ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at 7.30pm on

Wednesday 18 November 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
12 November 2026

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

Councillors

W Dodd
S Harriman
K Valentine
C Ubah

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 22 September 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 Allotments

6.1 Willingale Road Allotments
Members to review the attached report.
See page 4.

6.2 Introducing a Probationary Period for New Allotment Tenants
Members to review and provide a DECISION.
See pages 5 – 6.

6.3 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 7 – 10.

To receive and provide DECISION.

7 Community Events

7.1 Remembrance Sunday – update
To receive a verbal report on operation and management of the Remembrance Sunday event.

To receive and NOTE for information.

7.2 Loughton Day
See report page 11.

To receive and NOTE.

8 Loughton Wombles
See report on page 12.

To receive and NOTE.

9 Cemetery Matters

9.1 Ongoing refurbishment to the Angel

See photos on page 13.

To receive and NOTE.

10 Interpretation Board Shaftesbury

Maintenance has taken place and the board has been repaired and revarnished. See page 14.

To receive and NOTE.

11 Heritage Plaque – Min no EH193 – Request for new plaque: Joan Davis

See attached email information from Joan Davis's daughter and Cllr Murray from May 2024 onwards. See pages 15 – 16.

To receive and provide DECISION.

12 Replacement Bus Shelter for Oakwood Hill

To consider requesting quotation for a new Bus Shelter to replace the existing shelter on Oakwood Hill near to Avondale Way from IPTU Infrastructure of Essex County Council. See report on page 17 – 18.

Members to provide DECISION.

13 Request for Support – Persistent Speeding and Road Safety Concerns on St John's Road, Loughton

See page 19.

Members to receive and provide a DECISION.

14 StorieD

See pages 20 – 21.

Members to receive and provide a DECISION.

15 LTC Market Policy

To review draft Market Policy pages 22 – 30.

To receive and ADOPT.

16 Epping Forest Act 150th Anniversary

Members to receive supporter guidelines on pages 31 – 34.

Members to provide a DECISION.

17 Cemetery Fees for Financial Year 2027/28
Min No RG274 Fees & Charges

Members to AGREE the proposed Cemetery fees and charges for 2027/28 as recommended by the RFO to be increased by RPI.

18 Financial Position

The current financial position as of 31 October 2026 is attached together with current details of the funds available from Ear Marked Reserves. N.B Service re-

charge for 2026/27 will be apportioned and deducted at the end of March 2027. See pages 35 – 39.

19 Budget 2027/28

19.1 Committee Priorities

See draft list attached page 40.

Members to review and AGREE**.**

19.2 Budget 2027/28

The Committee is asked to prepare its Budget for 2027/28. The Town Clerk will highlight any areas for consideration. See pages 41 – 45.

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

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, conclude, 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.

Wombles Feedback: Rear of Brooklyn Court

See page 46.

Members to receive and provide a DECISION.

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
12 November 2026

Agenda Item 6.1
Willingale Road Allotments

Current Situation
An inspection will be carried out this month to check that plots are being cleared and prepared for the winter months.

All but one plot holder have now signed their tenancy agreements and paid their rent. The remaining plot holder has multiple plots and, due to deteriorating health, is currently considering which plot to give up.

There are currently 19 people on the waiting list, including existing tenants awaiting the opportunity to take on a second plot.

Security
Quotes are currently being obtained from contractors for the installation of secure fencing along part of the rear boundary of the site. This would help improve overall site security and prevent unauthorised access, particularly as the rear boundary is currently the most vulnerable area for trespassers to gain entry.

As previously discussed, another proposed security measure is to install pigeon spikes along the front gates of the site. These would act as a deterrent by making it more difficult for intruders to gain a grip or foothold when attempting to climb over the gates. The total length of the front gates requiring spikes is estimated to be approximately 12 metres.

A pack of 3m stainless steel pigeon spikes is currently priced at £15.03 on Amazon. Approximately four packs would be required, giving an estimated total cost of £60.12 to cover the relevant sections of the main gates. These spikes are not harmful to wildlife but would provide an additional physical deterrent to discourage intruders from climbing over the gates.

Members to consider and provide decision.

Cesspit
The cesspit is continuing to be monitored.

Rats
There have been numerous reports of rat activity across the site. Plot holders have been advised that, due to the nature of an allotment site, it can be very difficult to eliminate rats entirely. However, a pest control company has been contacted to arrange a site visit and seek their advice on any measures that could be taken to help manage and reduce the problem.

O Drew - Community and Services Officer - 9 November 2026

Agenda Item 6.2
Introducing a Probationary Period for New Allotment Tenants:

Background
Following discussions with the Allotment Secretary at Roding Road Allotments, where a probationary period has already been introduced, it is proposed that Loughton Town Council considers implementing a similar arrangement for Willingale Road Allotment.
The aim would be to ensure new tenants understand their responsibilities from the outset and make reasonable progress in cultivating their plot, while allowing the Council to monitor new tenancies and address any issues early on.
With the Council currently having a substantial waiting list, it is important that plots are actively used and cultivated. Where a new tenant makes little or no effort to cultivate their plot- resulting in valuable allotment space being left unused while others remain on the waiting list hoping for an opportunity- a probationary period would allow the Council to identify this and, where necessary, bring the tenancy to an end so the plot can be offered to someone else on the waiting list.
Roding Road currently operates a 12-month probationary period, with inspections taking place at 3, 6, 9 and 12 months.

Proposed Arrangements
It is proposed that a 12-month probationary period is introduced for all new allotment tenants, with the following requirements added to the Allotment Management Policy:

New Tenants – Probationary Period

1. All new tenants will be required to complete a 12-month probationary period, commencing from the start date of their tenancy.

2. New tenants will be expected to make reasonable progress in cultivating their allotment and bringing it into a cultivated state within the 12-month probationary period. The Council's existing requirement for at least 75% of the plot to be cultivated will apply.

3. Allotments belonging to new tenants will be inspected at 3, 6, 9 and 12 months to monitor progress and ensure the plot is being maintained appropriately.

4. Where insufficient progress has been made, the tenant will be contacted and an appropriate warning letter issued, outlining the improvements required and the timescale for doing so.

5. Where there is little or no evidence of cultivation or work being undertaken by the six-month inspection, the Council reserves the right to consider terminating the tenancy.

6. Where some progress has been made but further time is considered necessary, the Council may extend the probationary period, at its discretion, to allow the tenant additional time to meet the required standards.

7. Following a satisfactory 12-month inspection, the probationary period will be considered successfully completed and the tenancy will continue under the Council's standard allotment tenancy arrangements.

8. Should a new tenant experience difficulties with clearing their plot or meeting the requirements of the probationary period, they should contact the Allotment Officer as early as possible so that the circumstances can be discussed.

