



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Wednesday 18 September 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

11 September 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

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 11 June 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 Speed Watch Presentation**
To receive a presentation Mr Simon Forsdyke, who organises a local Speed Watch Group. He will highlight concerns over speeding motorists in general and also specifically in the Roding Valley area.
- 6 Town Clerk's / Chairman's Report**
Updates:-
 - **Alleyway project – Min no EH11.1** - Installation of signage at Bayliss Path (which runs from Church Hill through to Queens Road) is on the contractors list and will be installed soonest.
 - **Tree Report - Min no EH14** - Following a recent survey by the Services Manager there is no evidence of any Oak Processionary Moth on any of the Environment and Heritage Committees open spaces.
 - **Spring Bulb Display on Borders Lane - Min no EH15** - Awaiting response from Essex County Council (ECC) Highways
 - To bring to members attention, recent correspondence received regarding:-
 - anti-social behaviour and parking problems, in and around the new housing developments along Borders Lane.
 - the adverse state of Loughton High Street.The Town Clerk will provide further background information.
- 7 Essex Transport Strategy – ‘Help shape the future of transport in Essex’ – Min no EH5**
Loughton Town Council (LTC) had been approached by Essex County Council (ECC) and Epping Forest District Council (EFDC) to identify any events / shows that could promote the public consultation of the plans which finishes on 22 September 2024. ECC are at the initial stages of developing Local Cycling and Walking Infrastructure Plans for Loughton, Buckhurst Hill, Chigwell and Waltham Abbey. The plans are at an early stage in the process of looking to improve Active Travel infrastructure and must be developed to ensure any chance of bidding or applying for government funding to enable the investment into infrastructure.

The Active Travel Engagement Officer at Essex Highways was due to have a promotional pitch at Loughton Day on 21 September 2024. Unfortunately, we have just been informed that they do not have the resources now to participate.

To receive and note

8 Jessel Green - Fields in Trust – Min EH6

The Town Clerk has written to Georgina Blakemore CEO, EFDC (letter acknowledged) regarding the request to protect Jessel Green with Fields in Trust status. See page 6.

To receive and note

9 Weekly Markets – Min no EH8

Unfortunately we have just been informed by the Senior Assets Manager at Qualis, that the pavement area for the proposed weekly market has been adopted by ECC Highways. This latest development has significantly delayed progress on setting up this weekly market.

The Town Clerk will provide an oral update on any subsequent developments.

10 Heritage Asset and Conservation Areas

10.1 Extension and Protection of areas within Loughton - Min EH9.1

Members to consider further now that the new Town Council is in place. National legislation defines a conservation area as an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. (Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990). In Loughton, The Uplands, Ollards Grove, as potential candidates?

Members to review

10.2 Heritage Plaques – Min EH9.2

See report attached page 7.

To receive and note

11 Allotments

11.1 Willingale Road Allotments Report

Members to receive the attached report. See page 8.
The Town Clerk will provide further background information.

To receive and note.

11.2 Pyrles Lane (former) Allotment site

There is some indication that EFDC propose to abandon allotment rights and demand for allotments in Loughton.

Members to review

12 Events

12.1 Loughton Wombles – Min no EH12.1

The Loughton Wombles were present at the Beacon Lighting for the 80th Anniversary of Normandy Landings on 6 June 2024 at Hillyfields. Also they were actively litter picking at this year's Jessel Green event on 23 June 2024 which helped considerably with the clear up at the end of the day. Wombles again out litter picking on 27 July 2024, covering the length of Deepdene Road, turning right into Bushfields.

Two groups of Wombles were out on 31 August 2024, one litter picking Rectory Lane round into Pyrles Lane and the other group headed down Hillyfields turning right into Pyrles Lane. Again another successful morning.

Loughton Wombles have been invited to Loughton Community Day on Saturday 21 September.

To receive and note.

12.2 Loughton Horticultural Show – 2pm Saturday 7 September 2024

The 5th Loughton Horticultural Show took place on Saturday 7 September 2024 at the Murray Hall in Borders Lane and was a great success.

