



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at 7.30pm on

Tuesday 22 September 2026

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.

Liz Petyt Start
Town Clerk

17 September 2026

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 9 June 2026.
- 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**
To report (for discussion only) on any further significant information/matters (if any) that may be of interest to Committee members.
- 6 Renewal of Request for Conservation Area Status for certain Loughton Areas; and Request for Local List Additions**
To request the renewal of The Uplands and addition of 56 and 62 to the local listed properties.
- 7 Murray Hall Solar Panel Project and Heating**
Advice has been received that the roof at the Murray Hall is not suitable for the installation of solar panels. Members are requested to consider utilising the EMR allocated for solar panels to upgrade to the heating system instead.

To discuss and provide DECISION
- 8 Bench on the Corner of Church Lane / Church Hill – Min no EH192**
An application to license a new bench has been submitted to Essex County Council (ECC). Support for the application has been requested from the two Loughton County Councillors. Quotes are being sought for the hard stand base as using the supplied specification (ECC). Prices will be presented as soon as available.

To receive and NOTE
- 9 Heritage Plaques**
 - 9.1 Heritage Plaques Records**
The Planning and Licensing Clerk has reviewed and updated the records of the Heritage Plaques, now captured in full on the website.

To receive and NOTE
- 10 Allotments**
 - 10.1 Willingale Road Allotments**
Members to review the attached report: see page 5.

10.2 Allotment Regulations, Policies and Tenancy Agreement

To further improve administration of the annual renewal of the tenancy agreements and distribution of the regulations and updated policies; a request is made to develop and enable electronic 'DocuSign'

To consider and provide DECISION

10.3 Roding Road Allotments and Leisure Gardens Association (RRALGA)

The Town Clerk and RRALGA have discussed and progressed a new management agreement. Members are requested to review the draft management agreement, discuss and agree. See pages 6-8.

To receive and provide DECISION

10.4 Roding Road Allotments Fence

To receive report regarding damage to perimeter fence. Following a repair earlier this year, yet again this area is being used to access the site, request to spend £600 to replace this stretch of fence, if required. See page 9.

To discuss and provide DECISION

11 Loughton Wombles

See report on page 10.

To receive and NOTE

12 Cemetery Matters

12.1 Memorial Testing – Min No EH196.3

The Town Council's grave digging contractor has completed the memorial testing of the last area of the Cemetery. 288 tests took place with 59 memorials laid down, seven memorials were staked and banded and one memorial required remedial action. Letters have been sent to the registered owners of all memorials which failed the testing. The corner stones of Grave No 750, the iconic war grave, were identified as requiring repair. An order has been placed to repair the corner stones and clean the memorial including the Angel. See page 11.

To receive and NOTE

12.2 Cemetery Regulations

To receive reviewed and updated Cemetery Regulations. Please see pages 12 – 19.

To receive and ADOPT

12.3 St Johns Churchyard

St Johns church has recommenced maintenance of its graveyard.

Members to NOTE

13 Tree Survey – Min no EH198

The work to remove the overhanging trees along the boundary over the cremated remains plots at the Cemetery has been completed.

To receive and NOTE

14 Christmas Lights

The cost of extending the Christmas lights towards the Traps Hill end of Loughton High Road is £4890 for supply and installation. The scheme extension is unbudgeted for 2026 and would require virement from general reserves.

Members to note and provide DECISION

15 Community Events

15.1 Remembrance Sunday – 8 November 2026

Volunteers are requested to represent the Town Council.

15.2 Light up a Life – 28 November 2026

Please note the date, everyone is invited to attend.

15.3 Loughton Horticultural Show

Please see attached report on page 20.

To receive and NOTE

15.4 Loughton Best Allotment Awards

Please see attached report page 20.

To receive and NOTE

15.5 Loughton Day

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

To receive and NOTE

16 Environment, Sustainability and Climate Change Policy

To receive draft policy for adoption. See attached report on pages 21 – 26.

To receive and AGREE

17 Interpretation Board York Hill

Maintenance has taken place and the board put back in position – see photo attached on page 27.

To receive and NOTE

18 Financial Position

The current financial position as of 31 August 2026 is attached together with details of the funds available from earmarked reserves. See pages 28 – 31.

To receive and NOTE

19 Epping Forest 150-year Anniversary

To discuss and agree a response to the Corporation of London to become an official supporter of 'Epping Forest 150'. See page 32.

To discuss and provide DECISION

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 Town 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.

Liz Petyt Start
TOWN CLERK
17 September 2026

Agenda item 10.1
Willingale Road Allotments Report

Current Situation

An inspection was carried out on Friday 7 August 2026, and a number of tenants were contacted as their plots were not meeting the required cultivation standards. These plots will continue to be monitored, with tenants encouraged to begin clearing and preparing their plots for the winter months and the next growing season.

The tenancy agreements were sent out on 28 August 2026. This year, the updated agreements and policies were sent by email rather than posting the full set of documents, helping to save both time and paper.

Two plots have recently become vacant and are now being offered to the next people on the waiting list. A further half plot will become vacant from October, once the current tenant has harvested their remaining crops.

There are currently 16 people on the waiting list, including existing tenants who are waiting for a second plot.

Fencing

Creating more secure and stable fencing around the perimeter of the site remains an ongoing project for our maintenance officer, Steve. Once this has been improved, the installation of pigeon spikes along the fencing around the site will be further explored as a deterrent.

Cesspit

The cesspit is continuing to be monitored. It was last emptied on 3 August 2026.

