Ben.

Benjamin Murphy CC

Common Councilman for Bishopsgate

**Chairman** - Epping Forest & Commons Committee

**Member** - Policy & Resources Committee; Finance Committee; Natural Environment Board; Education Board; Community & Children's Services Committee; West Ham Park Committee; Safeguarding Committee; Financial Efficiency & Performance Sub

**Director & Sponsor Trustee** - City of London Academies Trust

[Benjamin.Murphy@CityofLondon.gov.uk](mailto:Benjamin.Murphy@CityofLondon.gov.uk)

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**Agenda item 7**  
**Willingale Road Allotments Report**

**Current Situation**

At present all plots are let and we have seven names on our waiting list.

An inspection was carried out on 8 April 2024, following which a number of letters/emails were sent out to plot holders raising concerns of non-cultivation of plots. Since then, a number of plots have commenced work.

The hedge row between the fence and the nature reserve was cut back by the Cemetery Attendant recently which stops brambles growing through the fence and onto the neighbouring plots.

**Vandalism - 31 May 2024**

It was reported by a number of plots holders that vandalism took place at the allotments on the afternoon of Friday 31 May 2024. Three young teenagers were seen by neighbours from across the road and were shouted at, which in turn prompted them to jump the fence and run up Willingale Road. There was damage to crops, frames and sheds broken into. The incident was reported to the Police Crime reference number 42/85358/24.

**Septic tank/Cess Pit**

It has come to light that the waste storage unit is taking in ground water, indicating that it has become porous. The evidence for this is that the unit was emptied on 19 April and was found to be full once more on 15 May. Please note that emptying is historically carried out on one occasion per year (each April). The Services Manager is currently in discussion with experts in this subject to find a way forward and will provide an update at the meeting.

**Electrics**

£480 was spent in May 2024 on necessary electrical work following the 5-year electrical testing. Due to the age of the installation and access by the plot holders it was recommended that the installation be inspected and tested at 12 monthly intervals.

**Annual Rent Review**

The Committee is asked to consider and agree the rent increase for the period 1 September 2025 – 31 August 2026 so that the required twelve months’ notice can be given to all tenants. Usually, the change is based on the increase in the Retail Price Index (RPI). The current level April 2024 is 3.3%.

Recommend increase of 3.3% rounded up / down to the nearest pound. This still provides good value and remains below or comparable with neighbouring parishes

Plot type	1 September 2024 – 31 August 2025	1 September 2025 – 31 August 2026
Full	£53.00	£55
Half	£36.00	£37
Shed	£20.00	£21

Arrangements for the Best Allotment competition and the Loughton Horticultural show are on-going.

D Taylor Allotment Officer  
 31/5/24



**Agenda item 19**

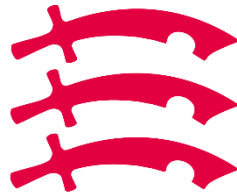
**New Essex County Council Climate Action Advice Packs – 30 May 2024**

# Essex Association of Local Councils

Supporting local Town and Parish Councils within Essex

New Essex County Council Climate Action Advice  
Packs

30th May 2024



**Essex County Council**

Dear Chair, Councillors, Clerk and Partners,

*Essex County Council launches new updated Climate Advice Packs for local residents, businesses, schools and early years.*

Want to learn more about how you can become more sustainable and reduce carbon emissions? Whoever you are, there is an Advice Pack for you!

Essex County Council has updated four Climate Advice Packs for:

- [Residents](#)
- [Businesses](#)
- [Schools](#)
- [Early years and childcare settings](#)

The Council has also produced an [‘Easy Read’](#) Climate Advice Pack.

The Advice Packs have been developed following the innovative recommendations from the Essex Climate Action Commission’s report ‘Net Zero: Making Essex Carbon Neutral’. As well as working with the Commission, Essex County Council has also

worked with local organisations and communities to provide informative and useful advice on how to become more environmentally friendly.

Reducing your carbon footprint can be a daunting and complex challenge, but the Climate Advice Packs simplify the process and highlight ways to reduce carbon emissions and also potentially save money.