Classes included vegetables, fruit, cut flowers and flower arrangements, jams, preserves, and chutneys, and sponge cakes.

Monies raised from the entrance fees, plant sale, and donations will enable a donation to be given to the Loughton Town Mayor's chosen charity, Loughton Voluntary Care.

Thanks go to all the volunteers, judges and entrants for their valuable contributions and support. We particularly thank the Buckhurst Hill Horticultural Society for their advice and assistance on the day, wishing them a successful show on Saturday 14 September 2024. Also to Matthews Plants for providing a selection of plants on a sale or return basis and for their kind donation.

The winner of the Best in Show went to GROW Community Garden for their entry 3.7 2 x Sweetcorn (with husks).

To receive and note

12.3 Loughton Day – Saturday 21 September 2024 - Min no EH12.3

There has been very strong response to this year's event from the Loughton community with stall applications up c60% on last year. Members are encouraged to attend the event and contribute to running and donating to the second hand bookstall to raise funds for the Town Mayors charity.

See attached report page 9.

To receive and note

12.4 Remembrance Parade

This event has been scheduled for Sunday 10 November 2024. Support is requested from members to assist in stewarding the parade. Further details will follow in due course.

To receive and note

12.5 Light up a life

This event has been scheduled for Saturday 30 November 2024. Further details will follow in due course.

To receive and note

13 Cemetery Matters

13.1 Closed Churchyard – Min no EH14.1

The Town Clerk has conveyed the Town Council's decision to take over the maintenance of St John the Baptist Church cemetery as a Closed Churchyard, to the Revd Chris Davies on 30 July 2024. The transfer is subject to a mutually agreeable Service Level Agreement between the Church and Loughton Town Council. A response awaited.

To receive and note

13.2 Holm Oak – Min no EH14.2

The crowning work was carried out on the 9 September 2024.

To receive and note

14 Removal of seven Loughton Salt Grit Bins by Essex County Council (ECC) – Min no EH17

There has been no further response from ECC. On 6 September 2024, the Town Clerk wrote to the ECC portfolio holder, Cllr Tom Cunningham:-
'I refer specifically to my email of 23.2.24 and specifically the last paragraphs below

We would recommend the following as a practical and sustainable way forward.

- 1. ECC replace and restore all 7 bins that were taken away.*
- 2. LTC to purchase and replace any bins in the future (cost c£350 to £400), subject to prior notice from ECC of the inspection and date of inspection provided.*
- 3. ECC to continue to annually fill the bins that have been replaced as per the current system.*

Please let me know if you agree to this way forward.

We still have not had any response from ECC on this matter. The outpour of local complaints last winter was marginally placated, by the very mild weather, but we cannot count on this for the forthcoming winter period.

*I will assume that if we do not hear anything further from ECC by **11 October 2024**, that ECC have acceded to this request from Loughton Town Council?*

Members to review

15 New Essex County Council Climate Action Advice Packs - 30 May 2024 Green report - MinEH20

Please see report attached from Cllr Fricker - See page 10.

Members to review

16 Memorial Tree and Bench Policy – Min RC39

Following adoption by the Recreation Committee on 3 September 2024, do members wish this policy to extend to all open spaces under the remit of this Committee? See pages 11-14.

Members to review

- 17 Christmas Windows Competition – Min EH21**
Following the recommended fine tuning of the existing competition checklist please see recommended and revised document. See pages 15-16.
- Members to review and agree
- 18 Indoor /outdoor car boot policy**
See attached draft guidance notes and application form. Pages 17-20.
- Members to review
- 19 Financial Position**
Current Financial Position
The current financial position as at 31 July 2024 is attached together with current details of the funds available from earmarked reserves.
- See pages 21-22.
- 20 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.
- 21 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
11 September 2024

Agenda Item 8
Jessel Green - Fields in Trust – Min EH6

6 September 2024

Attn Georgina Blakemore
Chief Executive Officer
Epping Forest District Council
323 High Street
Epping
Essex
CM16 4BZ