Theft

There continues to be reports of thefts on the site and we continue to advise plot holders to report thefts to the Police via 101 or on the Essex Police Report a Crime page.

O Drew – Community and Services Officer 11 September 2026

Agenda Item 10.3

Roding Road Allotments and Leisure Gardens Association (RRALGA)

Appointment by Loughton Town Council (the “Council”) of Roding Road Allotment and Leisure Gardens Association (the “Allotment Association”) as managers of the Roding Road allotment site (the “Allotment Site”).

Conditions of Appointment

A committee of the Allotment Association (the “Committee”) has been appointed by resolution passed at an Annual General Meeting of the Allotment Association. The Allotment Association shall manage the Allotment Site through the Committee.

1. (1) A majority of the Committee, no fewer than three in number, shall be local government electors residing in Loughton.

(2) The names and addresses of the persons comprising the Committee on the date of this agreement shall be notified to the Council within seven days of that date and any amendments thereto shall be notified to the Council within 28 days of such changes.

(3) The Council acknowledges that the Allotment Association is an unincorporated association.

2. (1) The Committee shall be responsible for the letting of the individual plots of land for the purpose of growing crops, flowers and bulbs etc and for no other purpose (“the Plots” or “Allotment/Leisure Gardens”) and will issue standard tenancy agreements and management policy as provided by the Allotment Association, collect rents, operate a waiting list, and exercise general supervision of the Allotment Site.

(2) The Committee shall make rules regarding the management of the Allotment Site including such matters as the letting of the Plots, conditions of tenancy, termination of tenancies, determination of rent levels including determination of rent levels paid by pensioners at a reduced rate, payment of rents, and such other matters as may be agreed between the Committee and the Council.

(3) The level of rent shall be set each year by the Annual General Meeting of the Allotment Association. The amount to be recommended by the Committee to the Annual General Meeting shall be notified to the Council at least seven days prior to the Annual General Meeting. The Council may make a direction as to the level of rent to be paid by tenants.

(4) The Committee is authorised to maintain the Allotment Site and to undertake works of repair, maintenance, and improvement, except as otherwise provided for in this Agreement.

(5) The Committee shall not allow any buildings or structures, either permanent or temporary, on the Allotment Site without first obtaining the written consent of the Council save that it is agreed by the Council that holders of Plots within the Allotment Site shall be allowed to erect non-commercial sheds and greenhouses in accordance with the Allotment Association’s management policy with such policy to be approved by the Council.

(6) The Committee shall not undertake or allow the removal of fences, gates or hedges surrounding the Allotment Site without the consent of the Council. The Committee shall report to the Council forthwith any encroachment on or damage to the boundary enclosures of the Allotment Site.

(7) The Committee shall allow the Allotment Site to be used only as Allotment/Leisure Gardens (as defined in paragraph 2(1)).

(8) The Committee shall not allow any activity to take place on the Allotment Site which may give rise to an unreasonable nuisance to persons residing adjacent to the Allotment Site, nor shall it allow any illegal activity.

(9) The Council shall be responsible for the maintenance of the boundary of the Allotment Site and shall undertake such maintenance and repair works as are reasonably necessary.

(10) The Committee shall keep an up-to-date register of the names and addresses of the tenants of the Plots, which shall contain a record of rent payments made by the tenants. This register shall be open to inspection by the Council within 14 days of a written request, subject to the provisions of the Data Protection Act. 2018.

(11) The Committee shall retain all income received from the tenants of the Plots to meet the expenses of managing the Allotment Site and shall use any surplus money for the benefit of the Allotment Site. The Allotment Association's financial year shall run from 1st April to 31st March. Audited accounts for any one year shall be sent to the Council within 28 days of the Annual General Meeting.

(12) The Annual General Meeting shall usually take place in September.

3.(1) The Committee will be responsible for the payment of:

water rates

public liability insurance

other outgoings of a similar nature which are now charged, assessed, or imposed on the Allotment Site, its owner, or its occupier, or may become due at any time whilst the agreement is in force.

(2) The Association shall at all times, keep the Council indemnified against all costs claims demands or liabilities of whatever nature arising out of the nature of the management of the Allotment land its servants or agents

4. The Committee agrees that the Council (including its officers, agents, or members) may have access to the Allotment Site. The Council will endeavour to give reasonable notice when such access is requested, and such access would normally only be required during normal Monday-Friday working hours. The Committee will deliver to the Council the key to any lock securing access to the site and the Council will undertake to keep such keys under secure conditions.

5. The keeping of livestock on the allotment is expressly forbidden without the previous consent of the Committee and the Council in writing and no other activity which is not ancillary to the raising of crops shall be permitted.

6. The Committee shall not appoint anyone else to manage the Allotment Site on its behalf.

7. This appointment shall expire

(1) upon the expiry of an initial period of five years from the date of this agreement, provided that this appointment shall automatically renew for further successive terms of five years each unless either party gives written notice of non-renewal no later than six months prior to the expiry of the then-current term, or unless earlier terminated in accordance with sub-clauses (2), (3) or (4) below; or

(2) by service of one month's written notice by the Council in the event that there is a material breach of the conditions of this appointment that has not been cured by the Allotment Association within 60 days of the Council having given the Allotment Association written notification of such a breach, or

(3) immediately without notice if the Committee or the Allotment Association is dissolved whichever is earlier save that the terms of this clause 7(3) shall not apply if such a dissolution is as the result of a voluntary restructuring of the Allotment Association.

