



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Wednesday 24 September 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

17 September 2025

Councillor C C Pond (Chairman)
Councillor A Fricker (Vice Chairman)

Councillors

W Dodd
C Ubah

S Harriman
K Valentine

J Obaseki

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 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

- Litter along Station Approach – Min no EH81 refers. The office continues to chase Epping Forest District Council (EFDC), to clear up the area concerned.
- The annual supply of salt for the Salt Grit Volunteer scheme was delivered on 16 September 2025.
- Fields in Trust status for Jessel Green – see Recreation Committee Agenda, 10 September 2025, agenda item 16.2 (minutes to follow).

To receive and note.

6 Heritage plaques

Cllr Pond has provided the proposed wording for the plaque for Percy Thompson. A letter has been sent to the homeowner requesting consent to the installation and showing the proposed wording for the plaque. A reply is awaited.

The Town Clerk will provide further background information

A complimentary letter has been received from Caroline Boyle who recently visited Staples Road (re Josiah Oldfield) commending the blue plaque scheme.

To receive and note.

7 Christmas Lights – Min no EH108

The order is in place with Aylesford Electrical for this year's Christmas lights which fulfils our budget limit. Aylesford have suggested an additional set of warm static LED lights to go on the Kings Green tree. The additional lights would be placed higher and wider which would enhance the general appearance of the tree. Otherwise the same lights which we paid for last year, plateaued at a much lower level on the tree and whilst satisfactory, would not look so effective. The extra costs total £1,462, net of VAT. Whilst there is no budget for this in the 'Street Furniture' budget allocation, there are other pockets of budget allocation in this Committee's budget (unlikely to be used) that will compensate this amount by year-end.

In lieu of the need to place the order at an early stage, (i.e. well before this meeting) the Town Clerk initially consulted with the Committee Chairman and Vice Chairman for approval, for this positive addition to the Christmas Lights.

Members to review and ratify.

8 Christmas Window Competition 2025

Businesses are split into four classes of entry – local/independent businesses, multiples/chain stores, charity shops and eateries. All Christmas-themed shop windows are automatically eligible for this ever popular competition. Judging is undertaken by the Town Mayor, assisted by two fellow Councillors (last year Ian Allgood and Carol Davies assisted). The updated / simplified judging grids proved more user friendly.

Each of the category winners receive a laminated certificate, along with an engraved cup (to keep for 11 months), and the Town Council donates £75 to each winner's chosen charity. Runners-up and highly commended entrants receive laminated certificates.

The Committee is asked to consider if it wishes to continue with this format for this year's competition?

(An article will be included in Think Loughton's winter issue promoting the event. Volunteers will be required to distribute the promotional flyers for this year's competition, and two councillors will be required to assist the Town Mayor for the judging – which takes place the first week of December.)

9 Allotments – Willingale Road Allotments

Members to review the attached report : see page 6.

The Town Clerk will provide a further oral update.

10 Pyrles Lane (former) Allotment Site – Min EH94 refers

An official response has eventually been received from the Ministry of Housing, Communities & Local Government on 22 August 2025, which was not helpful. See page 7.

Members to review.

11 Events

11.1 Horticultural Show

Please see report attached page 8. Final income and expense figures should be available by the date of the meeting.

To receive and note.

11.2 Loughton Day (community event)

Please see attached report page 9.

The Town Clerk will provide a further oral update as the event will have taken place by the time of the meeting.

11.3 Loughton Wombles

Further Loughton Wombles group litter picks took place on:

- Saturday June 21, in the area of Rectory Lane and Pyrles Lane and also between the Town Council offices and Wellfields. Also the entirety of the Hillyfields open space.
- Sunday 6 July (Jessel Green Day)
- Saturday 12 July (supported Oakwood Hill Community Fun Day).

- Saturday 26 July, the route from Felstead Playground (Felstead Road) down Green Walk to Greenstead Road.
 - Saturday 23 August, top part of Pyrles Lane and behind the garages by the Hillyfields open space and the area outside the Denis and Dyer Boxing Academy, the pavement and slip road between the back of Sainsbury's and Chigwell Lane, the footpath running alongside Casis Court and the first part of Torrington Drive.
 - Saturday 20 September (Loughton Day).
 - Evening, Monday 22 September, assisting 41st Royal Forest Beaver Scouts in their litter pick on the Roding Valley Recreation Ground.
- Further meets are scheduled for
- Saturday 25 October
 - Saturday 22 November
 - Saturday 6 December

A further invite has been made from the Interim Anti-Social Behaviour (ASB) Team, Community Resilience Team, Epping Forest District Council (EFDC), who currently have funding to undertake patrols on and around Loughton High Street. They have identified an issue with fly tipping at the back of the shop and in front of charity shops and general littering. They are looking to organise a day/night of action in partnership with EFDC's Environmental Enforcement Officers and Essex Police. Further details are awaited.