Agenda Item 6.2
Introducing a Probationary Period for New Allotment Tenants … continued

Tenancy Agreement – Proposed Additional Wording
To ensure new tenants formally acknowledge these requirements, it is also proposed that a short statement is added to the Tenancy Agreement for tenants to sign.
Suggested wording:
"I understand that my allotment tenancy is subject to a 12-month probationary period, during which my plot will be inspected at 3, 6, 9 and 12 months. I agree to make reasonable progress in cultivating and maintaining my allotment in accordance with the Council's Allotment Management Policy and understand that failure to meet the required standards may result in warnings, an extension of the probationary period or termination of my tenancy in accordance with the Tenancy Agreement."

Committee Discussion and Recommendation
The Committee is asked to consider and approve, in principle, the introduction of a 12-month probationary period for all new allotment tenants.
Members are also asked to consider:

- Whether the full probationary procedure should be included in the Management Policy, with a short acknowledgement in the Tenancy Agreement, or whether the requirements should be added directly into the Tenancy Agreement.
- Whether the proposed inspection schedule of 3, 6, 9 and 12 months is appropriate.
- Whether the proposed requirements and timescales provide sufficient flexibility for new tenants.

Subject to approval, the relevant amendments will be made to the Allotment Management Policy and Tenancy Agreement for implementation for future new tenancies.

Agenda Item 6.3
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.

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(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. Annual 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.

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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.

Further to Clause 3(1) above, the Association shall at all times keep in place public liability insurance to meet reasonable third-party claims or liabilities arising out of the management of the Allotment land, provided that any liability of the Association shall not exceed the limit of indemnity under such insurance policies.

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 would 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

DRAFT

Agenda Item 7.2
Loughton Day

Report for E&H 18.11.26

- Lots of positive feedback from stall holders and contractors with all wishing to be included in planning for next year.
- Layout okay – use same format – Pull the square out more on the side facing the vehicle gate Traps Hill
- No issues or concerns with the set up – a bit more flexible on one way system with cars early on when it is quieter.
- Suggest we have a numbering system on back page of the map showing stall holder against a number and the number area marked on the map
- Food stalls adequate – but plenty room for more - shame the Noodle bar didn't show
- Dedicated member of staff to manage the parking area earlier on
- Tea being served from the Cricket Club while officers set up was very welcome.
- Ask all groups to let us know if there is anything they would like us to promote ahead of the day
- One umbrella and one flying gazebo – stress how important it is to ensure all gazebos are securely fixed to the ground with sandbags and pins before the event and ensure that people arrive prepared.
- Leena Bollywood dance would like a headset for next year - Liaise with Chris PA
- Trojan Security very happy with management
- No issues or concerns reported back from MET medical
- We need to create some banners for the event to put up beforehand possibly 3 x Murray Hall, the Cricket Club, and High Road
- 5 MILE AN HOUR speed Signs to go on all the bins and at the vehicle entrance
- Mayor's speech should be later in the day, possibly do the walk about all the stalls first and have the mayor say few words around 3pm when there are more visitors
- There should be a clear reaffirmation that except in extremis, the stall holders are expected to support the whole event. It was very disappointing that one community group appeared to simply pack up halfway through at 2.00 pm without any explanation offered.
- The involvement of a school choir would be a great addition to the entertainment schedule

IN (Budget)	£4,500.00
Income from stall holders and donations	£1,200.00
Outgoings	£3,663.00
TOTAL	**£2,463.00**

Agenda Item 8
Loughton Wombles

Further Loughton Wombles group litter picks took place on:

Saturday 19 September:
The Loughton Wombles came together at our Loughton Day event to help keep the event tidy and safe.

Saturday 17 October:
An impressive 17 Wombles headed out this month!
Mark's group worked their way along Jessel Green and Jessel Drive, between Colebrook Lane and Burney Drive. Meanwhile, Stephen's group focused on Alderton Hall Lane, Lower Alderton Hall Lane and Oakwood Hill, between Lower Alderton Hall Lane and the main junction with Chigwell Lane.

We were also delighted to welcome one of our youngest Wombles yet, Alexandra, a Year 6 pupil at a local primary school, who joined her dad to help tackle litter across the streets. It's lovely to see younger members of the community getting involved!

Saturday 7 November:
Two groups, made up of 14 Wombles in total, headed out this month. Mark's group returned to the Jessel Green area, as there simply hadn't been enough time or people last month to tackle all the litter in one go! This time, they focused their efforts on the area between Brady Avenue, Jessel Drive, Colebrook Lane and Mowbrey Gardens.

Meanwhile, Stephen's group worked their way up Burton Road from the Debden Sainsbury's car park, concentrating on the bus waiting area, the public car park and the area behind the Broadway flats and businesses.

Forthcoming litter picks:
Saturday 5 December
Saturday 16 January
Saturday 13 March
Saturday 13 April

OD 10/11/2026

Agenda 9.1
Ongoing refurbishment to the Angel

Work carried out by Chingford Mount Monumental Masons.





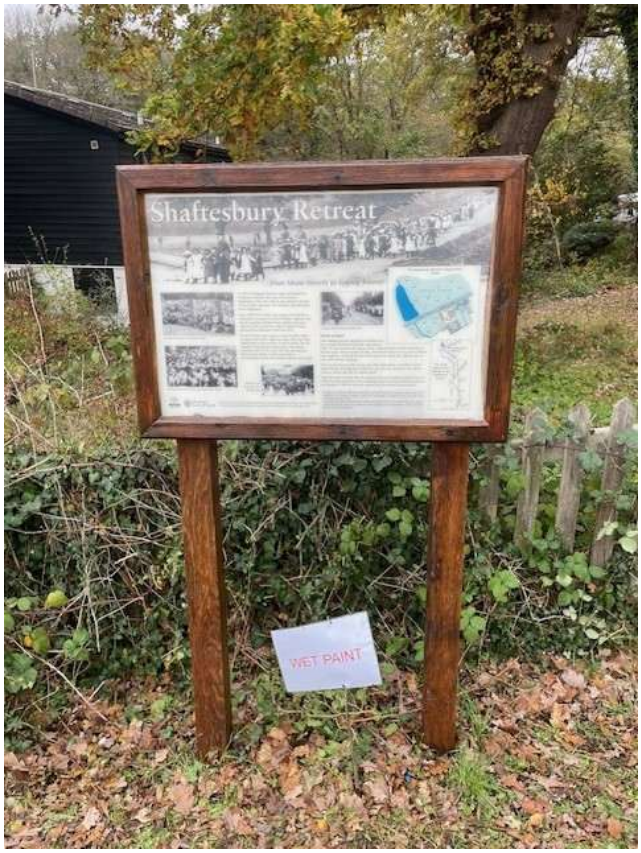




Agenda Item 10
Interpretation Board Shaftesbury

Work completed by LTC Maintenance Assistant. Before and after photo's.