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

Dear Georgina,

Jessel Green, Loughton – Application for Fields in Trust status

You may recall that in the Local Plan 2011 – 2033 deliberations, Jessel Green, Loughton was saved as a valuable open green space for the Loughton community. This successful outcome followed a long and focussed campaign from local residents, Action Group and Loughton Town Council (LTC). The potential then of building developments on this popular and well used area would have effectively removed one of the last remaining and significant green spaces in Loughton. With an estimated population of c33 thousand,(according to the 2021 Government census), Loughton would have become virtually, a total urbanised zone.

Epping Forest District Council (EFDC) has recently enhanced the green with the planting of a large number of trees across the entire area. We are grateful for your continuing support, as LTC hosts the 'Jessel Green-Fun Day', community event, annually in June which attracts thousands of local residents each time.

The next logical step is to apply for 'Fields in Trust' status, to protect this area for future generations of Loughton residents and the wider area of the Epping Forest District. Fields in Trust are the only UK charity working to secure legal protection for parks and green spaces. As EFDC are the landlords of Jessel Green, LTC would like to start a dialogue with you at the earliest opportunity, with a view to secure this vital status.

Thanks in anticipation

Yours sincerely

A handwritten signature in black ink, appearing to read "Mark Squire".

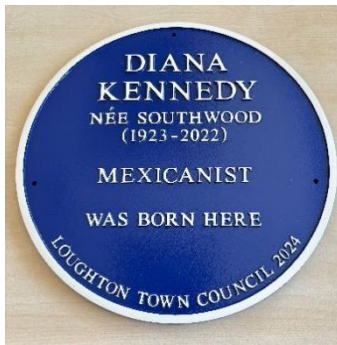
Mark Squire
Town Clerk

Agenda Item 10.2 Heritage Plaques

Loughton Town Council's latest heritage plaque for Diana Kennedy (nee Southwood) was installed at 19 York Hill in August 2024, bringing the total plaques installed by LTC to 50.

This was in fact the fourth plaque to be installed at this address, making it the most decorated address in Loughton. The homeowners, Joanna and Michael Burns, are following-up to check to see if this is in fact a world record. Two of the plaques sited here (Arthur Bacot and Diana Kennedy) were commissioned by LTC, the other two were commissioned by the homeowners, Mr & Mrs Burns (Cutchey and Cummings).

Joanna and Michael very kindly held a wonderful tea for the dedication ceremony on 12 August 2024, attended by five councillors, the Town Clerk and 2 members of staff, that were involved in the organisation of this plaque. Cllr Chris Pond gave a brief talk on this and the other plaques at this site (two of which were erected during Covid restrictions, meaning a dedication ceremony could not be heard at the time). Following this a press release was sent out and David Jackman was invited along, who did a feature in his publication Everything Epping Forest. An article will also appear in the next edition (Winter Issue no 107) of Think Loughton.



Future nominations for Heritage Plaques:

EH9.2 Heritage Plaques

The request for a plaque for Percy Thompson at the The Uplands would be followed up in the next financial year.

Other nominations received, for future consideration, include:

Vernon Robertson – eminent engineer: 5 High Beech Rd (Nomination from Cllr Pond)

Cllr Joan Davis (Nomination from Lindsey Coates)

Debra Paris
Administration Officer
5 September 2024

Agenda item 11

11.1 Willingale Road Allotments Report

Current Situation

Following the tenancy agreements being sent out on 9 August 2024, a number of plot holders have given up their plots, we have 4 full and 2 half plots vacant currently. We still have names on the waiting list which will be contacted to fill these vacancies.

Security of site

During August it was reported by plot holders that youths keep hanging around the allotment site, they have been seen climbing the gates and fencing and running across plots. In addition, they are coming on to the site via the ditch at the back of the site. They caused vandalism - damage to crops, frames and sheds. On one occasion the Police were called by a tenant and the Police attended site very quickly and spoke to the youths, details taken, and they were moved on.

