



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Wednesday 19 November 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

12 November 2025

Councillor 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 24 September 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 Deputy Town Clerk will have attended an 'Understanding Waste & Recycling' Epping Forest briefing at Epping Forest District Council (EFDC) offices on 12 November 2025.
 - Environmental Sustainability – Min no EH132 refers. Following the agreement of the policy at the last meeting, the Town Clerk and Cllr Fricker will liaise soon to check, whether any of this policy should incorporate any valid narrative that existed in the former 'Environment, Sustainability and Climate Change Policy'.
- 6 Bench on the corner of Church Lane / Church Hill**
See attached report and photos, page 6.

Members to agree a way forward.
- 7 Loughton Broadway Market**
See attached email correspondence and report, pages 7 – 9.

Members to receive and note.
- 8 Heritage plaques – Min no EH124**
The plaque for Percy Thompson has now been ordered, and the position for siting the plaque has been agreed between the homeowner and Services Manager. It takes approximately 4 weeks for the plaque to be produced. The Administration Officer will liaise with the homeowner about a possible dedication ceremony.

To receive and note.
- 9 Christmas Lights – Min no EH125**
The Town Clerk will provide an update on any outstanding matters.

Members to receive and note.
- 10 Part night to all night street lighting**
Councillor Murray has asked whether the Town Council should consider converting part night to all night street lighting: as Buckhurst Hill Parish Council (BHPC) have

recently done. A quotation for costs would be needed, but on the basis of BHPC the cost is likely to be about £10,000 per year.

Committee to decide whether this is desirable or affordable.

11 Christmas Window Competition 2025 – Min No EH126

Two members are requested to assist the Town Mayor in judging this year's competition (preferably from this Committee). It would probably be beneficial to encourage new Councillors who have not been part of the judging panel before to participate.

As customary, promotional flyers will be available at the meeting for Committee members to distribute to the relevant shopping areas concerned.

12 Allotments – Willingale Road Allotments

12.1 Allotments Report

See report page 10.

To receive and note.

12.2 Correspondence from an existing plot holder

Please see attached letter received on 12 November 2025, page 11. Please be aware that any major capital expenditure on items such as CCTV, lighting, patrols etc could potentially result in an increase in allotment rental fees in the future and should also be taken into account when calculating next year's financial budget.

The plot holder has also requested an extensive breakdown of expenditure on the allotments over the last five years, which the office will provide.

Members to review.

13 Events

13.1 Horticultural Show – Min no EH129.1

The show made a modest surplus and was within budget.

A Town Council donation of £100 was made to the Town Mayors Charity, St Clare Hospice.

To receive and note.

13.2 Loughton Day (community event) – Min no EH129.2

Final figures page resulted in a modest £300 over budget.

	LOUGHTON DAY	
	Budget	Actual
IN	£1,300.00	£1,336.87
OUT	-£4,000.00	-£4,339.00
TOTAL	-£2,700.00	-£3,002.13

A Town Council donation of £100 was made to the Town Mayor's Charity, St Clare Hospice.

To receive and note.

13.3 Loughton Wombles

Further Loughton Wombles group litter picks took place on:

- **1 October 2025:** In a joint operation with EFDC's Environmental Enforcement Officers the Wombles tackled fly tipping hotspots behind shops and in front of stores on Loughton High Road.
- **25 October 2025:** At the Wombles' most recent outing, one team met at the Lidl supermarket and litter picked along Church Hill, while the other team covered Alderton Hall Lane, Bushfield's, and Deepdene Road.

Forthcoming litter picks

- Saturday 22 November
- Saturday 6 December

To receive and note.

14 Cemetery Matters

14.1 Memorial Bench plaque – Min no EH130.1

On 23 October 2025, a memorial plaque for Dosha Salisbury was added to an existing non-designated bench in the Town Council cemetery.

To receive and note.

14.2 'Dule /Dool tree at the Loughton Town Council Cemetery entrance – Min no EH130.2

See attached photo (page 12) of the recently relandscaped tree and accompanying wording for the 'Dule tree' interpretation board, which will be installed soon.

To receive and note.