Agenda Item 11
Heritage Plaque

POSSIBLE BLUE PLAQUE – Joan Coates

Good morning,

Now the dust has settled after the election, here is some information for you. We are able to provide more information if you require it.

Councillor Joan Davis – statement to support a blue plaque

Born 26th August 1927 in Holland Park, W.11. Died 12 July 2014 in Harlow.
Joined the Labour Party at age 16, and remained a member until her death.
Member of EFDC from 1973 to 1976, then from 1979 to 2006.
Chairman of EFDC 1994-95
Founding member of Loughton Town Council from 1996 to 2008.
Chairman of Loughton Town Council 2002-03
School Governor for many years serving different schools.

I have also attached a report we have written about the Thomas Willingale School fire in 1969. I will send you the photos separately, in the hope that separating the files will make delivery easier. There will be another three emails with the pictures.

I hope to hear from you soon.

Kind regards,

Lindsey

I believe that Joan Davis is worthy of consideration under criteria of 1.2 of our blue plaque scheme.

It's my strong belief that Joan is representative of a whole generation of Londoners that settled in the newly built post war part of our town and is worthy of this honour as a community and political activist in her part of Loughton for so many years.

EFDC felt her contribution was significant enough to name one of the new housing blocks in Burton Road after her, namely Davis Court.

- Born 26th August 1927 in Holland Park, W.11. Died 12 July 2014 in Harlow
- Joined the Labour Party at age 16, and remained a member until her death
- Active in Loughton politics for over fifty years
- Was Secretary of the Epping Forest CLP for 30 plus years
- Member of EFDC from 1973 to 1976, then from 1979 to 2006
- Serving as a community champion during many political campaigns, helping to save the post office on the Broadway, first as a crown office and subsequently as a sub post office
- Chairman of EFDC 1994-95, the first ever from outside the Conservative group
- Founding member of Loughton Town Council from 1996 to 2008
- Chairman of Loughton Town Council 2002-03

- School Governor for many years serving the schools of Thomas Willingale and Epping Forest High School
- Served as secretary of the Co-op Ladies Guild for over 30 years

Stephen Murray 09.11.26

LOUGHTON TOWN COUNCIL

CRITERIA FOR GRANTING HERITAGE PLAQUES

1 In the case of a single person

1.1 If the person was eminent in his or her field and is listed in appropriate general national biographical sources for the period; for instance, the Dictionary/New Dictionary of National Biography, Who's Who/Who Was Who, Men and Women of the Time, the Times Obituary, or recognised specialist biographical sources, and had a significant connection with one or more places in Loughton, such as a residence of five years, place of birth, place of business etc.,

OR

1.2 if the person made a definite contribution to the history of Loughton, does not appear in the relevant national sources but had a significant connection with one or more places in Loughton, such as a residence of five years, place of birth, place of business etc.

2 In the case of an event

If it was of considerable importance in the history or development of the town.

3 In the case of a building

If, unconnected with an important person, the building was significant in the history or development of Loughton, or is of great antiquity, or of particular architectural importance.

Please note:

Proposals will not be considered for the commemoration of individuals still living.

Agenda Item 12
Replacement Bus Shelter for Oakwood Hill

From: Cllr. Stephen Murray <CllrStephenMurray@loughton-tc.gov.uk>
Subject: Re: REPLACEMENT BUS SHELTER
Let's put it on the agenda.
I certainly think travel data is a prior requirement.
Let's see how E and H decide to proceed.

From: Liz Petyt-Start <Liz.Petyt-Start@loughton-tc.gov.uk>

Subject: Re: REPLACEMENT BUS SHELTER

Dear Stephen
I can advise the Town Council holds a budget for bus shelters; this year it is £500, all unspent.
From our Asset Register the bus shelters in LTC ownership are:
Jessel Drive
Borders Lane
Jessel Drive/Colebrook Lane
Traps Hill
Therefore, the ownership of this shelter at Oakwood Hill near to Alderton Way is rather a mystery.
Funding a new shelter would be approx £8,000 -12,000 in my experience. I think it would be useful to understand if there is any travel data for its current use but how such information is gathered I don't have knowledge.
Bus Shelters are an E & H item, therefore if you wish for this to be put on the next agenda for discussion, please do advise.
regards
Liz Petyt Start
Town Clerk

From: Cllr. Stephen Murray <CllrStephenMurray@loughton-tc.gov.uk>
Sent: 27 October 2026 5:04 PM

Dear Liz
Does the town council have a budget for bus shelters ?
On the last day of July 2027 I took up the condition of the bus shelter in Oakwood Hill just past Alderton Way , please see attached photos , which is within my parish and district wards) with the relevant county councillor Neil Carlsson and today he has forwarded this reply to me from Essex County Council.
" Thank you for your enquiry regarding the bus shelter at Oakwood Hill and the possibility of replacing or relocating it due to damage being caused by a nearby tree.
Essex County Council does not own this shelter; however, due to its poor condition, arrangements have been made for it to be removed. There are currently no plans to replace the shelter. If the Town Council wishes to fund a replacement shelter, they can contact the Integrated Passenger Transport Unit directly and a member of staff will obtain a quotation for them: IPTU Infrastructure IPTU.Infrastructure@essex.gov.uk "
Liz

I assume from this that the shelter must therefore be part of our infrastructure.
What are your opinions about this matter ?
Cllr Stephen Murray

Agenda Item 12
Replacement Bus Shelter for Oakwood Hill…/continued





Agenda Item 13
Request for Support – Persistent Speeding and Road Safety Concerns on St John's Road, Loughton

Dear Loughton Town Council,
I am writing as a resident of St John's Road, Loughton, to raise concerns about persistent speeding along the road and to request the Council's assistance in addressing the issue.
St John's Road is a residential road, with houses and parked vehicles along its length. There are also numerous pedestrians, dog walkers and families with young children regularly using the area, particularly those accessing the surrounding Epping Forest.
I am increasingly concerned about the speed at which some motorists are travelling along the road. Given the residential nature of the area and the number of vulnerable pedestrians, I believe this presents a significant road safety concern and creates an unnecessary risk of a serious collision.
I would like to ask whether the Town Council could support residents by raising this matter with Essex County Council Highways and requesting a formal traffic and speed survey along St John's Road.
In particular, I would welcome consideration of:

- A formal speed survey to establish how fast vehicles are travelling.
- A road safety assessment taking into account the number of children, pedestrians and dog walkers.
- The installation of vehicle-activated speed warning signs.
- Consideration of physical traffic-calming measures, if appropriate.
- A review of whether the existing 30mph speed limit is suitable for this residential location.
- Liaison with Essex Police regarding targeted speed enforcement.

