



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Wednesday 26 March 2025

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

20 March 2025

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 28 January 2025.

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 Highway Rangers have recently cleared the overgrown vegetation which obscured the road signage by the Lower Road / Englands Lane mini roundabout and have been thanked accordingly.
- The Evolis, Speed Indicator Device (SID) has been in place for some time now and the Speed Watch group are currently analysing the first full month's initial data.
- Environmental Sustainability – Min no EH77 Councillor Fricker is working on a report that will be brought back to a future Environment and Heritage Committee meeting.
- Locality Fund – Min no EH79. Unfortunately a suitable project could not be sourced. The Chairman and Town Clerk will provide further input.
- Tree Whips – Min no EH80 and Recreation Committee – Min no RC79. Any surplus tree whips could be used along the border of Lady Whitakers Mead and Davenant Playing Fields.
- Litter along Station Approach – Min no EH81 refers. The Chairman has offered to make representation to Essex County Council (ECC).

To receive and note.

6 Weekly Markets – Min no EH72

The Town Clerk will be expediting all paperwork, necessary to enable the weekly Sunday market to take place on the High Road, with initial emphasis on obtaining the Traffic Regulation Order (TRO) for the layby closure, working towards a projected June 2025 starting date.

To receive and note.

7 Christmas Lights

The tender process cut-off date for the Christmas lights is 28 March 2025. To date there have been visits by eight respective companies, with actual tenders now awaited. This Committee is requested to nominate two members to assist the office (i.e. Town Clerk, Responsible Financial Officer (pending) and Services Manager) in choosing the best/appropriate tender for the three year contract, i.e. new lights to be installed December 2025. Traditionally the Chairman and Vice Chairman are nominated for this panel.

Members to agree the way forward.

8 Allotments - Willingale Road Allotments Report

Current Situation

We have 1 full and 2 half plots currently vacant. Presently we do not have anyone on the waiting list. The next site inspection will take place in May 2025.

Cesspit

Officers are currently monitoring the level of water in the pit, (the water to the site remains turned off) the cesspit was emptied again on 18 February 2025, Officers have fitted a temporary lip around the access area to divert all rain/surface water. The level will be checked again in April at which time it will be apparent if the cess pit is taking in ground water.

Best Allotment Competition

Arrangements for this year's competition continue.

Horticultural Show

Planning for this year's show continues.

D Taylor – Allotment Officer, 18 March 2025.

To receive and note.

9 Davenant Playing Fields

See Recreation Committee – Min no RC99

Further correspondence has been received from the school regarding whose responsibility it is for repairs to the school's perimeter fence, which borders both Willingale Road Playing Field and Lady Whitakers Mead. The school's Compliance Officer has once again been asked to access the relevant paperwork which will clarify this matter. The Town Clerk will provide a further oral update.

10 Pyrles Lane (former) Allotment Site – Min EH35.2 refers

At the Epping Forest District Council (EFDC) Cabinet meeting on 19 March 2025, there was a motion – Ref Item 14e , COUNCIL HOUSING DEVELOPMENT - PYRLES LANE NURSERY, LOUGHTON, IG10 2NL (Pages 159 - 162) (Housing & HGGT – Cllr N Bedford). To approve for EFDC Officers to gain necessary permissions to enable the currently designated allotment land at Pyrles Lane Nursery to be disposed of.

Please see attached correspondence (pages 5 – 6) which is self-explanatory.

Members to recommend a way forward.

11 Events

11.1 Loughton Wombles

Once again a dedicated team of eleven Wombles were out on the morning of Saturday 15 February 2025, working hard to clear Lady Mary's Path linking Borders Lane and Rectory Lane. In addition they cleared Rectory Lane slip road running from E15 Acting School down past St Nicholas Church towards Borders Lane.

The next Womble gathering is scheduled for 22 March 2025 (area to be determined).

To receive and note.

11.2 Loughton Day – Min no EH75.2

Organization for this event on Saturday 20 September 2025 continues to progress well.

To receive and note.

12 Benches owned by Loughton Town Council and the City of London Corporation, Epping Forest (CoLC).

The CoLC have approached Loughton Town Council (LTC) regarding a bench owned by LTC, along Lower Road which has become a focal point for Anti-Social Behaviour (ASB). They would also like to speak to LTC about this and other benches upon Forest Land, and Forest Land under Care & Maintenance to both LTC and EFDC, as some of these locations are no longer fit for purpose and are creating ASB issues or are Health & Safety concerns for CoLC.