14.3 Cemetery Theft

The Cemetery Attendant recently reported the theft of a wheelbarrow, while he was strimming along the D section of the cemetery. The opportunist thief took it from outside the Chapel, where it is kept during the working day. The incident was reported to Essex Police and a crime reference obtained.

To receive and note.

15 Request for safe crossing along Rectory Lane – Min no EH133

A request has been made to the Essex County Council (ECC) Highways Portfolio holder, Tom Cunningham. He has subsequently acknowledged the correspondence and has passed this to the relevant officers and will respond when he has more information.

To receive and note.

16 Locality Fund – Min no EH135

An application is in process via the Essex County Council (ECC) Locality Fund for new wooden decking at Murray Hall with improved disability access, thanks to the nomination of ECC Cllr Pond.

To receive and note.

17 Assets of Community Value – Min no EH136

An application to cite Debden House and Debden House campsite as an asset of Community Value (AVC) has been submitted on 13 November 2025, in accordance with this Committees' recent discussions.

To receive and note.

18 New Road signs at 'Hilltop', Loughton

The three signs have now been installed, see photos page 13.

To receive and note.

19 Annual Tree Survey

A comprehensive tree survey commenced on 3 November 2025. The findings of the survey and report will be brought back to a subsequent Environment & Heritage Committee meeting.

To receive and note.

20 Financial Position

Current Financial Position

The current financial position as of 30 September 2025 is attached together with current details of the funds available from earmarked reserves. N.B Service re-charge for 2025/26 is £132,000 and will be deducted at the end of March 2026. (See pages 14 – 15.)

Please note the financial report is now taken directly from the RBS Omega system.

Members to review.

21 Fees for Financial Year 2026/27

See report page 16.

Members to review and agree fees.

22 Budget 2026/27

22.1 Committee Priorities

See draft list attached page 17.

Members to review.

22.2 Budget 2026/27

The Committee is asked to prepare its Budget for 2026/27. The Town Clerk will highlight any areas for particular consideration. See pages 18 – 19.

Please note that further budget adjustments may be required, as there are four and a half months to go before the financial year end.

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
12 November 2025

Agenda Item 6

Bench on the corner of Church Lane / Church Hill

The office had already purchased the materials to repair the dilapidated bench, and was about to make the repairs, when we received a number of complaints from local residents, living in the vicinity about the amount of anti-social behaviour that that bench attracts. Local residents do not want the bench back in any form.

Some immediate measures have already been taken. The Town Clerk has informed the residents to contact both Essex Police (and obtain a crime reference number) and also to contact the Anti-Social Behaviour (ASB) Team at EFDC. Also, the Town Council, Maintenance Assistant has cut back the undergrowth surrounding the bench to make it more visible.

The Town Clerk will provide further background information.

Members to review and agree a way forward and whether to replace, re-site or remove the bench concerned.

MS 12.11.25



Agenda item 7
Loughton Broadway Market

27.10.25

Dear Cllr Allgood and Mark Squire

I am forwarding the email below, with details of the application process for a commercial street market on Loughton Broadway, that has been sent to Cllr Rackham on behalf of the Loughton Broadway Partnership who initiated this undertaking. This follows a reply from Essex Highways confirming that they need to approve and grant permission for the market and that the application needs to come via Loughton Town Council as the local Market Authority for the Broadway.

We have UK Shared Prosperity funding available to support this scheme if required so please let us know if this would help the establishment of the market. It has also been suggested that Cllr Lee Scott be copied on any application where he may be able to assist the progress from his side at Essex County Council.

It would also be helpful if you could keep us informed on the progress of the application and let us know who will be leading on this.

Kind regards

Quentin

Quentin Buller
Economic Development Team
Epping Forest District Council

From: Quentin Buller

Sent: 22 October 2025 14:45

To: Cllr. S Rackham <cllr.srackham@eppingforestdc.gov.uk>

Cc: Wendy Cockbill <wcockbill@eppingforestdc.gov.uk>; Matthew Picking <MPicking@eppingforestdc.gov.uk>

Subject: Update on Street Market Plans

Dear Cllr. Rackham

I have been looking into the basic requirements and application procedure for establishing a commercial street market on Loughton Broadway to help inform the Broadway Partnership about making an application. I have now received the final confirmation from the relevant person at Essex Highways so have outlined the basics below.