I appreciate that the Town Council may not have direct responsibility for implementing highway changes, but I would be grateful if you could help raise this concern with the relevant authorities and advise whether this location could be considered for future road safety improvements.
I would particularly like to see some proactive action taken before a serious accident occurs.
I look forward to hearing your thoughts and would appreciate confirmation of whether the Council can assist in progressing this matter.

Agenda Item 14
StorieD

Hi Liz,

Thank you so much, that's really helpful, and lovely to hear there may be some interest! Of course, I have put together a brief document for the Environment and Heritage committee and I have attached it to this email. In the meantime, here are quick answers to your questions.

Ballpark cost. StorieD is free to build, and you only pay once a tour is published. A single tour of up to 10 stops is £59 a month, or £590 a year paid annually. Up to three tours is £99 a month, or £990 a year paid annually. The first month is free, there is no contract, and a monthly plan can be paused. We are not currently VAT registered, so those are the prices paid.

How many walks. It does not have to be one walk per town. The first plan covers one tour, the second covers up to three running at once, such as a 30, 45 and 60 minute walk.

Scope and existing walks. A tour follows whatever route the council chooses, so an existing walk can become a narrated tour, and the council decides which stops are included and what is said at each one. A tour can also be changed at any time, so it can start small and grow.

I hope this helps, but don't hesitate to ask if you have any further questions.

Best wishes,

Louise

Hi Liz,

Thank you so much for coming back to me so quickly!

To give you a little more context, here is why I was asking. My husband Mark and I have built StorieD, a browser-based walking tour platform. You give it a town and it drafts a fully narrated self-guided walking tour that people follow on their own phones, with no app to download. Think of it as a leaflet that never runs out and never needs reprinting.

Here is a live one, best viewed on a phone: https://tours.storiedtours.co.uk/hereford

Mark and I would be very happy to build the first few stops of a Loughton tour ourselves, at no cost and no obligation. Would the town council be interested in something like this, or is there a councillor or local history group you would suggest I send it to?

Best wishes,

Louise

StorieD

A PROPOSAL FOR THE LOUGHTON TOWN COUNCIL ENVIRONMENT AND HERITAGE COMMITTEE

Loughton, told out loud.

SCAN TO WALK A LIVE TOUR

Hereford

A fully narrated self-guided walk, opened by scanning a QR code. Nothing to download, and it carries the Council's name.

1 Any route, including the walks you already have

The Council chooses the route, the stops and what is said at each one, so an existing walk can become a narrated one. Walkers follow it on their own phones, with each stop playing as they reach it. A walk is never fixed: the Council can change any stop, or add new ones, whenever something changes. It can cover:

Existing walks | Local heritage | The natural environment | **Anything particular to Loughton**

2 Who does the work

StorieD is a self-build platform: the Council builds, publishes and edits its own walks, and nothing goes live without its approval. If the Council would rather not build them, we will build them for you.

THE COUNCIL OWNS

- The words, and approval before anything goes live
- Its own name on every walk
- The visitor figures
- 80% of any sponsorship income

THE PLATFORM PROVIDES

- A first draft of the route and the stops
- Narration for every stop
- Hosting, the map and the directions
- Change any stop at any time, with unlimited edits

3 A ballpark cost

TRAIL PLAN

£59 a month

One walk, up to 10 stops

or £590 a year paid annually

TOWN PLAN

£99 a month

Up to three walks, such as a 30, 45 and 60 minute walk

or £990 a year paid annually

Building is free. No setup fee, no hardware, no contract, no charge per walker. Nothing is payable until the Council decides to publish, the first month is free, and a monthly plan can be paused over the winter. Not VAT registered, so this is the full price.

4 Questions we are usually asked

Is it just one self-guided walk per town?

No. The Trail plan is one walk, and the Town plan runs up to three walks at once.

Can existing walks be incorporated, for example through the forest?

Yes. A walk follows whatever route the Council chooses. You can build it yourselves, or give us the route and the places and we will build it for you.

What if something changes?

Edit any stop yourselves at any time, or ask us to. Changes go live as soon as you publish them, at no extra charge.

WHO WE ARE

StorieD is provided by The SetUp Crew Limited, and built and run by Louise and Mark Stevenson.

Louise Stevenson - team@thesetupcrew.co.uk - storiedtours.co.uk

Agenda Item 15
LTC Market Policy

LOUGHTON TOWN COUNCIL
MARKET LICENSING POLICY

Policy owner: Town Clerk / Proper Officer
Approved by: Environment & Heritage Committee
Date adopted: 18 November 2026
Review date:

1 Purpose of the Policy

The purpose of this policy is to establish a clear, fair and transparent framework for the consideration, approval, issue, renewal, monitoring and revocation of market licences by the Town Council.

The Council recognises that markets can make an important contribution to the local economy, support independent businesses, encourage tourism, provide opportunities for community activities and enhance the vitality of the town.

The policy aims to ensure that markets operating within the area covered by the Council's lawful market licensing powers are appropriately managed and that decisions about applications are made consistently, proportionately and in the public interest.

2 Scope

This policy applies to applications for a market licence where the Council has the relevant statutory, charter, local Act or other lawful authority to grant or refuse such a licence.

Depending on the Council's legal powers, this may include:

- Commercial markets.
- Craft, artisan and speciality markets.
- Farmers' and producers' markets.
- Antiques, collectables and vintage markets.
- Car boot sales and similar trading events.
- Seasonal and Christmas markets.
- Charity, community and fundraising markets.
- Temporary or occasional markets.
- Other organised gatherings of buyers and sellers falling within the relevant legal definition of a market.

This policy does not replace any separate planning permission, street trading licence, landowner's consent, food registration, event approval or other authorisation required by law.

3 Legal Framework

The Council will administer this policy in accordance with all applicable legislation, legal obligations and relevant guidance.
Depending on the circumstances, the legal framework may include:

- Food Act 1984, including relevant provisions concerning markets and market byelaws.
- Local Government Act 1972.
- Local Government (Miscellaneous Provisions) Act 1982, where applicable.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Relevant food safety, fire safety, environmental protection and consumer protection legislation.
- Applicable local Acts, Royal Charters, market rights and existing byelaws.

The Council will confirm the precise legal basis of its licensing powers before implementing this policy.
Nothing in this policy shall be interpreted as granting the Council powers that it does not legally possess.

4 Policy Objectives

The Council's objectives are to:

1. Protect the interests of the town, its residents, businesses and existing markets.
2. Encourage well-managed markets that contribute positively to the local economy.
3. Ensure that applications are assessed using clear and consistent criteria.
4. Promote fair opportunities for traders and market operators.
5. Protect public safety, accessibility, amenity and the local environment.
6. Encourage high standards of cleanliness, presentation and customer service.
7. Prevent unreasonable obstruction, nuisance and disruption.
8. Ensure that licensing decisions are recorded, transparent and capable of review.