The Town Clerk will provide further background information.

To receive and note.

12 Cemetery Matters

12.1 Memorial Bench plaque

A request has been received by the office (following the Loughton Town Council Memorial and Tree Policy guidelines) for a memorial plaque to be added to an existing bench in the Town Council cemetery. The Town Clerk will provide further background details.

The bench concerned is a non-designated bench, which could be used in the future for other memorial plaque requests?

Also (unless controversial) it makes sense, for the office to have the discretion to implement these plaque requests, without formal submission to the Committee?

Recommend approval on the above points.

12.2 'Dule /Dool tree at the Loughton Town Council Cemetery entrance

Recommend that the dead tree at the entrance to the Town Council Cemetery be kept in situ and to be recognised as a 'dule/dool' tree (a symbol of sorrow and grief). Since the last meeting the tree has been inspected and there are no health and safety concerns. The pollarding work would cost c£310 plus VAT.

Recommend that the above tree works are carried out.

13 Benches owned by Loughton Town Council and the City of London Corporation, Epping Forest (CoLC) – Min no EH114

The CoLC had advised that the bench on Watts Green, Nursery Road had fallen into disrepair with several pieces missing. Their estates team have now removed the bench and replaced it with one more in keeping with their Forest standard.

To receive and note.

14 Environmental Sustainability – Min no EH59

Please see the draft new Environmental Policy proposals, prepared by Cllr Fricker on attached report, pages 10 – 17. Any new policy should incorporate any valid narrative that exists in the current 'Environment, Sustainability and Climate Change Policy'.

Members to review and agree a way forward.

15 Request for safe crossing along Rectory Lane

Cllr Obaseki reports, that a large group of mums are petitioning for a safe crossing on Rectory Lane by Newmans Lane. She has been asked to raise the concerns as an urgent matter of child safety. 'Parents of children at both Debden Park and Davenant have been very clear, that they will not allow their children to walk to school because of the dangers of crossing this busy road. This isn't just about convenience - it's about preventing potential accidents. At the same time, it is deeply frustrating for families who are still worrying about school runs, as it prevents children from enjoying the independence, exercise, and confidence that walking to and from school should give them. My own son is desperate to walk, but like many others, I cannot allow him to because the risks are simply too high. There is a real sense of concern from local families who dare to allow their kids cross that road on their own and I hope sincerely hope that something can be done before there is a serious incident.'

This is an issue that was also raised, when the Newmans Lane Children's Playground was constructed earlier this year.

Members to review and agree a way forward.

16 New road signs at 'Hilltop', Loughton

During the summer months, the Town Clerk received complaints from a local resident about the decrepit state of the road signage at Hilltop Loughton, in particular the sign on the corner of Hilltop/Marjoram's Avenue – see page 18. The Senior Car Parking Officer, Leisure and Car Parking, EFDC has kindly agreed to replace all three signs in Hilltop, which should be installed in the late autumn, in line with the newer uniform street signage already seen over Loughton.

To receive and note.

17 Locality Fund

Cllr Pond has potential access to some funding from the Locality Fund and Community Fund, which could be used to assist the Town Council, community orientated projects. See pages 19 – 20.

Members to make appropriate suggestions bearing in mind that the window of opportunity and deadline are tight. It must be a project which is realistically achievable within this limited timescale.

This item will also appear on the Resources and General Services agenda for 8 October 2025.

18 Assets of Community Value

These assets are currently listed for sale by Newham London Borough Council (LBC), who have owned them since East Ham county borough bought them in 1949. The house has been run and used as a conference centre, open to local residents in a forest setting, and has been valued as such by local and more distant residents. The campsite (formerly "the Loughton parks" fields and associated cafe is nationally available and much appreciated).

Members to review, whether to apply to protect these assets, as Assets of Community Value (ACV). A brief synopsis of an ACV can be found on pages 21 – 24, attached.