(4) In the event of the Association being wound up during the continuation of this agreement it is agreed and declared between all parties that all rental agreement income from the allotment tenancies shall be transferred to the Council, and the agreement shall terminate automatically.

8. Nothing in this Appointment shall be deemed to prevent the Council from discharging its statutory duties under the Smallholdings and Allotments Act 1908 (as amended or extended) and this Appointment shall be amended if anything in it is repugnant to any future legislation which is enacted.

9. For the avoidance of doubt the parties accept that this Appointment is for the purposes of management only and does not grant any lease, licence, or other interest in the Allotment Site to the Allotment Association or to the Committee.

Signed

Date

Roding Road Allotment and Leisure Gardens Association

Signed

Date

Loughton Town Council

Agenda Item 10.4
Roding Road Allotments – damaged fence 1-9-26



Agenda Item 11
Loughton Wombles

Further Loughton Wombles group litter picks took place on:

Saturday 20 June 2026:

A team of 9 Loughton Wombles headed out for this month's litter pick. Their focus was the green space at Rookwood Gardens and the stretch of the brook running between Willingale Road and Colebrook Lane.

Sunday 28 June 2026:

At our Jessel Green Fun Day event on Sunday 28 June, the Wombles volunteered throughout the day, helping to keep the event as litter-free as possible.

Saturday 4 July:

On Saturday 4 July, a total of 14 Loughton Wombles headed out for this month's litter pick. The first group focused on the section of Rectory Lane between Newmans Lane and Lidl. The second group litter picked the section of Torrington Drive between the station entrance footpath and the Loughton Resource Centre.

Saturday 15 August:

Then on Saturday, 15 August, Mark's group tackled Burney Drive and the areas either side of the brook, while Stephen's group focused on Alderton Hall Lane and Lower Alderton Hall Lane.

Saturday 5 September:

Our Loughton Wombles were out in force again recently on Saturday 5 September, continuing their fantastic work to help keep Loughton's streets and green spaces clean and tidy. Mark's group tackled Chigwell Lane up to and including Rectory Lane, while Stephen's group litter picked the area between Etheridge Road and Rectory Lane, starting at the former Clydesdale Pub site. This month, Woodland Grove Care Home very kindly invited the Wombles in again for refreshments and croissants as a thank you for helping to keep the surrounding area clean and safe. A lovely gesture which was very much appreciated!

Forthcoming litter picks:

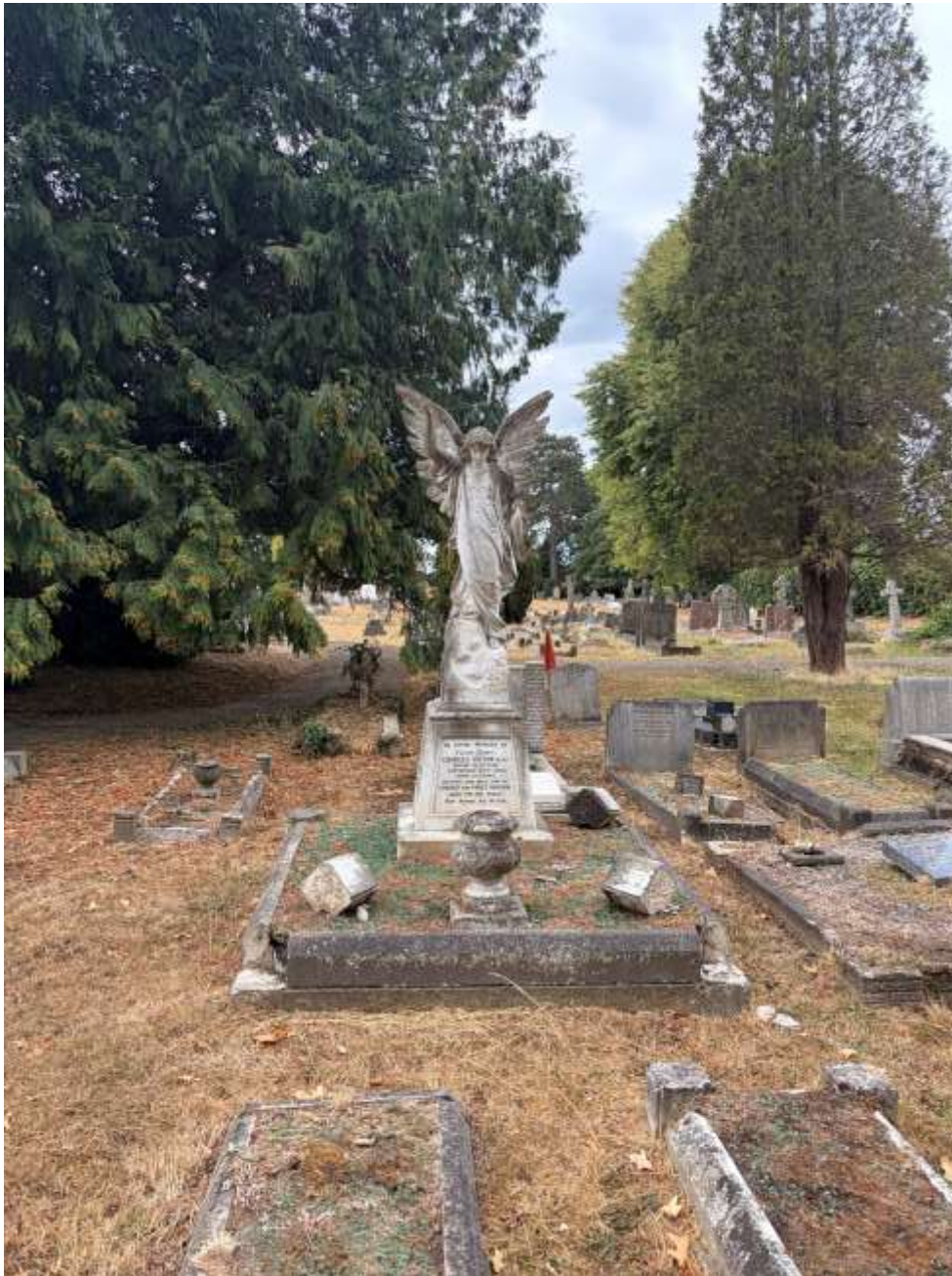
Saturday 19 September (at our Loughton Day event)