Plot holders have been told to call the Police on 999 if trespassers are seen on the site.

Expenditure

From where the youths have climbed the fence, it is necessary to replace a length of broken fence near to plot 24.

A dead tree has been identified on site which will need to be cut down and removed along with a self-seeded tree that has grown along the fence line.

Cess Pit

Following the discovery that the cess pit is letting in water, the problem has been looked at further as water is spreading onto the adjacent plot – 16. Following the water being turned off on site during October investigations will be made to see if the leak is from the freshwater pipe or the Cess pit.

Discussions have been had with Companies who install cess pits and a way forward will be determined after the investigation takes place in October.

For a new cess pit to be constructed, initial quotes are in the region of £9k to £11k, which may need to be budgeted for 2025/26.

Best allotment competition & Horticultural show

This year's show was a success and the awards for the Best Allotment were presented at the show to the winners by the Mayor.

D Taylor – Allotment Officer 5/9/24/ MS

Agenda Item 12

12.3 Loughton Day

Arrangements for the event are going very well and the following have been confirmed.

- TENS license has been obtained by Loughton Cricket Club, with provision to sell alcohol
- 50+ 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
- The Loughton Wombles will be present for litter picking
- Representatives from EFDC Youth Councillors will be attending and assisting.
- Books have been donated for the LTC Councillor Stall with proceeds of their sale going to the Town Mayor's chosen Charity
- 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.
- Performances throughout the event will be provided by a local band The Verdict, Budding Vocals singing group, David Wilde Puppet Show, Solo Singer, Illusions Dance Academy and Loughton Taekwondo
- Churches Together in Loughton (CTL) will provide tea/coffee/cake. LTC will provide the marquee and plastic tables and chairs
- Scouts will provide a BBQ
- A local business providing Caribbean food
- A local business providing a Pizza Oven / set up
- 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 stewards
- 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 Murray Hall on Thursday 12 September at 6.30pm to finalise set up and logistics of the day

Pippa Bryce
Community Manager
9 September 2024

Agenda Item 15

New Essex County Council Climate Action Advice Packs - 30 May 2024 Green report MinEH20

EH20 New Essex County Council Climate Action Advice Packs-30 May 2024. The Committee NOTED the report and AGREED to review the council's own 'green' practices from a business perspective, and to forming a plan going forward. A report will be made at the next Environment and Heritage Committee meeting.

Introduction

The [Climate Action Advice Packs](#) from Essex CC offer an opportunity for Loughton Town Council as an organisation to examine their impact and make improvements. Sections that are readily applied to the work of Loughton Town Council cover Energy, Outdoor space, Procurement, Transport, Waste and Water.

Carbon impact of Loughton as a town

<https://impact-tool.org.uk/footprint/footprint?regionId=E04004040&geography=parish&footprintType=consumption&scale=per-household>

Loughton as a town is around the average carbon impact for Great Britain and slightly below the average for Epping Forest. We are helped by lower calculations for transport and housing impact.

The Impact report offers ideas for each of the major areas of carbon use.

Loughton Town Council questions to consider

Could Loughton TC build on the good stewardship of financial resources to start thinking about a wider carbon budget?

Can LTC reduce energy use? This might be through improving our buildings or vehicles.

Can LTC generate electricity? The Murray Hall has a large well oriented roof that Solarwizard.org.uk estimates might support a 30 kWp solar installation generating with an estimated pay back of 5 years. What scope might there be for community energy locally?

Can LTC purchase more effectively or less? Where does LTC currently spend most as a means to identify areas to target first?

How can LTC manage spaces for climate resilience? This might involve targeted tree planting for shade, slowing flood water, supporting local food production etc.

Can LTC support low carbon transport in Loughton?