19 Financial Position

Current Financial Position

The current financial position as of 31 July 2025 is attached together with current details of the funds available from earmarked reserves. (See pages 25 – 26.)

Members to review.

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
17 September 2025

Agenda item 9
Willingale Road Allotments Report

Current Situation

Following the tenancy agreements being sent out on 26 August 2025, a couple of plots have been given up. Presently we have nine people on the waiting list, who will be contacted in due course.

A site inspection took place on 22 August 2025. A number of plot holders received formal warning letters, as their plots were not being cultivated. A plot holder has been written to with an eviction notice following prior letters, regarding not working the plot. This plot holder has subsequently written to the Town Clerk and appealed the eviction. The issue is yet to be resolved.

Cesspit

The project of installing a new cess pit is on-going. Quotes to be obtained.

Theft

There continues to be reports of thefts on the site. As there is no CCTV, we continue to advise plot holders to report thefts to the Police via 101.

Wyn Marshall

A long-serving tenant and valuable volunteer Wyn Marshall sadly passed away on 11 July 2025. Cllrs Brookes, Murray and Wixley, the Town Clerk and Services Manager attended the funeral service on 18 August 2025. He will be greatly missed on the site for all his valuable help he contributed to maintaining the allotments site. Further action is required to attract new volunteers.

Incident

On Friday 12 September 2025 there was an incident at the allotments. Essex Police were called and an incident number taken. The matter has been left in the hands of the Police.

D Taylor – Allotment Officer 17 September 2025 / MS

Agenda item 10
Pyrles Lane (former) Allotment Site



Ministry of Housing,
Communities &
Local Government

*Ministry of Housing, Communities & Local
Government*
2 Marsham Street
London
SW1P 4DF

Our reference: TO2025/21534

Mark Squire

contact@loughton-tc.gov.uk

22 August 2025

Dear Mark Squire,

Thank you for your correspondence dated 27 May about an allotment site locally.

As I hope you will appreciate, because of the role of the Secretary of State in the planning system we are unable to comment on specific cases or offer planning advice.

If you have concerns about a local proposal you should raise these with the local planning authority if you have not done so already. They should also be able to advise you on the history of the site and whether there are any barriers to development taking place on the land.

Thank you for taking the time to write to us.

Yours sincerely,

Shuma
Correspondence Unit

Agenda item 11.1
Horticultural Show

Loughton Horticultural Show and Best Allotment Presentation
Report for E&H Agenda

The 6th Loughton Town Council's Horticultural show was staged on Saturday 6 September proving a great success. Open to any Loughton resident with an interest in gardening, baking and flower arranging – the afternoon proved to be a delightful and welcome community event. Exhibits included 'upcycled wind chimes', 'leaf art' on an A4 sheet of paper, homemade windmill, beautiful blooms, an array of assorted, flavoured chutneys and jams, home baked orange and ginger cakes and tables laid full of prize worthy vegetables and fruit!

Loughton Town Council is extremely grateful to the Judges and Volunteers who gave their time and expertise in making the show a success.

Winners of the 'Best in Show' went to Tom Egan for his entry in the Vegetable Class of 2 x Sweet Corn with husks!

The public were treated to a plant sale with a wonderful selection of hardy perennials, and winter bedding from Matthews Plants; and teas and coffees were served with mouth-watering homemade delicious cakes along with a selection of cakes kindly donated by Cook Loughton - all donations on the day which were raised went to the Town Mayor's chosen charity, St Clare Hospice.

Judging took place for the Town Mayor's Best Allotment in Loughton, now in its 15th year, in July with plots from the Loughton Potato Ground, the Roding Road and Willingale Road allotments. Over 200 allotments were inspected by shortlisting volunteers, from these shortlisted plots the final judging was made on 8 July 2025 by Ray How and Robin Warner representatives of the National Allotment Society.

The prize presentation took place at the end of the Horticultural Show. The Town Mayor, Cllr David Wixley, presented the overall winners, Eugenia Iacob from the Roding Road allotment site who received The Best Allotment Cup engraved with their name, (and a replica cup to keep), a certificate and a £25 gift voucher. The judges thought that the plot had very good water conservation, a good use of netting and loved the raised beds and fencing.