Essex Highways

Essex Highways confirm that they 'own' the Broadway pavements and highway and therefore their permission is required before a market can take place. In principle, they have no objection subject to a successful application. With reference to where the stalls can be placed, Essex Highways say common sense should prevail. However, EFDC will have granted licenses for tables and chairs to be placed outside some premises "for purposes of refreshments" and these must be honoured when allocating pitch areas for stalls. Some traders may also have awnings which are licensed by Essex Highways. Some traders are currently placing goods on the pavement in contravention of the highway rules and some tables and chairs and awnings may also be unlicensed. Therefore, Essex Highways recommends a survey of what is on the pavement and where the district council has allocated licenses to help determine where stalls can go. Generally, where a pitch is

allocated, there should be sufficient pavement space for customers to purchase at the stall and pedestrians to pass by easily, taking into account licensed tables and chairs, street furniture, trees and crossing points etc.

Market Authority

The application to Essex Highways should be made by the relevant local Market Authority which in this case is Loughton Town Council. The District Council has a Market Policy (attached) although as Loughton have elected to be their own Market Authority, it does not apply to the Broadway (section 4.4 of the District Market Policy states: "Any market other than a market operated by Epping Forest District Council or a Charter market, or a market operating within the Epping, Loughton, or Ongar Parish, will be subject to this policy"). Loughton Town Council should therefore have its own policy, or perhaps be using the same guidelines as the district's policy, or a hybrid.

Application

Essex will require the local market authority's application to include the following information:

- Marked location plan, details must be given of each stall (including measurements and location) – will each trading plot measure the same? Will the Council be providing Gazebos to each stall holder? If not, will the traders provide their own gazebo/stalls?
- Specify the days and times the market will operate.
- What items will be placed on the highway?
- Will electricity be provided? Any trailing cables on/over the highway?
- Will the market be run by an organiser/one individual? Who will ultimately be responsible for each of the traders?

Note. ECC will not permit the parking of any vehicles on the footway. Traders must have a minimum £10m liability insurance. It is assumed the pitches are on the pavement only and not in the marked parking bays.

Next Steps

I would suggest that the Partnership's next step is a discussion with Loughton Town Council to determine what market policy covers a commercial market on the Broadway and any fundamental guidelines that would influence potential traders taking up a pitch. This might include prohibited goods, restricted days or times of trading, use of generators or other power sources, conflict with goods sold by other retailers, risk assessments, levels of liability insurance, pitch terms and payments etc. This could influence any decision to either find the traders first and build the market application around their needs, or create a predetermined market and then look for suitable traders to occupy. In making this decision, and generally looking for traders or options for types of pitches etc, it might be worth talking to Tania Murphy (tania.murphy@nmtf.co.uk) of The National Market Traders Federation, who knows our area and our existing and surrounding markets and may have helpful advice for successfully setting up and finding traders in the current climate.

Kind regards

Quentin

Quentin Buller
Economic Development
Epping Forest District Council

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Subsequently EFDC District Councillor Sheree Rackham requested to meet with the Town Clerk on 31. 10.25 at Buckingham Court. In the event she was also joined by EFDC District Councillor, Chidi Nweke and EFDC officer Quentin Buller. The Deputy Town clerk was also in attendance at the meeting.

The Broadway – Weekly Market Proposal

Notes of a Meeting held on Friday 31 October 2025

Attending Cllr Sheree Rackman
 Cllr Chidi Nweke
 Quintin Buller, Economic Development Team EFDC
 Mark Squire, Town Clerk
 Pippa Bryce, Deputy Town Clerk

To discuss the possibility of a weekly market along Debden Broadway as requested by The Loughton Broadway Town Centre Partnership (LBTCP)

Discussions were made regarding the demand/need of a market, what day it will take place, what type of stalls will be invited, framework, operational logistics, trader management, marketing and promotion, set up costs and ongoing costs.

Mark explained that Loughton Town Council is the licence provider for a market in Loughton, however they work with both Essex County Council and Epping Forest District Councils as the landowners of specific pedestrian pavements..

Mark handed out a list of all considerations that will be required before the licence can be issued. This information was gleaned from the extensive list of conditions that need to be met, given the experience on trying to set up a market in Loughton High Road.