Visit our dedicated Climate Action Page in partnership with Essex Climate Action Commission for access-

- [www.ealc.gov.uk/ecc-climate-action](http://www.ealc.gov.uk/ecc-climate-action)

Kind Regards,

**Sophie Wolker**

*Communications and Office Co-ordinator*

**E&H Agenda item 21  
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
<b>LOCAL/INDEPENDENT</b>		
<b>Winner</b>	<b>Elliott James, 165 High Road, IG10 4LF</b>	<b>Cancer Research UK 2 Redman Place, London, E20 1JQ.</b>
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	
<b>MULTIPLE/ CHAIN STORE</b>		
<b>Winner</b>	<b>Madison Fox, 94 High Road, IG10 4HT</b>	<b>Haven House Children's Hospice, The White House, High Road, Woodford Green, IG8 9LB.</b>
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	
<b>CHARITY SHOPS</b>		
<b>Winner</b>	<b>Haven House Children's Hospice, 188 High Road, IG10 1DN</b>	<b>Haven House Children's Hospice, The White House, High Road, Woodford Green, IG8 9LB.</b>
Runner-up	Barnardo's, 59 The Broadway, IG10 3SP	

EATERIES (Cafes, Pubs & Restaurants)		
<b>Winner</b>	<b>The Aviary Bar &amp; Brasserie 3 Centric Parade, 200 High Road, IG10 1DN</b>	<b>3Food4U 13 Sun Street, Waltham Abbey, EN9 1ER.</b>
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.

*(Copies of the existing competition rules and judging grids, along with a proposed new judging grid will be made available at the meeting / are below)*

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

**E&H Agenda item 21**  
**Christmas Window Competition 2023 - continued**

**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 & Public Houses
- 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.

**E&H Agenda item 21  
Christmas Window Competition 2023 - continued**

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 <b>LOCAL &amp; INDEPENDENT</b> (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 <b>LOCAL &amp; INDEPENDENT</b> <b>Each category should have one overall winner.</b> 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 22  
Financial Position  
Current Financial Position**

**Summary Income & Expenditure by Budget Heading 30/04/2024**

Month No: 1

**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	375	0	350	350	350	0%
Cemetery (Church Lane)	Expenditure	57,994	5,426	74,047	68,621	68,621	7.3%
	Income	12,395	917	13,178	12,261		7.0%
Street Furniture	Expenditure	38,648	56	33,524	33,468	33,468	0.2%
Allotments	Expenditure	4,536	180	6,188	6,008	6,008	2.9%
	Income	4,020	0	3,675	3,675		0%
Lady Whitakers Mead	Expenditure	1,180	0	942	942	942	0%
Other Services	Expenditure	2,114	0	2,250	2,250	2,250	0%
	Income	880	150	400	250		37.5%
Service Re-charge (1)	Expenditure	125,00	0				0%

**INCOME – EXPENDITURE TOTALS**

Environment and Heritage Expenditure	<u>229,847</u>	<u>5,661</u>	<u>117,301</u>	<u>111,640</u>	<u>111,640</u>	<u>4.8%</u>
Income	<u>17,295</u>	<u>1,067</u>	<u>17,253</u>	<u>16,186</u>		<u>6.2%</u>
Net Expenditure over Income	<u>212,552</u>	<u>4,594</u>	<u>100,048</u>	<u>95,454</u>		

Notes:

- 1) Service re-charge for 2024/25 is £132,000 which is deducted at the end of March 2025. Qualis have now started to invoice on a monthly basis.

**Agenda Item 22**  
**Financial Position**  
**Current Financial Position**

**Earmarked Reserves**

A summary of the Committee's reserves showing the amounts available from reserves as at 30/04/2024 is provided below:

<b>Environment &amp; Heritage Committee</b>	<b>30/04/2024</b>
Christmas lights	350
Cemetery	17,292
Salt Bins	5,000
Cemetery plot maintenance endowment (restricted fund)	8,262
<b>Total</b>	<b>30,904</b>