Further information

[Sustainability hub | Local Government Association](#) – offers a monthly bulletin targeted at councils and collects case studies offering ideas

[Climate change \(nalc.gov.uk\)](#) – ideas by topic

[How local councils are acting on climate | Local action \(friendsoftheearth.uk\)](#) – case studies that can be filtered by topic area

The [Climate Action Advice Packs](#) from Essex CC offer an opportunity for Loughton Town Council as an organisation to examine their impact and make improvements. Sections that are readily applied to the work of Loughton Town Council cover Energy, Outdoor space, Procurement, Transport, Waste and Water.

Agenda Item 16
Memorial Tree and Bench Policy – Min RC39

MEMORIAL TREE and BENCH POLICY

INTRODUCTION

When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.

Loughton Town Council (LTC) recognises the wish of some residents to request a memorial bench or tree. LTC is happy to consider such a request, but it is important to remember that the public land is enjoyed by a wide range of users and residents.

LTC will always endeavour to be respectful, sympathetic and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

When siting memorial trees and benches, LTC will always take into account existing benches, trees, geographical features and soil conditions before accepting a donation. It is also important to note that once donated, the trees and benches become the property of LTC.

This policy sets out how LTC approve memorial benches and trees; who is responsible for their upkeep; what is expected from the donor and LTC; and what happens to the memorial when the bench/tree reaches the end of its life.

This policy is not exhaustive and is subject to change from time to time and will be reviewed on a regular basis by LTC.

SCOPE OF POLICY

This policy has been produced with the following guiding principles.

To be respectful and sympathetic to those seeking to install a memorial.

To be clear and easily understood by residents and users of public land.

This policy applies to all land under LTC's ownership or management, regardless of location including its parks, allotments, cemeteries, woodland and open spaces LTC property includes

Whilst this policy is as comprehensive as possible; it does not cover every situation.

Situations that occur outside of this policy's scope will be dealt with on a case-by-case basis at LTC's discretion.

LTC reserve the right to refuse any Memorial application which it deems unsuitable. The decision of LTC will be final.

Memorial trees/ benches and their installation are purchased by way of a monetary donation to LTC.

Memorial trees/benches will not be ordered until the full donation has been received.

LTC is unable to agree to the interment or scattering of ashes at public open spaces within the parish other than LTC cemetery on payment of the appropriate fee.

LTC does not accept applications for memorials for pets.

LEGAL FRAMEWORK

There is no legislative requirement for the provision of public or memorial benches or trees although it is accepted that they provide a useful and valued public amenity. The provision and management of all benches/trees on all public open spaces owned or managed by LTC is the responsibility of LTC.

The planting of trees or installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial and LTC. LTC may support applications for benches placed on the public highway, but permission is required from, but not limited to, the local Highways Authority, Essex County Council, Epping Forest District Council and or any other relevant authorities.

Agenda Item 16

Memorial Tree and Bench Policy – Min RC39

Generally speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where LTC is unable to install benches for such reasons.

Under the Crime and Disorder Act 1998, LTC must consider the effect of its decisions on crime and disorder and may deem a location unsuitable, if it may potentially attract anti-social behaviour.

When LTC agrees to install a bench or tree, they are bought by the friends and family and donated to LTC. The tree or bench then becomes the property of LTC, and the donor does not retain the right to determine its future management. LTC will nevertheless endeavour to ensure it is properly maintained and cared for but has no responsibility for any subsequent deterioration.

DETERMINING REQUESTS

LTC will endeavour to accommodate any reasonable requests for the planting of memorial trees or installation of memorial benches on LTC property only. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees, or benches, or any other material factors.

Only trees and benches suitable, in-keeping to the immediate surrounds, and benches of a robust design from an approved supplier will be considered.

The exact location of the tree or bench will be agreed between the donor and LTC staff.

Where an existing bench is in poor condition, LTC and donor may agree to install a memorial bench in its place, the full cost to be met by the donor.

Memorial benches and trees will only be considered from people who can demonstrate a close tie with the person being commemorated. LTC reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

MEMORIAL BENCHES

All applications for a memorial bench should be made in writing (preferably by e-mail) and signed by the applicant to the Town Clerk. The request will be considered on behalf of LTC by the Recreation Committee and/or the Environment & Heritage Committee.