Quintin confirmed that there was £1K UK Shared Prosperity Funding available to support the scheme – this could be used for initial set up costs. With a further £5K available for ongoing licences, staff time, insurance, waste collection, market operator.

Cllr Rackman confirmed that she knew a Market Operator.

Next Steps

- It was agreed that to proceed that Mark will include on the agenda for the next Environment & Heritage Committee meeting which will be held on Wednesday 19 November for the Councillors of this committee to discuss.
- Mark asked who would serve as the point of contact for The Loughton Broadway Town Centre Partnership?
- It was also agreed that the BTCP first point of contact will be with Essex County Council to give permissions to use their land.
- It was agreed that whoever is representing LBTCP should arrange for a map of stalls drawn up using a mapping system, as they will require a site plan, showing the number of stalls, spacing, where the stalls will be placed, where the stall holders' vans will be parked, parking management, signage, etc. Cllr Rackman and Cllr Nweke will proceed with this.

PB/MS 31 October 2025

Agenda item 12.1
Allotments Report

Willingale Road Allotments Report

Current Situation

As of the third month into the current allotment tenancy year, the Council has received all signed tenancy agreements and payments, with the exception of one plot holder. The tenant of this plot remains under assessment due to concerns regarding under-cultivation. In agreement with the Town Clerk, monthly inspections are being conducted to monitor progress. Should there be no demonstrable improvement by 31 March 2026, the tenancy will be subject to eviction in accordance with allotment policy.

Three plots have been successfully reallocated to new tenants. There is currently one vacant plot – previously occupied by Wyn Marshall – which requires work before it can be let out again due to neglect. The waiting list now stands at seven individuals, who will be contacted when the next plot becomes available.

Waste

In recent weeks, the issue of waste removal costs has resurfaced as a longstanding tenant has given up their plots. A contractor attended the site to clear waste from three different plots, incurring a total cost of £640.

To address this, a communication is being issued to all current plot holders to provide clear guidance on appropriate waste disposal and reinforce the requirement that all waste generated on an allotment plot must be disposed of by the tenant.

Cesspit

The cesspit was successfully emptied on Thursday 30 October. The problem with it taking in water continues to be monitored.

O Drew
Office Administrator
6 November 2025

Agenda item 12.2

Allotments – Correspondence from an existing plot holder

BY HAND AND BY EMAIL



12 NOV 2025

To: The Allotments Officer
Buckingham Court,
Rectory Ln,
Loughton IG10 2QZ

Subject: Concern Regarding Recent Break-ins at Willingale Road Allotments

Dear Sir/Madam,

I am writing as an allotment holder at [name of allotment site] to express my concern about the recent series of break-ins that have taken place at the site. Several plots have been affected, and there is growing anxiety among plot holders about the lack of security and the potential for further incidents.

Could you please inform me what action the Council is taking, or plans to take, to address this issue and improve security at the allotments? For example, are there any plans to have patrols, install lighting or CCTV, repair fencing, or work with the police to prevent future break-ins?

Many plot holders have invested considerable time, money, and effort into maintaining their plots, and these repeated incidents are causing significant distress and loss. Any reassurance or update on the Council's response and proposed measures would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your response.

Yours faithfully,



Agenda item 14.2

Cemetery Matters - Dule /Dool tree at the Loughton Town Council Cemetery entrance