5 Definitions

For the purposes of this policy:
The Council means Loughton Town Council.
Market means an organised gathering of buyers and sellers for the purpose of offering goods for sale or exchange, to the extent that the activity falls within the applicable legal definition.
Market operator means the individual, company, partnership, charity or other organisation responsible for organising and managing a market.

Market licence means the written authorisation issued by the Council under its applicable lawful powers.
Applicant means the person or organisation applying for a market licence.
Trader means an individual or business selling, offering or displaying goods or services at a market.
Licence conditions means the requirements attached to an individual licence, in addition to the provisions of this policy.

6 General Licensing Principles

6.1 No market requiring the Council's authorisation under its applicable legal powers may operate without the necessary licence or consent.

6.2 A licence must be obtained before the market commences. Applicants should submit their applications sufficiently early to allow the Council to assess the proposal and consult relevant bodies where appropriate.

6.3 The granting of a licence is subject to compliance with this policy, the individual licence conditions and all applicable legal requirements.

6.4 A market licence shall be issued to the named market operator and shall not be transferred to another person or organisation without the Council's prior written approval, where such approval is legally required.

6.5 The Council may impose reasonable, relevant and proportionate conditions relating to the operation of a market, provided that it has the lawful authority to do so.

6.6 The issue of a market licence does not guarantee exclusive trading rights, ownership of a site or permission to undertake activities outside the scope of the licence.

6.7 The Council will not unreasonably discriminate between applicants and will consider each application on its individual merits.

7 Application Procedure

7.1 Submission of an application

Applications must be submitted using the Council's prescribed application form.
The applicant must provide, as appropriate:

- Full name and contact details of the applicant and proposed market operator.
- The proposed market name and description.
- The proposed location and site plan.
- Proposed dates, frequency and operating hours.
- The anticipated number and type of stalls.
- Details of the goods and services to be offered.
- A proposed stall layout, including access routes and emergency access.
- A risk assessment and relevant event management arrangements.
- Evidence of public liability insurance at the level reasonably required by the Council.
- Details of waste management, sanitation, traffic and parking arrangements.
- Details of electrical equipment, generators, cooking facilities and other relevant hazards.

- Any required planning permissions, landowner consents or other licences already obtained.
- Details of any proposed charitable or community purpose, where relevant.
- The applicable application fee.

The Council may request further information where reasonably necessary to determine the application.

7.2 Incomplete applications

Where an application is incomplete, the applicant will normally be informed of the missing information.
The Council may defer determination until the necessary information is received. An incomplete application does not create an entitlement to a licence.

7.3 Application timescales

Applicants should normally submit applications at least **eight weeks before** the proposed market date, or earlier where a large or complex event is proposed.
The Council will aim to determine complete applications within six weeks, subject to the complexity of the proposal, consultation requirements and the Council's meeting schedule.
These timescales are administrative targets and do not constitute automatic approval.

7.4 Application fees

The Council may charge an application or licensing fee where it has the lawful authority to do so.
Fees will be approved by the Council and published alongside the application information. The Council may establish different fees for commercial, community, charitable, temporary and recurring markets where justified.
Any applicable refund arrangements will be clearly communicated to applicants.

8 Assessment of Applications

Applications will be assessed against relevant criteria, including the following.

8.1 Suitability of the location

The Council will consider:

- Whether the proposed site is suitable for the size and nature of the market.
- The availability of safe access and emergency routes.
- Pedestrian and vehicle movements.
- Accessibility for disabled people and other users.
- The impact on nearby homes, businesses and public spaces.
- The suitability of the proposed layout and operating hours.

8.2 Impact on existing markets and local businesses

Where relevant and lawful, the Council may consider the effect of the proposed market on existing markets, local traders, town centre vitality and the overall range of goods and services available.
The Council may consider representations from existing market operators and local businesses.
No application will be refused solely because it introduces competition or a different range of goods. Any refusal must be supported by relevant evidence, lawful considerations and proportionate reasoning.

8.3 Quality and variety
The Council may consider whether the proposed market offers a suitable range of goods and services, including opportunities for local producers, independent businesses, craftspeople and community organisations.

8.4 Public safety and event management
The applicant must demonstrate that appropriate arrangements will be in place to manage risks associated with the proposed market.

8.5 Environmental and community impact
The Council may consider noise, waste, litter, pollution, public nuisance, traffic, hours of operation and the effect on the local environment.

8.6 Legal compliance
The applicant must demonstrate that the necessary permissions, registrations and authorisations have been obtained or will be in place before trading begins.

9 Decision-Making and Delegated Authority

9.1 Applications shall be determined by the Council or an officer acting under a formally approved scheme of delegation.

9.2 The Council will specify which applications may be determined by the Town Clerk and which must be referred to a committee or Full Council.

9.3 Applications involving significant public safety concerns, substantial community impact, unusual legal issues or proposed refusal may be referred to the appropriate committee or Full Council in accordance with the Council's governance arrangements.

9.4 Councillors and officers must declare relevant interests and manage them in accordance with applicable law and the Council's adopted Code of Conduct.

9.5 Each decision must be based on the merits of the application, the applicable legal powers, this policy and any relevant representations.

9.6 The applicant will be notified in writing of the outcome. Where an application is refused, the Council will provide reasons explaining the principal grounds for its decision.

10 Grant and Duration of a Licence

A licence may be issued for a single event, a specified period or a recurring market, depending on the nature of the application and the Council's lawful powers.
The licence will identify:

- The name of the licensed operator.
- The approved market location.
- The authorised dates and operating hours.
- The permitted number or arrangement of stalls, where relevant.

- Any restrictions on the goods or activities permitted.
- The applicable fees.
- The licence conditions.
- The expiry date and any renewal requirements.

A licence will not take effect until any specified pre-commencement requirements have been satisfied.
The licence holder must keep a copy of the licence available for inspection during the market.

11 Conditions of Operation

The market operator shall be responsible for ensuring that the market is operated in accordance with the licence conditions and all applicable legal requirements.
Conditions may include the following, where relevant and lawful.

11.1 Trading arrangements

- The market may operate only on the approved dates, at the approved location and within the authorised hours.
- Stalls must remain within the approved layout.
- No additional stalls may be introduced without any required prior approval.
- Goods and activities must comply with the licence conditions.
- The market operator must maintain an accurate record of participating traders.