LTC will try to accommodate the wishes of applicants, however only sites which do not already have a sufficient number of benches will be considered.

All inscriptions must be approved by LTC prior to installation. LTC reserves the right to refuse any inscription that is deemed offensive or inappropriate.

Whilst every effort will be made to accommodate the applicants wishes, the final design and bench location are at the discretion of LTC.

LTC promotes the provision of eco-friendly, recycled, durable plastic benches.

LTC does not accept responsibility for any damage or loss that may occur if a memorial is damaged, vandalised or stolen.

LTC reserves the right to remove a memorial bench at any time. If it is within 10 years of installation, LTC will contact the applicant (providing that contact details are up to date) and attempt to relocate the bench to a suitable location.

No additional mementos, e.g. statues, flowers, wreaths, vases, etc will be permitted on or around the bench. LTC reserves the right to remove and dispose of any such items.

Scattering of cremated remains and burial of urns with cremated remains not permitted at any time.

Only maintenance work authorised by LTC will be permitted.

Memorial plaques must not be removed, or inscriptions amended without the written approval of LTC.

Agenda Item 16
Memorial Tree and Bench Policy – Min RC39

LTC will undertake regular assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, LTC will attempt to contact the named person(s) on the enquiry form. The donor will be asked to collect the inscribed plaque within 6 weeks. If contact cannot be made plaques will also be disposed of within 12 weeks.

LTC will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide LTC with updated details in writing. Failure to do so could lead to plaques or benches being removed without notice to the donor.

MEMORIAL TREES

All applications for a memorial bench should be made in writing (preferably by e-mail) to the Town Clerk. The request will be considered on behalf of LTC by the Recreation Committee and/or the Environment & Heritage Committee.

LTC will always try to accommodate the wishes of applicants, however as trees are dynamic living organisms, they need specific conditions to thrive and survive, therefore the final planting location will be entirely at LTC's discretion.

Tree species will be selected (where possible) taking into account the wishes of the applicant, existing trees in the area, the tree's final expected size, soil conditions and geography of the area. Wherever possible LTC will offer a choice of species suitable for the location.

Tree species availability and price can vary significantly, therefore the price agreed when the donation is paid will be honoured by LTC unless supplier costs increase significantly between receipt and ordering.

Trees will always be sourced from reputable growers/suppliers and be of a high standard.

Trees will generally be planted between November and March *late autumn and early spring*, as this is widely recognised as the best time to establish newly planted trees.

Trees will be planted with a suitable sized stake/stakes at the correct depth, and top dressed with a good layer of mulch. A suitable stem guard will be added if the area is prone to deer or rabbits.

Whilst every effort will be made to maintain newly planted trees, LTC cannot be held accountable for trees that do not establish or die.

In most instances, a single memorial plaque on a post may be placed in the ground to the front of the tree, but not on the tree itself. All inscriptions must be approved by LTC prior to installation. LTC reserves the right to refuse any inscription that is deemed offensive or inappropriate.

LTC does not accept responsibility for any damage or loss that may occur if a memorial plaque is damaged, vandalised or stolen. Memorial plaques must be removed, or inscriptions amended without the written approval of LTC.

LTC retains the right to re-site a plaque should this become necessary.

No additional mementos, e.g., statues, flowers, wreaths, vases etc will be permitted on or around the tree. LTC reserves the right to remove and dispose of any such items.

Once a tree has been planted it is expected that it will remain for perpetuity, however, LTC reserves the right to remove the tree for a variety of reasons, including safety, disease, mortality, changing environment, changes to infrastructure and common law nuisance.

The scattering of cremated remains and burial of urns with cremated remains is not permitted at any time.

Memorial trees will be recorded on a register kept by LTC.

LTC will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide LTC with updated details in writing. Failure to do so could lead to plaques or trees being removed without notice to the donor.

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Trees will normally be planted by LTC or an appointed qualified contractor. However, donors are welcome to be present at the tree planting and carry out a small ceremony, if they wish.