Agenda item 18
New Road signs at 'Hilltop', Loughton



Agenda item 20

Current Financial Position

12/11/2025

Loughton Town Council Current Year

Page 1

14:30

Summary Income & Expenditure by Budget Heading 30/09/2025

Month No: 7

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Environment and Heritage								
203	Christmas Best Dressed Window	Expenditure	340	0	360		360	0.0%
305	Cemetery (Church Lane)	Income	18,351	12,672	13,178			96.2%
		Expenditure	61,428	42,875	74,650		31,775	57.4%
	Net Income over Expenditure	(43,077)	(30,204)	(61,472)	(31,268)			
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(43,077)	(30,204)	(61,472)	(31,268)			
315	Street Furniture	Income	5	0	0			0.0%
		Expenditure	27,022	14,309	34,819		20,510	41.1%
	Net Income over Expenditure	(27,017)	(14,309)	(34,819)	(20,510)			
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(27,017)	(14,309)	(34,819)	(20,510)			
316	Allotments	Income	4,457	2,817	4,205			67.0%
		Expenditure	6,627	1,968	6,810		4,842	28.9%
	Movement to/(from) Gen Reserve	(2,171)	849					
319	Cemetery (Debden Lane)	Expenditure	2,170	690	1,000		310	69.0%
328	Other services (EH)	Income	1,728	1,705	1,750			97.5%
		Expenditure	4,769	4,779	4,480		(299)	106.7%
	Movement to/(from) Gen Reserve	(3,041)	(3,073)					
330	Service Re-charge (EH)	Expenditure	132,000	0	0		0	0.0%
	Environment and Heritage Income	24,541	17,194	19,133	1,939			89.9%
	Expenditure	234,357	64,621	122,119	57,498	0	57,498	52.9%
	Net Income over Expenditure	(209,816)	(47,428)	(102,986)	(55,558)			
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(209,816)	(47,428)	(102,986)	(55,558)			
	Grand Totals:- Income	24,541	17,194	19,133	1,939			89.9%
	Expenditure	234,357	64,621	122,119	57,498	0	57,498	52.9%
	Net Income over Expenditure	(209,816)	(47,428)	(102,986)	(55,558)			
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(209,816)	(47,428)	(102,986)	(55,558)			

Agenda item 20

Current Financial Position – Earmarked Funds

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves as at 30/09/2025 is provided below:

Environment & Heritage Committee	31/09/2025
Christmas lights	350
Cemetery	17,292
Cemetery – Closed Churchyard	10,000
Cemetery plot maintenance endowment (restricted fund)	8,262
Total	35,904

Agenda Item 21
Fees for Financial Year 2026/27

The Committee is asked to agree the rate of increase to be applied to the following fees and charges:

- 1 Cemetery
- 2 Licence for vehicle access to Roding Road allotment site

Notes:

- Allotment rents – the required 12 months' notice has already been issued to tenants at the Willingale Road site that rent for a full-sized plot with effect from September 2026 will be £57 per annum (see Min no EH 109).
- Radar keys for access to accessible toilets are sold at cost.
- No fee is charged for licences for pedestrian access on to the Roding Road Allotments.
- The Recreation Committee has agreed to increase the fees under its control by 4.5%.

Conclusion

The current level of fees and charges may be viewed on the LTC website under Documents, Forms and Policies section, or a paper copy can be made available on request from the Council office.

We historically base our hire increases on Retail Price Index (RPI) increases. Currently based on September 2025, Government official indices, inflation is running at 3.8% and RPI at 4.5%.

Comparison fees at other Councils and hirers have been compared with LTC's charges and LTC's are generally in line.

Recommend

Increases of 4.5%, rounding up to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

MS 11.11.25

Agenda item 22.1 – Budgets 2026/27
22.1 Committee Priorities

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2024/25		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Loughton Day / Heritage Open Days	September events + heritage trail/leaflets – 2024
High	Loughton Cemetery Wall	Work to commence soonest
High	Roding Road Allotments agreement	Work to commence soonest
High	St John the Baptist - Closed Churchyard	Pending
High	Registration of Village Greens	Historically applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Liaison with City of London Corporation	All aspects re Epping Forest including route signage
Medium	Lady Whitaker's Mead	Development of new cemetery /or other project
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance Rules and Regulations review
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