The Town Clerk will provide a further oral update.

**13 Financial Position
Current Financial Position**

The current financial position as of 17 March 2025 is attached together with current details of the funds available from earmarked reserves. (See pages 7 – 8.)

Members to review.

14 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.

15 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
20 March 2025

Agenda item 10 – Pyrles Lane (former) Allotment Site



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

Mr Nigel Richardson
Planning Service Director
Epping Forest District Council
Civic Offices
323 High Street
Epping
Essex
CM16 4BZ

12 November 2024

Dear Nigel

Pyrles Lane (former) Allotment site

Please see attached letter dated 1 September 2021, for which we did not receive a formal reply.

I have been asked to request from the District Council a copy of the Secretary of State's discharge of the land.

I would be grateful if you can assist.

Thanks in anticipation

Yours sincerely

Mark Squire
Town Clerk

Agenda item 10 Continued

Our Ref: Allotments /MS/

Attn Mandy Thompson
Acting Director
Technical Services
Epping Forest District Council
Civic Offices
323 High Street
Epping
Essex
CM16 4BZ



**LOUGHTON
TOWN COUNCIL**

Loughton Library and Town Hall
Traps Hill, Loughton, IG10 1HD
Telephone: 020 8508 4200
Facsimile: 020 8508 4400
e-mail: contact@loughton-tc.gov.uk
Web site: www.loughton-tc.gov.uk
Town Clerk: Mark Squire

Dear Mandy,

1 September 2021

Allotment Provision at the Pyrls Lane site, Loughton

I refer to this site which is earmarked by Epping Forest District Council (EFDC) for housing development.

At a recent Town Council, Environment & Heritage Committee meeting, it was noted that there is a long waiting list for our existing Willingale Road Allotments. Members considered that allotment provision needs to be taken into consideration for this site.

The history of the site was relayed going back to 1947. On 6 January 1947, the Ministry of Agriculture Fisheries issued a Compulsory Purchase Order on the Pyrls Lane land, specifying it was to be used for the purposes of the Allotments Acts 1908 to 1925. To change the use of such land, a Certificate is needed from the Secretary of State.

Is there any evidence that this has been done and if not, it is most likely unlawful to build on the land?

I have been asked to query this aspect with EFDC and would appreciate your response on this matter.

Yours sincerely


Mark Squire
Town Clerk

**Agenda Item 13
Financial Position**

Current Financial Position

Summary Income & Expenditure by Budget Heading 17/03/2025

Month No: 11

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	340	350	10	10	97.1%
Cemetery (Church Lane) (1)	Expenditure	57,994	54,522	74,047	19,525	19,525	73.6%
	Income	12,395	14,770	13,178	(1,592)		112.1%
Street Furniture	Expenditure	38,648	26,981	33,524	6,543	6,543	80.5%
Allotments (2)	Expenditure	4,536	6,880	6,188	(692)	0	111.2%
	Income	4,020	4,155	3,675	(480)		113.1%
Lady Whitakers Mead (3)	Expenditure	1,180	2,170	942	(1,228)	0	230.4%
Other Services (4)	Expenditure	2,114	4,769	2,250	(2,519)	0	212.0%
	Income	880	1,728	400	(1,328)		432.0%
Service Re-charge (5)	Expenditure	125,000	0				0%

INCOME – EXPENDITURE TOTALS

Environment and Heritage Expenditure	229,847	95,663	117,301	21,638	21,638	81.6%
Income	17,295	20,658	17,253	(3,405)		119.7%
Net Expenditure over Income	212,552	75,005	100,048	25,043		

Notes:

- 1) £3,500 other works budget remaining for 24/25, gravedigging outstanding invoices, memorial testing £5,000 to be carried over to 25/26.
- 2) £2,630 tree works, £975 fencing.
- 3) £1,480 tree works.
- 4) Additional community event costs to be included in budget for 25-26.
- 5) Service re-charge for 2024/25 is £132,000 which is deducted at the end of March 2025.

Agenda Item 13
Financial Position

Current Financial Position

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves as at 17/03/2025 is provided below:

Environment & Heritage Committee	17/03/2025
Christmas lights	350
Cemetery	17,292
Salt Bins	5,000
Cemetery plot maintenance endowment (restricted fund)	8,262
Total	30,904