The Town Mayor's Overall Best Newcomer award was won by Graham Blowers at Roding Road Allotments

DT/PB 16.9.25

Agenda item 11.2
Loughton Day (community event)

Loughton Day
Report for E&H Agenda

Final 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.
- LTC Councillors will be manning the Strawberries and Cream stall with proceeds of their sale going to the Town Mayor's chosen Charity St Clare Hospice.
- 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 all being well.
- Performances throughout the event will be provided by a local choir Budding Vocals singing group, David Wilde Puppet Show, Solo Singer, and Loughton Taekwondo
- Churches Together in Loughton (CTL) will provide tea/coffee/cake. LTC will provide the marquee and plastic tables and chairs
- 41st Epping Forest Scouts will be providing the BBQ
- 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 setting up gazebos in the morning and attending as parking attendants / information stewards / Rubbish collectors and general assistance during the day
- Site map has been drafted
- All stall holders have been informed of logistics of set up

Pippa Bryce
15 September 2025

Agenda item 14
Environmental Sustainability

Loughton Town Council

ENVIRONMENTAL POLICY

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1. INTRODUCTION

1.1 Loughton Town Council is committed to promoting a sustainable community in Loughton. It recognises that a healthy environment is fundamental to the prosperity and wellbeing of the whole town. The Council acknowledges that whilst our activities may have adverse effects on the environment, we can take steps to minimise those impacts. This policy builds on our previous policy in this area and reflects the long term nature of tackling environmental issues. Improving our environment is an investment in the town and can mean reduced costs in the future.

1.2 The Council considers that the environment is important and will comply with and, where possible, exceed all environmental regulations, laws and codes of practice, as applicable.

1.3 The Council will ensure it engages with initiatives from the higher tiers of local authorities to provide local input and maximise opportunities for local benefit.

1.4 The Council will make a positive contribution to nature recovery by protecting and enhancing the local and global environment.

2. AIMS OF POLICY

The aims of this Council's Environmental Policy are:

- To increase environmental growth across our Council's responsibilities and assets for the benefit of the local community.
- To promote the importance and value of a quality environment, and to support local people in their enjoyment of it.
- To carry out our work in an efficient way that minimises or eliminates its adverse impact on our environment.
- To promote the development of a Circular Economy

3. LIST OF POLICIES

i. CLIMATE CHANGE

This Council notes the declaration of a climate emergency by Epping Forest District Council (in 1999) and the target with Essex County Council, through their Climate Action Plan, for our area to be carbon neutral by 2030. The Council understands the effects of climate change are potentially damaging to the local community and commits to minimising its own impact by undertaking measures including:

- Encourage staff switch off electrical equipment and unnecessary lights when not in use
- Encourage staff to close windows and external doors when heating is on
- Encourage staff to minimise the use of electric heaters and fans
- Introduce phased replacement of LED bulbs in Council premises
- Introduce phased replacement of electrical equipment used on Council premises with products of maximum energy efficiency rating
- Switch to 100% renewable energy tariffs for electricity on Council premises
- Phased replacement of non-renewable heating sources (oil, gas fired systems) with renewables
- Invest in electric car charging points
- Retrofit buildings with energy saving measures (glazing, roof insulation)
- Introduce natural climate change solutions (such as tree planting and rewilding) on Council assets
- Undertake an audit of current Council emissions
- Agree measures to track the Council's carbon footprint over time
- Share details of our [community carbon footprint](#) and ways to address it

ii. NATURE & WILDLIFE

This Council is committed to increasing opportunities for nature to thrive on the assets it owns or manages. [Nature recovery](#) will be achieved by:

- Protecting and enhancing the quality and extent of the natural environment in Loughton
- Reflecting the particular concern for trees as a feature of our town through a review of the Loughton [Community Tree strategy](#) (2012) to identify areas for attention over the coming five years
- Managing Council assets (including play areas, playing fields, and cemeteries) in a manner that protects and increases biodiversity. This will include exploring use of the [APSE](#) ten point plan “to make space for nature” in Cemeteries and Closed Churchyards.
- Seeking to achieve the [Bee Friendly Award](#) for the town working with schools, allotment societies, local bee keepers and other interested community groups to support pollinators
- Engaging the user community of Roding Valley Recreation Ground, Willingale Road Local Nature Reserve and other green spaces to identify opportunities to support nature and wildlife with their participation

iii. PESTICIDE USE

This Council is committed to [phasing out](#) the use of pesticides on assets we own or manage (with the exception of use for the control of Schedule 9 plants under the Wildlife and Countryside Act 1981, such as Japanese Knotweed, or where it is used to reduce material risks to asset integrity) in line with the [UK Pesticides National Action Plan 2025](#).