Saturday 17 October

OD 10/09/2026

Agenda Item 12.1
Memorial Testing – Min No EH 196.3

Grave No. 750



Agenda Item 12.2
Cemetery Regulations



LOUGHTON CEMETERY
Church Lane, Loughton IG10 1PD

REGULATIONS AND TABLE OF FEES

The Town Clerk
Loughton Town Council
1 Buckingham Court
Rectory Lane
Loughton
IG10 2QZ

Telephone:
020 8508 4200
contact@loughton-tc.gov.uk

LOUGHTON CEMETERY
Church Lane
Loughton
Essex IG10 1PD

CEMETERY REGULATIONS

1. In exercise of their powers under Section 214 and Schedule 26 to the Local Government Act 1972: and article 3 of the Local Authorities Cemeteries Order 1977, ***Loughton Town Council***, hereby make the following regulations for the proper management, regulation and control of Loughton cemetery.
2. These regulations as amended shall come into force on 23 September 2026

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CEMETERY REGULATIONS

1 NOTICES OF INTERMENT

- 1.1 Notices of interment shall be notified on the appropriate Council Forms available free of charge from Loughton Town Council. Notification must reach the Council at least three working days before the interment is due to take place and must be given during the hours of 10.00 and 15.00 between Mondays and Fridays (excluding Public Holidays).
- 1.2 Arrangements for interments may initially be made by telephone and or email. The Town Clerk will determine the availability of any time or date proposed for burial. Written confirmation must follow to reach the Council as detailed above. The Council will not accept any responsibility for any error or delay consequent to any Notice being sent by post.
- 1.3 For a grave where the Exclusive Right of Burial has been granted, the Notice of Interment shall be signed by the registered owner or his/her legal representative, and the Grant shall be produced together with the Notice of Interment.
- 1.4 All charges and fees are to be paid when the Notice of Interment is given and are to be made payable to Loughton Town Council.

2. INTERMENTS

- 2.1 All interments will take place on weekdays (excluding Public Holidays) and will take place between 10.00 and 15.00.
- 2.2 Only coffins made of wood or other perishable material are to be used.
- 2.3 The interment of non-residents of the Epping Forest District in common graves is not permitted.
- 2.4 Funeral Directors shall come under the direction of the Council's representative on entering the cemetery. They must provide sufficient bearers for carrying and lowering of coffins into graves.
- 2.5 Funeral Directors must arrange, where necessary, for memorials to be removed to allow graves to be reopened, and for the reinstatement of memorials following the interment.

3 CORONER'S ORDERS AND CERTIFICATES OF DISPOSAL

- 3.1 No interment can take place until a Registrar's Certificate for Disposal, or a Coroner's Order for Burial has been received by the Burial Clerk, or alternatively an appropriate Statutory Declaration has been completed. (*Section 1, Births & Deaths Registration Act 1926*).

4 OFFICIATING MINISTERS

- 4.1 Arrangements with the Officiating Minister shall be made by the relatives or the undertaker, and Council can accept any responsibility in connection therein.
- 4.2 However, the name and address of the person officiating must be notified to the Clerk to the Council when the Notice of Interment is given.

5 SELECTION OF GRAVES AND CREMATED REMAINS PLOTS

- 5.1 Grave spaces and cremated remains plots will be utilised as determined by the Council's authorised officer, except for those selected by the purchaser of the Exclusive Rights of Burial. Selection of grave spaces and plots is subject to the approval of the Council's authorised officer, but the wishes of applicants will be met as far as practicable, within the areas available for use at the time.

6 DEPTHS OF GRAVES

- 6.1 The depth to which graves will be excavated for interments is to be determined by the Council's authorised officer, (*in accordance with Part 1, 2nd Schedule, to the 1977 Cemeteries Order*).
- 6.2 Cremated remains plots will normally accommodate 8 caskets or urns to be placed at a depth determined by the Council's authorised officer.
- 6.3 All graves are to be dug by gravediggers appointed or authorised by the Council.

7 VAULTS

- 7.1 No new vaults may be accommodated in the cemetery. There remain a number of old vaults in the Loughton Burial Ground which may be reopened to allow for additional interments. In such cases, (*in accordance with Part 1, 2nd Schedule to the 1977 Cemeteries Order*) the following apply:
- 7.2 Each vault is to be enclosed with walls of brick or stone properly bonded with mortar or other suitable material.
- 7.3 Interments in a vault must, within 24 hours, be wholly and permanently embedded and covered with a layer of cement concrete at least 6 inches (15cm) thick. Alternatively, they must be permanently and wholly enclosed in a separate cell or receptacle constructed from brickwork, slate or stone flagging at least 2 inches (5cm) thick, constructed to prevent the escape of any noxious gas from the interior.