11.2 Public safety

- Emergency routes and access for emergency services must remain clear.
- Stalls and equipment must be erected and secured safely.
- Appropriate fire safety precautions must be maintained.
- Electrical equipment, gas appliances and cooking facilities must be safely installed and operated.
- The market operator must maintain appropriate incident reporting and emergency procedures.
- Any serious incident must be reported to the relevant authorities and the Council where required.

11.3 Cleanliness and waste

- The market operator must provide appropriate waste collection arrangements.
- The site must be kept reasonably clean throughout the event.
- Waste must not be left on the site after the market closes.
- Food waste, oils and other potentially harmful materials must be disposed of appropriately.
- The site must be left in a clean and orderly condition.

11.4 Noise and nuisance

- Amplified sound must be controlled and used only where authorised.
- Traders must avoid unreasonable noise, obstruction or disturbance.
- Generators, vehicles and equipment must be operated in accordance with applicable requirements.
- The operator must take reasonable steps to respond to substantiated complaints.

11.5 Traders and products

- Traders must comply with applicable trading, consumer protection and product safety laws.
- Food businesses must meet relevant food safety and registration requirements.
- Counterfeit, stolen, prohibited or unlawfully supplied goods must not be sold.
- Traders must comply with any lawful restrictions on the sale of particular goods.
- Traders must behave respectfully towards customers, other traders, residents and Council representatives.

11.6 Access and inclusivity

The market operator must take reasonable steps to ensure that the layout is accessible and does not create unnecessary barriers for disabled people or other users of the site.

11.7 Insurance and responsibility

The market operator must maintain the insurance required by the licence and provide evidence when reasonably requested.
The operator remains responsible for managing the market and meeting its own legal obligations. The licence does not remove any liability or duty imposed on the Council by law.

12 Fees and Charges

The Council will determine applicable fees in accordance with its lawful powers and financial procedures.
The published schedule may distinguish between:

- Single-event licences.
- Recurring or annual licences.
- Commercial markets.
- Community and charitable markets.
- Amendments or variations to existing licences.
- Additional services or facilities, where applicable.

Fees will be reviewed periodically, normally as part of the Council's annual budget-setting process.
The Council will publish any approved changes and the date on which they take effect.

13 Monitoring and Inspection

The Council may monitor licensed markets and request relevant documentation to establish whether the licence conditions are being observed.
Inspections may be undertaken by authorised officers or other competent authorities within their respective powers.
The market operator must cooperate with lawful inspections and take reasonable steps to remedy identified deficiencies.
Where an issue presents an immediate risk to public safety, the Council will take appropriate action within its legal powers and refer matters to the relevant enforcement authority where necessary.

14 Breaches, Enforcement and Revocation

Where a breach of this policy or a licence condition is identified, the Council will consider the nature and seriousness of the breach and the appropriate response.
Subject to its legal powers, available remedies and the circumstances, the Council may:

1. Provide advice or request corrective action.
2. Issue a written warning identifying the breach and the action required.
3. Require a remedial action plan within a specified reasonable period.
4. Consider a variation or additional condition where legally permitted.
5. Suspend, refuse to renew or revoke a licence where there is a lawful basis to do so.
6. Refer suspected breaches of other legislation to the appropriate enforcement authority.
7. Pursue other lawful remedies where necessary.

The Council may take urgent action where permitted by law and necessary to address a serious or imminent risk.
Before taking action that could materially affect a licence holder, the Council will normally give the operator an opportunity to respond, unless immediate action is legally justified.
Any decision to suspend, revoke or refuse renewal must be made by the appropriate decision-maker, supported by recorded reasons and proportionate to the circumstances.

15 Renewal and Variation

Applications for renewal should be submitted before the existing licence expires and within the timescale specified by the Council.
Renewal is not automatic. The Council may consider the operator's compliance history, any changes to the proposed market and any relevant new information.
The licence holder must seek prior written approval for any material change to the market, including changes to the location, dates, hours, size, layout or nature of the event, where such approval is required by the licence or applicable law.

16 Complaints and Appeals

Applicants and licence holders may submit a written complaint about the handling of an application, a licensing decision or the administration of a licence.
The Council will acknowledge and investigate complaints in accordance with its adopted complaints procedure.
Where a licence application is refused, or a licence is suspended, revoked or made subject to disputed conditions, the written decision will explain any available review or appeal procedure, the relevant deadline and the body responsible for considering it.

Where no statutory appeal applies, the Council may provide an internal review by an officer or committee not involved in the original decision, where practicable and consistent with its governance arrangements.
Nothing in this policy limits any statutory right of appeal or access to a court or other competent body.

17 Equality and Fair Treatment

The Council will apply this policy fairly and consistently and have due regard to its obligations under the Equality Act 2010 and other applicable equality legislation.
Reasonable adjustments and appropriate accessibility arrangements will be considered where required.
The Council will not unlawfully discriminate against applicants, operators, traders or members of the public.

18 Transparency and Record-Keeping

The Council will maintain appropriate records of:

- Applications received.
- Supporting documents and relevant consultations.
- Decisions made and the reasons for them.
- Licences issued, varied, renewed or revoked.
- Fees charged and payments received.
- Complaints, inspections and enforcement action.

Records will be retained in accordance with the Council's records management and data protection arrangements.
Information will be made available in accordance with applicable transparency and information access requirements, subject to relevant legal restrictions.

19 Review of the Policy

The Council will review this policy at least every three years, or earlier where there is a significant change in legislation, the Council's legal powers, local circumstances or operational requirements.
Any substantive amendments must be approved through the Council's appropriate decision-making process.

20 Adoption

This policy was adopted by Loughton Town Council at its meeting held on .

Signed: _____
Chair of Council

Date: _____
Signed: _____

Town Clerk / Proper Officer
Date: _____

Agenda Item 16
Epping Forest Act 150th Anniversary

Epping Forest
Registered Charity No. 232990

Epping Forest Act 150 – supporter guidelines

Thank you for supporting the 150th anniversary of the **Epping Forest Act of 1878**. These guidelines are provided to help supporters acknowledge the anniversary consistently and accurately across all communications.

The anniversary programme and associated branding are owned and led by the **Epping Forest charity** which is responsible for preserving and protecting the Forest, with the City of London Corporation as Conservators and Trustee.

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1. About the 150th anniversary

- **What is being marked:** 150 years since the Epping Forest Act (1878), landmark legislation that secured Epping Forest for public enjoyment and conservation in perpetuity.
- **Anniversary owner:** The Epping Forest charity.
- **Core theme:** *Then. Now. Always.*

Supporters are warmly encouraged to celebrate the anniversary, while clearly acknowledging the role of the **Epping Forest charity** as the organisation responsible for the Forest and the anniversary programme.

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2. Supporting statement for use with the logo

EF150 supporters are asked to use the line below when referencing the anniversary. This wording has been agreed for consistency and should not be amended.