iv. SUSTAINABLE TRAVEL

This Council will:

- Promote and support modern working practices, such as remote working, amongst staff and councillors
- Encourage members and officers to car-share, where possible, when a car journey must be made on Council business
- Promote and support active travel (cycling and walking) and public transport – improving air quality for all while supporting individuals health / wellbeing

- Ensure all Council vehicles are serviced and maintained to a high standard
- Continue to use electric and hybrid powered vehicles where workable

v. WATER MANAGEMENT

This Council is committed to responsible water management and conservation throughout its operations, which include:

- Encouraging staff, allotment holders and hirers to use water efficiently on Council premises
- Where possible, utilising water butts as a non-drinking water source. Encourage allotment holders to take up the [Essex CC water butt](#) scheme
- Ensuring staff and users are aware of which materials can be disposed of in waste water
- Promoting and supporting natural solutions to reduce/reuse surface water run-off in the Town through planning and spaces we manage to reduce the risk of flooding and habitat damage

vi. WASTE & RECYCLING

This Council will:

- Keep waste to a minimum by preventing, reusing, recycling or recovering waste
- Ensure waste is sorted, stored and disposed of appropriately
- Cease use of single-use plastics on Council premises and events
- Recycle all recyclable waste generated at Council premises and events
- Promote and encourage recycling across the Town
- Use recyclable, compostable and/or recycled products on Council premises
- Reduce the production of non-recyclable resources such as laminated or plastic based publicity material

- Minimise the amount of printing and minimise the amount of waste paper
- Observe our duty of care conscientiously within our waste contracts
- Utilise electronic communications; councillors to use an opt-in scheme for printing paper documents
- Minimise pollution and prevent where possible (including light, noise, solids, liquids and chemicals)
- Use composting facilities at relevant operated amenities including allotments and cemeteries
- Continue to support and seek to further grow the Loughton Wombles

vii. DEVELOPMENT

This Council will:

- Support planning applications where the applicant can demonstrate biodiversity net gain
- Make representations to the higher tiers of local authorities to ensure that proposed developments do not have an adverse environmental impact
- Continue to take particular concern for applications relating to trees in our Town

viii. RESPONSIBLE & SUSTAINABLE PROCUREMENT

This Council will:

- Source materials and services locally so long as the requirements for value for money and quality are met
- Ensure that catering produce, including tea/coffee in offices, is predominantly plant-based and sourced from local, organic, fair trade (or other recognised certification schemes)

- Ensure that timber, or similar products, used by the Council will be from Forest Stewardship Council (FSC) certified sources
- Ensure that consumables used on Council premises (such as cleaning products and inks) are eco-friendly with low environmental impact
- Ensure that procurement of goods and services are weighted appropriately to encourage local suppliers thereby promoting the Circular Economy

ix. AWARENESS, LOBBYING & PARTNERSHIPS

This Council will:

- Promote awareness of, and information about, environmental issues within the community
- Support, and act as a voice for, local environmental concerns within the community
- Ensure that all individuals involved in the organisation (including contractors) are aware of their responsibilities in implementing this environmental policy
- Work with partners, where appropriate, to increase environmental growth within the Town

x. ENERGY USE

This Council will:

- Undertake an audit of its existing energy use
- Produce a plan on how the Council's energy use can be reduced
- Procure energy from sustainable sources
- Seek to advance plans to generate electricity via solar installations on our properties

xi. CIRCULAR ECONOMY

This Council will:

- Undertake an audit of the materials and services used by the Council
- Develop policies that encourage the development of a Circular Economy in the Town
- Promote and encourage the use of local suppliers in procurement policies

4. REVIEW

This policy and its application will be subject to review to ensure that it continues to reflect the aims and objectives of Loughton Town Council and promotes continuous environmental improvement throughout the Council's operations.

Agenda item 16
New road signs at 'Hilltop', Loughton



Agenda item 17 Locality Fund

Subject: ECC Locality Fund and Local Community Fund

Dear Colleagues,

This is a reminder to start submitting your nominations, if you have not already, for the **ECC Locality Fund** and **Local Community Fund**. This is especially important if the projects/initiatives you are submitting for funding are set to take place over the summer period.