Agenda item 22.2 – Budget 026/27

Loughton Town Council Budget 2026 - 2027

E&H Budget

ENVIRONMENT & HERITAGE COMMITTEE	2024/2025 BUDGET EXPENSE	2024/2025 ACTUAL EXPENSE	2024/2025 BUDGET INCOME	2024/2025 ACTUAL INCOME	2025/2026 BUDGET EXPENSE	2025/2026 YTD 30.09.2025 EXPENSE	2025/2026 PROJECTED 31.3.26	2025/2026 BUDGET INCOME	2025/2026 YTD 30.11.2025 INCOME	2025/2026 PROJECTED 31.3.26	2026/2027 EXPENSE	2026/2027 INCOME	2027/2028 EXPENSE	2027/2028 INCOME	2028/2029 EXPENSE	2028/2029 INCOME
Christmas Best Dressed Window																
Christmas windows prizes/other costs	£350	£340			£360		£360				£370		£380		£390	
Sub total	£350	£340	£0	£0	£360	£0	£360	£0	£0	£0	£370	£0	£380	£0	£390	£0
Cemetery (Church Lane)																
General Income				£978												
Purchase Exclusive Rights of Burial			£5,725	£7,095				£5,725	£2,976	£5,725		£5,725		£5,725		£5,725
Interment			£4,280	£6,734				£4,280	£7,539	£10,000		£10,000		£10,000		£10,000
Memorial fee			£1,033	£1,180				£1,033	£618	£1,033		£1,000		£1,000		£1,000
Transfer / assignment			£2,140	£2,364				£2,140	£1,539	£2,140		£2,140		£2,140		£2,140
Salaries	£19,689	£18,983			£19,620	£9,736	£19,620				£20,400		£21,220		£22,070	
Tax and National Insurance	£8,477	£8,585			£9,500	£4,856	£9,500				£9,880		£10,275		£10,790	
Pensions	£7,544	£7,789			£7,890	£4,260	£8,520				£8,950		£9,300		£9,675	
Staff travel	£50				£50		£50				£50		£50		£50	
Water	£1,017	£491			£490	£258	£500				£520		£540		£560	
Electricity	£2,000	£834			£1,800	£174	£600				£625		£650		£675	
Building Maintenance	£1,000	£801			£1,030		£1,030				£1,030		£1,070		£1,115	
Supplies	£800	£312			£800	£610	£915				£920		£955		£995	
Ground maintenance - contract	£16,786	£16,566			£16,500	£8,495	£16,500				£17,160		£17,850		£18,560	
Other works	£6,000	£2,598			£6,000	£7,440	£10,000				£7,000		£7,280		£7,570	
Refuse collection	£3,884	£3,989			£4,120	£2,074	£4,120				£4,280		£4,457		£4,635	
Grave digging	£1,800	£480			£1,850	£1,725	£2,000				£2,000		£2,080		£2,160	
Memorial testing	£5,000	£0			£5,000	£0	£3,000				£0		£0		£0	
Sub total	£74,047	£61,428	£13,178	£18,351	£74,650	£39,628	£76,355	£13,178	£12,672	£18,898	£72,815	£18,865	£75,727	£18,865	£78,855	£18,865
ENVIRONMENT & HERITAGE COMMITTEE	2024/2025 BUDGET EXPENSE	2024/2025 ACTUAL EXPENSE	2024/2025 BUDGET INCOME	2024/2025 ACTUAL INCOME	2025/2026 BUDGET EXPENSE	2025/2026 YTD 30.09.2025 EXPENSE	2025/2026 PROJECTED 31.3.26	2025/2026 BUDGET INCOME	2025/2026 YTD 30.11.2025 INCOME	2025/2026 PROJECTED 31.3.26	2026/2027 EXPENSE	2026/2027 INCOME	2027/2028 EXPENSE	2027/2028 INCOME	2028/2029 EXPENSE	2028/2029 INCOME
Christmas lights - maintenance	£1,883	£385			£1,850	£0	£1,850				£1,925		£2,000		£2,080	
Christmas lights - electricity	£550	£526			£570	£983	£1,100				£1,145		£1,190		£1,240	
Christmas lights - enhancement	£16,000	£16,250			£17,000	£4,318	£17,000				£17,270		£17,270		£17,270	
Hanging baskets	£9,341	£8,567			£10,000	£8,626	£10,000				£10,400		£10,810		£11,250	
War memorial maintenance	£1,000	£0			£520		£1,000				£1,040		£1,080		£1,125	
Bus shelters	£500	£0			£520	£74	£520				£520		£540		£562	
Seats	£500	£86			£500		£500				£500		£540		£562	
Lopping Hall clock annual maintenance	£250	£169			£250	£169	£250				£250		£250		£250	
Heritage plaques/panels	£1,000	£414			£1,000		£1,000				£1,040		£1,080		£1,125	
Fountain	£300	£615			£309		£309				£320		£335		£350	
Other works	£500	£0			£500		£500				£500		£500		£500	
Alley way names	£500	£0			£500	£0	£500				£500		£500		£500	
Salt/grit bins	£200	£0			£300		£300				£0		£0		£0	
Pedestrian signage	£1,000	£10			£1,000	£140	£1,000				£1,000		£1,000		£1,000	
Sub Total	£33,524	£27,022	£0	£0	£34,819	£14,310	£35,829	£0	£0	£0	£36,410	£0	£37,095	£0	£37,814	£0