Official line:

"Proudly supporting the Epping Forest charity, which is responsible for preserving and protecting the Forest, with the City of London Corporation as Conservators and Trustee, as it celebrates 150 years of the Epping Forest Act of 1878."

This wording is suitable for:

- Press releases
- Websites
- Social media and digital marketing
- Printed materials (including signage and posters)
- Funding acknowledgements
- Formal reports

Positioning

- The logo and official line should appear on the front of any third party promotional materials or content

Short credit lines (for use beneath logos only and in addition to the above official line)

- Official supporter of EF150, Epping Forest charity 232990.

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3. Using the supporter logo

Supporters may use the **Epping Forest 150 anniversary logo** where permission has been given, subject to the following principles:

- The logo must not be altered, recoloured, or redrawn.
- The logo should not be presented in a way that implies ownership or lead responsibility for the anniversary.
- Clear space around the logo must be maintained.

Logos should appear alongside supporter logos, not as a replacement.

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4. Tone, messaging and guiding principles

Supporters are encouraged to reflect the key messages of the anniversary's celebration (see Appendix 1 for Epping Forest charity's EF150 vision, objectives and key messages):

- Stewardship: Long-term protection of the Forest

- Balance: Conservation alongside public enjoyment
- Continuity: A living legacy from 1878 to today and beyond

Messaging should be:

- Positive and inclusive
- Historically factually accurate
- Respectful of the Forest's protected status

General principles:

- Any materials / digital content bearing the logo should not contain any 'commercial' content, i.e. references to business, commercial products etc.

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5. Further guidance:

Third party organisations must not:

- Suggest that the anniversary is led, owned, or delivered by anyone other than the Epping Forest charity
- Create alternative anniversary logos or straplines
- Using the anniversary branding for commercial endorsement without explicit agreement (see section 4 above).

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6. Questions and approvals

If you are unsure about wording, logo usage, or context, please contact the Epping Forest charity team for further advice, using the contact details above. Please email eppingforest@cityoflondon.gov.uk with '150th approval' in the subject header.

We are grateful for your support in marking this special milestone and helping ensure the story of Epping Forest continues to be shared and celebrated.

A charity preserving and protecting Epping Forest with the City of London Corporation as Conservators and Trustee

CITY LONDON

Appendix 1: Epping Forest charity's vision, objectives and key messages for EF150

Vision: To celebrate 150 years of the Epping Forest Act 1878, recognising this as a pioneering and internationally important example of legally protecting land for public access and conservation

Objectives:

- Educate and engage people about how Epping Forest was saved and conserved and the significance of the Epping Forest Act of 1878.
- Drive participation in anniversary events and initiatives.
- Celebrate Epping Forest.
- Promote Epping Forest as a charity.
- Enhance connection with Epping Forest for all.
- Inspire confidence in the future sustainability and resilience of Epping Forest.

Key messages:

1. The Forest was saved through a pioneering legal victory led by the City of London Corporation. The Epping Forest Act 1878 was a landmark moment in conservation history. The Act safeguarded the Forest forever and influenced wider protections across the UK and beyond.

2. Epping Forest is a unique and globally significant ancient landscape. For 150 years it has been protected for people and nature, and it remains as an internationally important ancient wood-pasture.

3. This anniversary is a chance to celebrate our shared heritage. We're marking 150 years of stories, milestones, achievement and the people who helped shape the Forest's past and present and who are working to safeguard its future.

4. Epping Forest is for all and we want people to feel connected to it. Staff, Verderers, volunteers, stakeholders all play a role in the Forest's story. This anniversary invites everyone to get involved, share memories and celebrate together.

5. The Forest faces new challenges but its future is full of possibility. The 150th anniversary is a platform to communicate the Epping Forest charity's vision, priorities and innovations, showing how the charity will protect and conserve the Forest ensuring its sustainability and resilience for the next 150 years.

6. Epping Forest is a charity and support, through donations and volunteering has never been more important. Donations and long-term involvement help ensure the Forest is cared for, conserved and resilient for future generations.

7. The anniversary year will be filled with opportunities to take part. From events and community activities to digital content, everyone can get involved in celebrating this historic milestone.

Agenda Item 18
Financial Position

09/11/2026 09:14 — **Loughton Town Council Current Year** — Page 1

Detailed Income & Expenditure by Budget Heading 09/11/2026

Month No: 7 — **Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Environment and Heritage							
Christmas Best Dressed Window							
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)**			
Cemetery (Church Lane)							
Purchase EROB	394	3,579	5,725	2,146			62.5%
Interment	2,460	5,804	10,000	4,196			58.0%
Memorial fee	360	950	1,000	50			95.0%
Transfer/assignment	0	928	2,140	1,212			43.4%
Cemetery (Church Lane) :- Income	**3,214**	**11,261**	**18,865**	**7,604**			**59.7%**
Salaries	1,727	11,747	20,400	8,653		8,653	57.6%
Tax and National Insurance	874	5,907	9,880	3,973		3,973	59.8%
Pensions	722	4,904	8,950	4,046		4,046	54.8%
Staff Travel	0	0	50	50		50	0.0%
Water	53	319	520	201		201	61.3%
Electricity	42	223	625	402		402	35.6%
Building Maintenance	0	0	1,030	1,030		1,030	0.0%
Supplies & general expenses	177	510	920	410		410	55.4%
Grounds Maintenance Contract	0	7,485	17,160	9,675		9,675	43.6%
Other works	0	9,426	7,000	(2,426)		(2,426)	134.7%
Refuse Collection	312	2,536	4,280	1,744		1,744	59.3%
Gravedigging	0	0	2,000	2,000		2,000	0.0%
Memorial testing	0	2,695	5,000	2,305		2,305	53.9%
Cemetery (Church Lane) :- Indirect Expenditure	**3,906**	**45,751**	**77,815**	**32,064**	**0**	**32,064**	**58.8%**
Net Income over Expenditure	**(692)**	**(34,490)**	**(58,950)**	**(24,460)**			
Street Furniture							
Christmas Lights-Maintenance	0	0	1,925	1,925		1,925	0.0%
Christmas Lights-Electricity	28	172	1,145	973		973	15.1%
Christmas Lights-Enhancement	8,636	8,636	17,270	8,634		8,634	50.0%
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%
Benches	(490)	(490)	500	990		990	(98.0%)
Lopping Hall clock annual mtce	0	169	250	81		81	67.6%