For ease, below is summary of both schemes and how to make submissions:

Each member has a total allocation of **£10,000**, split equally between the two funds (£5,000 per fund).

Members may nominate projects that benefit their division. Please note that only Members may submit nominations. All funds must be used within the current financial year and there will be no carry overs into the next financial year.

How Can the Funds Be Used?

Most Members allocate funding to parishes, charities, or community associations for specific projects. Some also choose to fund small highway schemes .

Locality Funding

- Each Member has £5,000 to allocate to projects.
- You can make a proposal using [this form](#)
- Division-specific benefit is required (district-wide projects are unlikely to qualify)
- The deadline for recipients making a claim is 20 March 2026.
- You may submit multiple nominations, but total allocations must not exceed £5,000.

Local Community Funding

- This year, there is no requirement for district-wide consensus, and there are no Lead Members. However, Members are encouraged to pool funding where appropriate.
- Each Member has £5,000 to allocate to projects.
- Funding must be spent on one of the following five areas, and officers are happy to discuss prospective projects with you:

Area	Contact
Youth Provision	Julie Auger - julie.auger@essex.gov.uk
Levelling Up in the Community	Melissa Williamson - Melissa.Williamson@essex.gov.uk
Improving the Environment	Sam Kennedy - sam.kennedy@essex.gov.uk)
Community Safety	Caroline Ellis - caroline.ellis@essex.gov.uk)
Supporting Community Events that have a minimum of 2000 attendees	Please contact the Locality Fund team to discuss possible projects - locality.fund@essex.gov.uk

- A list of suggested schemes can be found [here](#)
- You can make a proposal using [this form](#)
- You may submit multiple nominations, but total allocations must not exceed £5,000.
- The deadline for recipients making a claim is 20 March 2026, unless the recipient is providing a service, in which case they will have until 30 June 2026 to place a claim.

What are the Rules?

The full criteria are available here: [Local Community Fund and Locality Fund: Arrangements for 2025/2026](#) This can also be found on the [Members Portal](#).

Key points include:

- Minimum nomination: £300.
- Funds cannot be used for:
 - Routine operational costs
 - Pre-planned activities
- You need to consider
 - Local benefit
 - Environmental impact
- Not all organisations are eligible to receive funding – broadly speaking it must be a not for profit organisation.

Submitting Nominations

- Access the nomination form via the [Members Portal](#).
- You may submit multiple nominations, but total allocations must not exceed £5,000 per fund.
- Nominations below the minimum or exceeding your remaining balance cannot be processed.

How many nominations can I make?

You can make as many nominations as you like, but you can only spend £5,000 per fund and the minimum allocation is £300 per nomination. We are unable to process nominations if you have insufficient funds left.

Tips for Success

- Start early – allow time for planning and delivery.
- Don't wait to allocate the full amount if you have viable early nominations.
- Need ideas? Speak to the Locality Fund Team or experienced colleagues.

Please note the deadline for proposals to be submitted for both funds is **9 January 2026**.

For any queries, please contact the Locality Fund Team at:
locality.fund@essex.gov.uk

Kind regards

Louise

Councillor Louise McKinlay BA (Hons) MSc, Prince II Certified Practitioner
Deputy Leader of Essex County Council
Cabinet Member for Communities, Economic Growth and Prosperity
County Councillor for Brentwood Hutton Division

Agenda item 18

Assets of Community Value

Assets of Community Value (ACV) form a part of the Community Right to Bid.

It acts as the first stage in identifying and nominating buildings or other assets such as land that have a main use or purpose of furthering the social wellbeing or social interests of the local community, and could do so into the future.

Once listed as Assets of Community Value with the local authority, the local community will be informed if they are listed for sale within the five year listing period. The community can then enact the Community Right to Bid, which gives them a moratorium period of six months to determine if they can raise the finance to purchase the asset.

What defines an Asset of Community Value?

An Asset of Community Value is defined as: A building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that ‘social interests’ include cultural, recreational and sporting interests.

The regulations list a number of situations where land or buildings are exempted from inclusion on the list or operation of the moratorium. These include:

- homes
- hotels
- assets being transferred between kindred businesses
- Church of England land holdings.

How do you nominate an Asset of Community Value?