Agenda item 22.2 – Budget 026/27 .../cont

Loughton Town Council Budget 2026 - 2027
E&H Budget

ENVIRONMENT & HERITAGE COMMITTEE	BUDGET EXPENSE	ACTUAL EXPENSE	BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 30.09.2025 EXPENSE	PROJECTED 31.3.26	BUDGET INCOME	YTD 30.11.2025 INCOME	PROJECTED 31.3.26	EXPENSE	INCOME	EXPENSE	INCOME	EXPENSE	INCOME
Allotments																
Licence fees			£250	£400				£250	£150	£250		£260		£270		£280
Allotment rents			£3,425	£4,057				£3,955	£2,667	£3,955		£4,115		£4,280		£4,450
Water	£588	£501			£1,070	£489	£1,070				£1,120		£1,160		£1,200	
Electricity	£600	£245			£620	£130	£500				£550		£600		£650	
Willingale Road allotments-works	£2,000	£6,371			£2,060	£1,349	£2,024				£2,140		£2,230		£2,320	
All allotments	£2,000	£0			£2,060		£2,060				£2,060		£2,142		£2,228	
Roding allotment works	£1,000	£0			£1,000		£1,000				£1,000		£1,000		£1,000	
Sub Total	£6,188	£6,627	£3,675	£4,457	£6,810	£1,968	£6,654	£4,205	£2,817	£4,205	£6,870	£4,375	£7,132	£4,550	£7,398	£4,730
Lady Whittakers Mead (Loughton Lane)																
Other works	£942	£2,170			£1,000	£690	£1,035				£1,080		£1,120		£1,165	
Sub Total	£942	£2,170	£0	£0	£1,000	£690	£1,035	£0	£0	£0	£1,080	£0	£1,120	£0	£1,165	£0
Other Services - Income																
Loughton Day			£400	£1,257				£1,300	£1,337	£1,337		£1,500		£1,560		£1,620
Horticultural Show			£0	£471				£450	£649	£649		£650		£675		£703
Sub Total	£0	£0	£400	£1,728	£0	£0	£0	£1,750	£1,986	£1,986	£0	£2,150	£0	£2,235	£0	£2,323
Other Services - Expense																
Loughton Day	£2,000	£3,807			£4,000	£4,339	£4,339				£4,500		£4,680		£4,870	
Wombles Litter Picking	£100	£138			£120		£120				£125		£130		£135	
Horticultural Show	£150	£825			£360	£240	£360				£375		£390		£405	
Sub Total	£2,250	£4,770	£0	£0	£4,480	£4,579	£4,819	£0	£0	£0	£5,000	£0	£5,200	£0	£5,410	£0
Service Recharge	£132,000	£132,000			£134,000		£134,000				£136,000		£144,000		£148,000	
Sub total	£132,000	£132,000	£0	£0	£134,000	£0	£134,000	£0	£0	£0	£136,000	£0	£144,000	£0	£148,000	£0
TOTALS	£249,301	£234,357	£17,253	£24,536	£256,119	£61,175	£259,052	£17,383	£15,489	£23,103	£258,545	£23,240	£270,654	£23,415	£279,032	£23,595
					£122,119		£125,052									

EARMARKED FUNDS	BUDGET 31.3.25		Less the year 2025-2026		Add the year 2025-2026		New Adjustments		EARMARKED FUNDS 31.3.26	EARMARKED FUNDS 31.3.27	EARMARKED FUNDS 31.3.28
ENVIRONMENT & HERITAGE											
Christmas Lights	£350								£350	£0	£0
Cemetery	£17,292								£17,292	£17,292	£17,292
Cemetery Plot Endowment (RF)	£8,262								£8,262	£8,262	£8,262
Closed Churchyard	£10,000								£10,000	£10,000	£10,000
SUB TOTAL	£35,904		£0		£0		£0		£35,904	£35,554	£35,554