COSTS

The cost of the tree or bench will include any plaque/inscription, transportation costs, delivery and planting/installation costs (e.g. fixings, tree guard, paving or concrete base around the bench). All costs will be exclusive of VAT.

Total costs will be agreed on a case by case basis between LTC and the donor.

Agenda Item 17
Christmas Windows Competition – Min EH21

PROPOSED / SIMPLIFIED JUDGING GRID

<p>Page1 LOCAL & INDEPENDENT</p> <p>(Name & Address of Business Judged)</p>	<p>CRITERIA:</p> <ul style="list-style-type: none"> • Overall impression /visual impact • Creativity/ideas • Artistic merit • Inventive use of materials • Effort <p>(Marks out of 10 or 20? in total for each window – up to 5 Bonus Points can be awarded to winner) Judges to consider above criteria for each entry judged)</p>	<p>Highly Commended & Runner(s) up: Certificates only awarded, you can select more than one entry if you feel it is merited, (or none) for each category</p> <p>WINNERS: Engraved Cup, Certificates, and a cheque to winner's chosen charity. Select ONLY ONE *WINNER FOR EACH CATEGORY.</p> <p>(*A short sentence on the reverse of this sheet on what made the winner stand out, for use in publicity of results.)</p>		
		Highly Commended	Runner-up	WINNER

Agenda Item 18 Indoor/Outdoor Car Boot Policy

Guidance about the occasional sale (boot sale / table top sale) licence

You will need to apply for an occasional sale (boot sale/ table top sale) licence if you want to hold a car boot or table top sale in car parks and open spaces.

An occasional sale:

- does not take place in the street or in a building (except a car park)
- is made up of five or more trading pitches, vehicles, or stands where buyers and sellers meet to buy and sell goods

To apply for an occasional sale license, you will need to provide the following:

- application form for an occasional sale licence
- a plan of the area where the occasional sale will take place (all entrance and exit routes), general parking arrangements and where vehicles will queue to enter the site)
- application fee (to be agreed with Loughton Town Council (LTC))

After you have applied for an occasional sale (boot sale /tabletop sale) licence, LTC will contact any responsible authorities. We may also need to visit the site you want to use before LTC makes a decision.

Permission summary

An 'Occasional Sale' means a sale which does not take place in the street or in a building (except a carpark) and comprises five or more trading pitches, vehicles, or stands, where buyers and sellers meet to buy and sell goods. An 'Occasional Sale' would include Car Boot and Tabletop sales held in car parks and open spaces, but does not include:

- a market or fair which has a legal right to be held
- an auction of farm animals
- a market which has been granted consent under the Town and Country Planning Act 1990
- a market which has operated continually since 30 June 1948

Any person who wishes to hold an Occasional Sale is required to obtain a licence from LTC unless the proceeds of the sale are applied solely or principally for charitable, social, sporting or political purpose.

Eligibility Criteria

My person wishing to hold an Occasional Sale may apply for a licence. The application must include the following information:

- proposed date and time of commencement, expected duration and location of the intended sale
- the extent of the premises to be used for the sale
- the name and address of the person who proposes to hold the sale and the name and address of the person who will receive and answer complaints
- an estimate of the numbers of persons expected to attend
- the arrangement proposed for accommodating vehicles of persons attending the sale
- the arrangements proposed for controlling road congestion, litter and noise

**Agenda Item 18
Indoor/Outdoor Car Boot Policy**



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

Occasional Sale (including Car Boot, Tabletop Sales etc) Application for the Grant of a Licence

This form is to be completed and forwarded to Loughton Town Council with the required fee at least 42 days prior to the event. Please ensure that your answers are typed in black and use additional sheets if necessary and supply a valid e-mail address.