A number of community organisations can nominate land and buildings for inclusion on the list:

- parish councils
- neighbourhood forums (as defined in Neighbourhood Planning regulations)
- Unincorporated community groups of at least 21 members which do not distribute profits to members (this could include community groups with constitutions)
- not-for-private-profit organisations (e.g. charities).

Community organisations also have to have a local connection, which means their activities are wholly or partly concerned with the area, or with a neighbouring authority's area.

Decisions and appeals

If a community organisation nominates land or buildings that meet the definition of an Asset of Community Value, and the nomination process was undertaken correctly (i.e. came from a group entitled to nominate), then the local authority must include the asset on its list.

Assets will remain on the list for at least five years. If the council decides that the nomination doesn't meet the criteria, then they must write to the group who nominated the asset and provide an explanation. They must also keep a list of unsuccessful nominations for at least five years. Landowners can ask local authorities to review the inclusion of an asset on the list, and this triggers an appeal to an independent body, called a First Tier Tribunal.

Moratorium Periods

The Community Right to Bid does not give the right of first refusal to community organisations to buy an asset that they successfully nominate for inclusion on the local authority's list. What it does do is give time for them to put together the funding necessary to bid to buy the asset on the open market. If an owner wants to sell property/land that is on the list, they must tell the local authority. If the nominating body is keen to develop a bid, they can then call for the local authority to trigger a moratorium period, during which time the owner cannot proceed to sell the asset.

There are two moratorium periods. Both start from the date the owner of the asset tells the local authority of their intention to sell. The first is the **interim moratorium period**, which is six weeks, during which time a community organisation can decide if they want to be considered as a potential bidder. The other is a **full moratorium period**, which is six months, during which a community organisation can develop a proposal and raise the money required to bid to buy the asset. The regulations list some situations where the Moratorium will not be applied, even when it is an Asset of Community Value on the list. These include:

- If the disposal is a gift
- If the disposal is made between members of the same family
- If the land or building being disposed of is part of a bigger estate
- If the disposal is of a building or piece of land on which a going-concern business is operating, provided that the sale is to a new owner to continue the same business (for example if an owner of a pub wants to sell the pub to a new owner, to continue running it as a pub).

During a moratorium, the owner of the asset cannot conclude the sale.

Why are Assets of Community Value and the Community Right to Bid important?

In neighbourhoods across the country there are buildings and amenities that are integral to the communities that use them. This could be a village shop, a pub, a community centre or a library for example. Many provide a base from which to deliver public services to the local community. The closure or sale of such buildings and amenities can create lasting damage in communities and threaten the provision of services.

Assets of Community Value and the Community Right to Bid offers a greater opportunity for communities to keep such buildings in public use and ensure they remain a social hub for the community.

[Read the Assets of Community Value \(England\) Regulations](#)

Get all the latest tools, tips and ideas in one place. From the best people and organisations that care about communities.

Agenda Item 19
Financial Position

Current Financial Position

Summary Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Environment & Heritage Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Environment & Heritage</u>							
Christmas Best Dressed Window	Expenditure	340	0	360	360	360	0.0%
Cemetery (Church Lane)	Expenditure	61,428	28,086	74,650	46,564	46,564	37.6%
	Income	18,351	9,036	13,178	4,143		68.6%
Street Furniture	Expenditure	27,022	8,990	34,819	25,829	25,829	25.8%
	Income	5	0	0	0		0.0%
Allotments	Expenditure	6,627	1,263	6,810	5,547	5,547	18.6%
	Income	4,457	198	4,205	4,007		4.7%
Lady Whitakers Mead	Expenditure	2,170	0	1,000	1,000	1,000	0.0%
Other Services	Expenditure	4,769	21	4,480	4,459	4,459	0.5%
	Income	1,728	237	1,750	1,513		13.5%
Service Re-charge (1)	Expenditure	132,000	0				0.0%

INCOME – EXPENDITURE TOTALS

Environment and Heritage Expenditure	234,356	38,360	19,133	83,759	83,759	31.4%
Income	24,541	9,471	122,119	9,663		49.5%
Net Expenditure over Income	209,815	9,619	102,986	74,096		

Notes:

- 1) Service re-charge for 2025/26 is £132,000 which is deducted at the end of March 2026.

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 31/07/2025 is provided below:

Environment & Heritage Committee	31/07/2025
Christmas lights	350
Cemetery	17,292
Cemetery – Closed Churchyard	10,000
Cemetery plot maintenance endowment (restricted fund)	8,262
Total	35,904