8 PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL

- 8.1 The Exclusive Right of Burial for cremated remains plots may be purchased for a period of 25 years. Whilst such purchases are not restricted to the residents of Loughton, for those outside this area, additional charges will be made. (See the Table of Fees and Charges). The Exclusive Rights of Burial may be purchased for more than one plot where they are to be used for the interment of members of the same family, or of close family friends.
- 8.2 No new grave spaces are available.

- 8.3 Cremated remains plots may accommodate a maximum of eight caskets or urns, and measure three feet by three feet (0.9m by 0.9m).
- 8.4 Where any interment is not that of the owner of the Exclusive Right of Burial, the written consent to the opening of the grave must be made by the owner on the Interment Notice. No body shall be buried in, or ashes interred in any grave until the written consent of the owner has been obtained.
- 8.5 After the interment of an owner of a grave or cremated remains plot, the personal representative must produce Probate of the Will of the deceased person, or Letters of Administration to the Estate, or other evidence the Council requires, so that the change of ownership can be registered. No further interments may be accepted, and no applications to place, or add any inscription to, a memorial may be considered until the Exclusive Right of Burial has been transferred.
- 8.6 An owner of an Exclusive Right of Burial shall not under any circumstances dispose of the rights without the consent in writing of the Council. The Deed of Grant of Exclusive Right of Burial shall be considered to form part of the personal estate of the grantee and may be assigned in their lifetime or bequeathed by Will. Every such Assignment or Probate of Will shall be produced to the Council to be registered by the Council's authorised officer.

9 MAINTENANCE OF GRAVE SPACES

- 9.1 Whenever a burial takes place the grave will be filled with earth, and after a period of time to allow for natural subsidence, the surface shall be covered with turf. Nothing may be placed on the turfed area of the grave, except on the day of the funeral, when flowers and wreaths may be placed on the grave. However, all dead flowers and wreaths will be removed by the staff at the cemetery approximately one week after the funeral has taken place.

10 MAINTENANCE OF CREMATED REMAINS AREAS

- 10.1 **One flat memorial plaque made of durable material, (e.g. granite, marble) with the maximum dimensions 16 inches by 16 inches by 2 inches (40cm by 40cm by 4cm) and a separate free standing memorial vase with the maximum dimensions 16 inches wide by 7 inches deep, by 8 inches high (40 cm by 18 cm by 20 cm)** are allowed per plot. The plaque must display the plot number clearly.

The memorials **must be approved** by the Council by making a memorial application (which is usually submitted by the stonemason). The date on which the memorial will be laid must be notified to the Council. This enables the Cemetery Attendant to supervise the placing of the stone (centrally on the plot) to avoid any mistakes of positioning and to enable the Council to check that the memorial being laid is the same as was outlined on the memorial application. Glass covers on plaques are only allowed if approval has been given via the Memorial Application Form. The glass cover must bear a kite mark to prove it has been made from toughened glass or a sign etched on indicating that it has been constructed of laminated glass with polished edges all-round the plaque. Otherwise, glass covers are considered to be a health and safety risk to the grounds staff and visitors.

- 10.2 The interment of cremated remains must be in biodegradable containers or can be poured into the grave at the prescribed depth under the supervision of a representative of the Loughton Town Council.
- 10.3 Owners of plots with Exclusive Rights of Burial for interments of cremated remains direct into the ground (not in a container), must be aware that exhumation would not be possible.
- 10.4 Due to the limited space available plots cannot be purchased for future use.
- 10.5 Owners may, if they so wish, plant bulbs and annual bedding plants. However, shrubs or bushes are **not permitted**. Owners should ensure that plants and pots do not encroach on neighbouring plots.
- 10.6 Owners of cremated remains plots may place a flower container on the plot providing that it is of **durable material** not exceeding one foot in height.
- 10.7 Containers made of **glass, wood, ceramics or fibreglass** are not considered durable material and are **not permitted**.
- 10.8 Plots must be maintained in a **tidy and appropriate** condition. Marking of boundaries or other embellishments of the plot are not permitted. It is the Council's policy to shingle or turf around grave spaces to maintain a consistent appearance in the cemetery. For this reason, plot owners who wish to lay shingle must comply with the type of shingle used by the Council i.e. $\frac{3}{8}$ " pea shingle (natural colour).
- 10.9 The Council reserves the right to remove, or require the owner to remove, any item which encroaches on or affects access to other plots, or in any way constitutes a risk to public safety (e.g. dangerous glass on the plot).
- 10.10 For plots unattended for a period of one year, the Council reserves the right to clear the plot apart from the approved plaque and memorial vase.

11 COMMEMORATION AND MEMORIALS – GENERAL

- 11.1 Memorials may only be erected over grave spaces and cremated remains plots for which the Exclusive Right of Burial has been granted. Grave or plot owners wishing to place a memorial must make application as detailed below to the Council's authorised officer. The necessary work to place the memorial may only take place after approval by the Council's authorised officer.
- 11.2 All memorials shall be constructed from durable stone, marble or granite. Memorials of soft stone or wood are not permitted.
- 11.3 All memorials remain the responsibility of the registered owner. The Council cannot accept any responsibility for any damage or breakage which may occur.
- 11.4 Applications to erect a memorial, or to carry out any work on an existing memorial, must be made to the Council, together with the appropriate fee. (Memorial Application Forms are available free of charge from the Council). Such applications must provide the following information: -
 - a) A dimensional drawing or illustration of the proposal.
 - b) Details of the landing (where appropriate).