I/we apply for a licence for the location specified in section 3 below

<p>1. Full name and private address of applicant(s). If the application is made by a limited liability company, please give the address of the registered office and where different, also give the main trading address of the company,</p>	<p>Name</p> <p>Address</p> <p>Main trading address of the company</p> <p>Telephone no</p> <p>Email address</p>
<p>2. Full name and private address of the registered landowner (if different from section 1 above)</p>	<p>Name</p> <p>Address</p> <p>Telephone no</p> <p>Email address</p>

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<p>3. Details of the proposed Occasional Sale (please provide a plan or drawing showing entrances/exits, parking areas, buildings and sales areas).</p>	<p>Location</p> <p>Date</p> <p>Start time</p> <p>Finish time</p> <p>Expected number of attendees</p>
<p>4. Give details of the expected number of pitches/ vehicles, arrival time and time the site will be vacated</p>	<p>Time of setting up of vendors' pitches</p> <p>Time site will be vacated</p> <p>Number of vendors pitches</p>
<p>5. Please provide details of the arrangements for vehicle parking, controlling congestion, litter and noise and any other information you consider may be relevant to your application (continue on a separate sheet of necessary)</p>	<p>Proposed parking arrangements</p> <p>Proposals for traffic management/road congestion</p> <p>Proposals for controlling litter</p> <p>Proposals for controlling noise</p>

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<p>6. Full name and private address of the person appointed to deal with complaints about the sale, (if different from section 1 above)</p>	<p>Name</p> <p>Address</p> <p>Telephone no</p> <p>Email address</p>
<p>7. Will there be any food stalls? (if yes please provide further details of the number of food stalls and where they will be located)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>8. Has the applicant been granted a licence to hold an occasional Sale in this or any other district in the past 3 years? If yes, please provide details</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Where application is made by a limited liability company, The secretary or a director should sign. In case of a Partnership, each partner should sign. If signing on behalf Of applicant, please state in what capacity you are acting.</p> <p>Date</p> <p>Adrees to which correspondence should be sent</p> <p>Data Protection: This information will be used by Loughton Town Council for the purposes of Licensing and related purposes. The application form may be examined on request by any member of the public. In addition this information will be disclosed to the Police, Fire Brigade, and relevant Councillors</p>	
<p>Signature(s) of applicant(s) or applicant' solicitor or other duly authorised agent.</p>	

Agenda Item 18
Indoor/Outdoor Car Boot Policy
Agenda Item 19
Financial Position
Current Financial Position

Summary Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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	375	0	350	350	350	0%
Cemetery (Church Lane)	Expenditure	57,994	19,391	74,047	54,656	54,656	26.2%
	Income	12,395	5,861	13,178	7,317		44.5%
Street Furniture	Expenditure	38,648	9,873	33,524	23,651	23,651	29.4%
Allotments	Expenditure	4,536	5,844	6,188	344	344	94.4%
	Income	4,020	150	3,675	3,525		4.1%
Lady Whitakers Mead	Expenditure	1,180	1,480	942	-538	-538	157.1%
Other Services	Expenditure	2,114	1,179	2,250	1,071	1,071	52.4%
	Income	880	170	400	230		42.5%
Service Re-charge (1)	Expenditure	125,00	0	132,000			0%

INCOME – EXPENDITURE TOTALS

Environment and Heritage Expenditure	<u>229,847</u>	<u>37,766</u>	<u>117,301</u>	<u>79,535</u>	<u>79,535</u>	<u>32.2%</u>
Income	<u>17,295</u>	<u>6,181</u>	<u>17,253</u>	<u>11,072</u>		<u>35.8%</u>
Net Expenditure over Income	<u>212,552</u>	<u>31,585</u>	<u>100,048</u>	<u>68,463</u>		

Notes:

- 1) Service re-charge for 2024/25 is £132,000. Qualis now invoice on a monthly basis.

Agenda Item 19
Financial Position
Current Financial Position

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves as at 31/07/2024 is provided below:

Environment & Heritage Committee	31/07/2024
Christmas lights	350
Cemetery	17,292
Salt Bins	5,000
Cemetery plot maintenance endowment (restricted fund)	8,262
Total	30,904