- c) A copy of every proposed inscription.
- 11.5 Provided that an application has been submitted for the placement of a permanent memorial on a grave in accordance with the Regulations, it is permissible to place on a grave space for which the Exclusive Rights of Burial have been granted, a temporary memorial provided that it complies with the following specifications:-
- a) The temporary memorial shall be in the shape of a simple cross and shall be constructed of hardwood.
- b) The dimensions shall be as follows: -
- Cross Section: Between one inch (25mm) and two inches (50mm) square
- Height: Between one foot (30cm) and three feet (90cm) from ground level to the top of the cross, with no more than one third of the overall height below ground level
- Width: No greater than two feet six inches (75cm)
- c) If the condition of the temporary memorial deteriorates the provisions of regulation 11.9 will apply.
- d) Temporary memorials shall be replaced by permanent memorials within nine months from the date of the interment, unless specific written authority is obtained from the Council to extend this period.
- 11.6 Every memorial must have the grave or plot number conspicuously marked on it, at the applicant's expense, in permanent lettering not exceeding one inch (25mm) high.
- 11.7 In respect of graves, vases of an approved design and material may only be placed adjacent to existing headstones. In such instances, written permission from the Council must be received before any vase may be placed on any grave space. Applications should be made on the Memorial Application Form and forwarded to the office of the appropriate Council. Please note that vases placed on grave spaces must not encroach onto adjacent plots.
- 11.8 All memorials are to have a sufficient foundation constructed of concrete or stone. Each headstone must be fixed to its base by means of copper or galvanised dowels or joggled to ensure stability. Copper or galvanised cramps are to be used to fix kerbs.
- 11.9 All memorials are to be kept in good repair. The Council reserves the right to remove, or require the owner to remove, any memorial which is not maintained in an adequate or safe condition.
- 11.10 All memorials removed to allow additional interments to take place, shall be placed in positions indicated by the Cemetery staff, and should be refitted without avoidable delay. The responsibility for the correct removal and replacement lies with the owner of the Exclusive Right of Burial, or with the person who requested the interment.

- 11.11 No further double headstones, double vertical or double memorials are allowed in the cemetery.

12 COMMEMORATION AND MEMORIALS – DIMENSIONS

- 12.1 All memorials in the lawn cemetery area are to have maximum dimensions of twenty-four inches (60cm) by twelve inches (30cm) and are to have chamfered edges.

- 12.2 Flat or full kerb memorials are permissible, except in the Lawn Cemetery area, and are to have dimensions not exceeding the following:

Length : Six feet six inches (2 metres)
Width : Two feet six inches (75cm)

- 12.3 In the cremated remains area, memorials are to have the dimensions sixteen inches by sixteen inches by two inches (40cm by 40cm by 5cm) and are to be set horizontally and centrally on the appropriate plot.

13. MAINTENANCE OF GOOD ORDER

- 13.1 All persons are to conduct themselves in a quiet and orderly manner. Children under the age of 10 years may only be admitted if accompanied by a responsible adult, and no person in a state of intoxication shall be allowed access. The playing of any game or sport is prohibited. (*Article 18, 1977 Cemeteries Order*).
- 13.2 Except for guide dogs, no animals are to be allowed into the cemeteries.
- 13.3 Smoking in the vicinity of a grave or cremated remains plot whilst an interment is taking place is not permitted.
- 13.4 All vehicles entering the cemeteries must use the designated parking areas. Access for vehicles to other areas of the cemeteries is not allowed unless prior permission is granted by an authorised officer of the Council. The person in charge of any vehicle is to be liable for making good any damage that may occur. Where possible, all materials or tools to be brought to the grounds should be carried by hand, or in such a manner that will avoid damage to roads or paths. No vehicle shall remain in the cemetery longer than is necessary for loading or unloading.
- 13.5 Soliciting orders within the Burial grounds for the erection or repair of memorials, or for any other work, is strictly prohibited.
- 13.6 Reports if any incivility or breach of the regulations should be passed onto the Council's authorised officer or a member of the Cemetery staff be informed.
- 13.7 Please note that Council employees are not permitted to accept any gratuities.

Agenda Items 15.3 & 15.4
Loughton Horticultural Show 2026 and
Town Mayor's Best Allotment Awards

The 7th Loughton Town Council Horticultural show was staged on Saturday 5 September and proved a great success.

Open to any Loughton resident with an interest in gardening, baking and flower arranging – the afternoon was a delightful and welcome community event. Exhibits included upcycled gnomes, beautiful blooms, an array of assorted flavoured chutneys and jams, home-baked lemon traybakes, and tables filled with prize-worthy fruit and vegetables!

The Best in Show award was presented to Teresa Witham for her entry in the collection of five different kinds of vegetables.

Loughton Town Council would like to extend its sincere thanks to all of the judges and volunteers who gave their time, knowledge, and expertise to help make the show such a success.

Visitors were also able to enjoy a plant sale, with a wonderful selection of hardy perennials, and winter bedding kindly provided by Matthews Plants. Teas, coffees, and delicious homemade cakes were available, alongside a selection of cakes kindly donated by Cook Loughton. All donations raised throughout the afternoon will go towards the Town Mayor's chosen charity, Haven House Children's Hospice.

Judging for the Town Mayor's Best Allotment in Loughton, now in its 16th year, took place in July across the Loughton Potato Ground, Roding Road, and Willingale Road allotment sites.

More than 200 allotments were inspected by volunteers as part of the initial shortlisting process. The shortlisted plots were then visited for the final judging on 22 July 2026 by Ray How and Robin Warner, representatives of the National Allotment Society.

Due to the challenging and extreme weather conditions experienced this year, the overall standard of plots was lower than in previous years. The judging threshold was therefore adjusted to ensure that more allotment holders could be recognised for their hard work and achievements despite the difficult growing conditions.

The prize presentation took place at the end of the Horticultural Show, with Town Mayor, Cllr Stephen Harriman, presenting the awards.

The overall winner of the Best Allotment Competition in Loughton was Stephanie Valente from Loughton Potato Ground. Stephanie received the Best Allotment Cup engraved with her name, along with a replica cup to keep, a certificate and a £25 gift voucher. The judges were particularly impressed by the excellent composting and water collection on the plot, as well as the wide variety of crops and the overall tidy condition. They also loved the wildlife pond and the creative use of tennis balls to protect the tops of the canes.

The Town Mayor's Overall Best Newcomer award was won by Megan Bushell from Willingale Road Allotments. Megan was awarded a large shield engraved with her name, along with a replica shield to keep and a certificate.

The two other site winners, Bill Meeson from Roding Road Allotments and Jim Smith from Willingale Road Allotments, were also awarded with small, engraved cups and certificates.

Agenda Item 16
Environment, Sustainability and Climate Change Policy

ENVIRONMENTAL POLICY

*(THIS POLICY SUPERSEDES THE ENVIRONMENT, SUSTAINABILITY & CLIMATE
CHANGE POLICY)*

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1. INTRODUCTION

- 1.1 Loughton Town Council (LTC) 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.
- 1.5 Loughton Town Council will continue to review the provisions of the Climate Change and Sustainable Energy Act 2006 and the Natural Environment and Rural Communities Act 2006 and in the light of the powers they confer, make recommendations about how they should affect future decision making.

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

3.1 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
- **Where possible, switch to 100% renewable energy tariffs for electricity on Council premises**
- Phased replacement of non-renewable heating sources (oil, gas fired systems) with renewables
- **Investigate** investing 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

3.2 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

3.3 PESTICIDE USE

This Council is committed to **reducing** 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](#).

3.4 SUSTAINABLE TRAVEL

Where possible, 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

3.5 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 wastewater
- 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

3.6 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 wastepaper
- 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

3.7 DEVELOPMENT

Where possible, 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

3.8 RESPONSIBLE & SUSTAINABLE PROCUREMENT

Where possible, 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

3.9 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

3.10 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

3.11 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 17
Interpretation Board – York Hill



Agenda item 18

Financial Position – Current Financial Position

14/09/2026

Loughton Town Council Current Year

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10:28

Detailed Income & Expenditure by Budget Heading 14/09/2026

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Environment and Heritage							
<u>Christmas Best Dressed Window</u>							
Christmas Windows-Prizes	0	0	370	370		370	0.0%
Christmas Best Dressed Window :- Indirect Expenditure	0	0	370	370	0	370	0.0%
Net Expenditure	0	0	(370)	(370)			
<u>Cemetery (Church Lane)</u>							
Purchase EROB	0	2,380	5,725	3,345			41.6%
Interment	464	2,416	10,000	7,584			24.2%
Memorial fee	120	540	1,000	460			54.0%
Transfer/assignment	0	1,160	2,140	980			54.2%
Cemetery (Church Lane) :- Income	584	6,496	18,865	12,369			34.4%
Salaries	1,601	8,119	20,400	12,281		12,281	39.8%
Tax and National Insurance	796	4,050	9,880	5,830		5,830	41.0%
Pensions	667	3,383	8,950	5,567		5,567	37.8%
Staff Travel	0	0	50	50		50	0.0%
Water	63	207	520	313		313	39.8%
Electricity	68	145	625	480		480	23.2%
Building Maintenance	0	0	1,030	1,030		1,030	0.0%
Supplies & general expenses	0	313	920	607		607	34.0%
Grounds Maintenance Contract	3	4,991	17,160	12,169		12,169	29.1%
Other works	4,380	9,246	7,000	(2,246)		(2,246)	132.1%
Refuse Collection	312	1,780	4,280	2,500		2,500	41.6%
Gravedigging	0	0	2,000	2,000		2,000	0.0%
Memorial testing	2,695	2,695	5,000	2,305		2,305	53.9%
Cemetery (Church Lane) :- Indirect Expenditure	10,585	34,929	77,815	42,886	0	42,886	44.9%
Net Income over Expenditure	(10,001)	(28,433)	(58,950)	(30,517)			
<u>Street Furniture</u>							
Christmas Lights-Maintenance	0	0	1,925	1,925		1,925	0.0%
Christmas Lights-Electricity	29	115	1,145	1,030		1,030	10.0%
Christmas Lights-Enhancement	0	0	17,270	17,270		17,270	0.0%
Hanging baskets	0	9,875	10,400	525		525	95.0%
War memorial Maintenance	0	0	1,040	1,040		1,040	0.0%
Bus Shelters	0	0	520	520		520	0.0%
Seats	0	0	500	500		500	0.0%
Lopping Hall clock annual mtce	169	169	250	81		81	67.6%

Agenda item 18
Financial Position – Current Financial Position ... continued

14/09/2026	Loughton Town Council Current Year						Page 2
10:28	Detailed Income & Expenditure by Budget Heading 14/09/2026						
Month No: 5	Committee Report						
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Heritage Plaques/panels	0	0	1,040	1,040		1,040	0.0%
Fountain	0	110	320	210		210	34.4%
Alleyway Names	0	0	500	500		500	0.0%
Salt/Grit Bins	0	0	500	500		500	0.0%
Town signage	0	27	1,000	973		973	2.7%
Street Furniture :- Indirect Expenditure	198	10,296	36,410	26,114	0	26,114	28.3%
Net Expenditure	(198)	(10,296)	(36,410)	(26,114)			
<u>Allotments</u>							
Licence Fees	0	400	260	(140)			153.8%
Allotment Rents	0	77	4,115	4,038			1.9%
Allotments :- Income	0	477	4,375	3,898			10.9%
Water	134	532	1,120	588		588	47.5%
Electricity	29	161	550	389		389	29.2%
Roding Road allots - Works	0	6	1,000	994		994	0.6%
Willingale Road allots - Works	265	2,029	2,140	111		111	94.8%
All Allotments	0	0	2,060	2,060		2,060	0.0%
Allotments :- Indirect Expenditure	428	2,728	6,870	4,142	0	4,142	39.7%
Net Income over Expenditure	(428)	(2,251)	(2,495)	(244)			
<u>Cemetery (Debden Lane)</u>							
Other works	0	0	1,080	1,080		1,080	0.0%
Cemetery (Debden Lane) :- Indirect Expenditure	0	0	1,080	1,080	0	1,080	0.0%
Net Expenditure	0	0	(1,080)	(1,080)			
<u>Other services (EH)</u>							
Loughton Day	590	940	1,500	560			62.7%
Horticultural show	0	0	650	650			0.0%
Other services (EH) :- Income	590	940	2,150	1,210			43.7%
Horticultural Show	15	15	375	360		360	4.1%
Litter Picking	80	80	125	45		45	64.0%
Loughton Day	1,392	2,812	4,500	1,688		1,688	62.5%
Other services (EH) :- Indirect Expenditure	1,487	2,907	5,000	2,093	0	2,093	58.1%
Net Income over Expenditure	(897)	(1,967)	(2,850)	(883)			
Environment and Heritage :- Income	1,174	7,913	25,390	17,477			31.2%
Expenditure	12,698	50,859	127,545	76,686	0	76,686	39.9%
Movement to/(from) Gen Reserve	(11,524)	(42,946)	(102,155)	(59,209)			

Continued over page

Agenda item 18
Financial Position – Current Financial Position ... continued

14/09/2026

Loughton Town Council Current Year

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10:28

Detailed Income & Expenditure by Budget Heading 14/09/2026

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,174	7,913	25,390	17,477			31.2%
Expenditure	12,698	50,859	127,545	76,686	0	76,686	39.9%
Net Income over Expenditure	<u>(11,524)</u>	<u>(42,946)</u>	<u>(102,155)</u>	<u>(59,209)</u>			
Movement to/(from) Gen Reserve	<u>(11,524)</u>	<u>(42,946)</u>	<u>(102,155)</u>	<u>(59,209)</u>			

Agenda item 18
Current Financial Position – Earmarked Funds

A summary of the Committee's reserves showing the amounts available as of 1 April 2026, is provided below.

Schedule of Earmarked Reserves	Amount
Christmas Lights	£250.00
Cemetery	£17,292.00
Cemetery Plot Endowment	£8,262.00
Closed Churchyard	£10,000.00
Cemetery Paths	£5,000.00
Speed Indicator Device	£2,000.00
	£42,804.00

Agenda item 19

From: Joanna Stokes <Joanna.Stokes@cityoflondon.gov.uk>

Sent: 13 August 2026 16:21

Subject: EF150 Official supporter - event submission

Good afternoon,

In 2028, Epping Forest will celebrate the 150th anniversary of the Epping Forest Act 1878, a remarkable milestone marking 150 years of saving the Forest and shaping the way green spaces are protected around the world.

This anniversary is an opportunity to celebrate how the Forest was saved and to highlight why the conservation and protection of Epping Forest is more important than ever today. Between August 2027 and August 2028 we will be hosting a programme of events across the Forest under the EF150 banner to commemorate this landmark occasion.

We are delighted to invite you to become an Official Supporter of EF150.

What does this mean?

We are inviting community groups and organisations across Epping Forest to host their own events as part of the EF150 celebrations. If you would like to get involved, please complete the attached application form with details of your proposed event/s.

[Epping Forest 150 - Official Supporter event application – Fill in form](#)

Please note that all events will be subject to our standard event licensing policy and procedures found [here](#). As a Registered Charity, we have no funding available in association with this programme, however we may be able to highlight potential funding applications which may be available for such events and activities.

What are the benefits?

If your event is approved, you will:

- Become an Official Supporter of EF150.
- Receive promotional support through our communication channels.
- Have your event featured in our Annual Epping Forest Visitor Guide.
- Gain exclusive access to the Official Supporter EF150 branding to promote your event.

What happens next?

Please submit your event proposal, with as much detail as possible at this stage, by 4 September via the link above.

All submissions will be reviewed, and successful applicants will be invited to join the programme as Official Supporters of EF150.

Any queries in the interim, please do get in touch.

We look forward to celebrating this historic milestone with you and working together to create a memorable programme of events across the Forest.

Many thanks,