Agenda Item 18
Financial Position …/continued

09/11/2026 09:14 — **Loughton Town Council Current Year** — Page 2

Detailed Income & Expenditure by Budget Heading 09/11/2026

Month No: 7 — **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%
Speed indicator devices	15	15	0	(15)		(15)	0.0%
Town signage	0	27	1,000	973		973	2.7%
Street Furniture :- Indirect Expenditure	**8,189**	**18,514**	**36,410**	**17,896**	**0**	**17,896**	**50.8%**
Net Expenditure	**(8,189)**	**(18,514)**	**(36,410)**	**(17,896)**			
plus Transfer from EMR	15	15	0	(15)			
Movement to/(from) Gen Reserve	**(8,174)**	**(18,499)**	**(36,410)**	**(17,911)**			
Allotments							
Licence Fees	0	400	260	(140)			153.8%
Allotment Rents	1,200	3,949	4,115	166			96.0%
Allotments :- Income	**1,200**	**4,349**	**4,375**	**26**			**99.4%**
Water	227	2,152	1,120	(1,032)		(1,032)	192.1%
Electricity	21	210	550	340		340	38.2%
Roding Road allots - Works	0	6	1,000	994		994	0.6%
Willingale Road allots - Works	0	2,368	2,140	(228)		(228)	110.6%
Allotments - Fencing	0	0	2,060	2,060		2,060	0.0%
Best Allotment Comp.	0	146	0	(146)		(146)	0.0%
Allotments :- Indirect Expenditure	**248**	**4,882**	**6,870**	**1,988**	**0**	**1,988**	**71.1%**
Net Income over Expenditure	**952**	**(533)**	**(2,495)**	**(1,962)**			
Cemetery (Debden Lane)							
Other works	0	690	1,080	390		390	63.9%
Cemetery (Debden Lane) :- Indirect Expenditure	**0**	**690**	**1,080**	**390**	**0**	**390**	**63.9%**
Net Expenditure	**0**	**(690)**	**(1,080)**	**(390)**			
Other services (EH)							
Loughton Day	0	1,200	1,500	300			80.0%
Horticultural show	0	483	650	167			74.3%
Other services (EH) :- Income	**0**	**1,683**	**2,150**	**467**			**78.3%**
Horticultural Show	0	338	375	37		37	90.0%
Litter Picking	0	151	125	(26)		(26)	121.0%
Loughton Day	0	3,663	4,500	837		837	81.4%
Other services (EH) :- Indirect Expenditure	**0**	**4,152**	**5,000**	**848**	**0**	**848**	**83.0%**
Net Income over Expenditure	**0**	**(2,468)**	**(2,850)**	**(382)**			

Agenda Item 18
Financial Position …/continued

09/11/2026 09:14 — **Loughton Town Council Current Year** — Page 3

Detailed Income & Expenditure by Budget Heading 09/11/2026

Month No: 7 — **Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Environment and Heritage :- Income	4,414	17,293	25,390	8,097			68.1%
Expenditure	12,343	73,988	127,545	53,557	0	53,557	58.0%
Net Income over Expenditure	(7,929)	(56,695)	(102,155)	(45,460)			
plus Transfer from EMR	15	15	0	(15)			
Movement to/(from) Gen Reserve	(7,914)	(56,680)	(102,155)	(45,475)			
Grand Totals:- Income	4,414	17,293	25,390	8,097			68.1%
Expenditure	12,343	73,988	127,545	53,557	0	53,557	58.0%
Net Income over Expenditure	(7,929)	(56,695)	(102,155)	(45,460)			
plus Transfer from EMR	15	15	0	(15)			
Movement to/(from) Gen Reserve	(7,914)	(56,680)	(102,155)	(45,475)			

Agenda Item 18
Financial Position – Earmarked Reserves

Loughton Town Council Current Year

Current Earmarked Reserves as at 10 November for E&H Committee

	Account	Opening Balance	Income	Expenditure	Closing Balance
330	EMR Christmas Lights	250.00	0.00	0.00	250.00
333	EMR Cemetery	17,291.67	0.00	0.00	17,291.67
334	EMR Cemetery Plot Endowment	8,262.00	0.00	0.00	8,262.00
337	EMR Cemetery Paths	5,000.00	0.00	0.00	5000.00
338	EMR Cemetery - Closed Churchya	10,000.00	0.00	0.00	10,000.00
351	EMR Speed Indicator	2,000.00	0.00	14.72	1,985.28
353	EMR Solar Panels Murray Hall	21,000.00	0.00	0.00	21,000.00
		63,803.67	**0.00**	**14.72**	**63,788.95**

Loughton Town Council Current Year

Proposed Earmarked Reserves for Financial Year 2027/2028 for E&H Committee

		Account	Balance	Income	Expenditure	Closing Balance
	333	EMR Cemetery (Lady Whitakers)	17,291.67	0.00	0.00	17,291.67
	334	EMR Cemetery Plot Endowment - 2741 &	8,262.00	0.00	0.00	8,262.00
NEW	313	Village Sign	2,000.00	0.00	0.00	2,000.00
	353	EMR Solar Panels Murray Hall	21,000.00	0.00	0.00	21,000.00
			48,553.67	**0.00**	**0.00**	**48,553.67**

Changes made

Removed Christmas lights - spent as part of Grant Award for St Marys
Removed cemetery paths - added to budget for 27/28
Removed Closed Churchyard
Removed Speed Indicator £2K
Added New Village Sign as part of 150 Anniversary
** Note following review of the hall the solar panels EMR could be reallocate if found we are unable to instal solar panels on the MH*

Agenda item 19 – Budgets and Committee Priorities 2027/28
19.1 Committee Priorities

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2027/28		
Current Priority	**Main Function**	**Greater Detail/Current Position**
Current activities		
High	Loughton Cemetery Wall	Structural survey report to be received and appropriate remedial work to be undertaken.
High	Fields in Trust Protection for Jessel Green and other green spacers	In consultation with EFDC regarding community assets
Low	Lady Whitaker's Mead	Development of new cemetery /or other project
Medium	EF150 Supporter	To develop activity in line with Epping Forest Charity celebration priorities
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
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	Loughton Day	September events
High	Horticultural Show	September events
High	Loughton Wombles	Plan, organise and support volunteers. Monitoring and report thereon
High	Responding to consultations	Variable
High	Markets	Respond to request as license provider
High	Liaison with City of London Corporation	All aspects re Epping Forest including route signage
High	Tree Survey- biannual	Manage
High	Roding Road Allotments agreement	Draft to be agreed and signed
High	Willingale Road nature reserve	manage
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Any other matters within the Committee's terms of reference	

Agenda Item 19 - Budget 2027/28

09/11/2026 09:13

Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027					Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Environment and Heritage												
203	**Christmas Best Dressed Window**											
4221	Christmas Windows-Prizes	360	348	0	0	370	0	370	0	500	0	0
	Overhead Expenditure	360	348	0	0	370	0	370	0	500	0	0
	Movement to/(from) Gen Reserve	(360)	(348)			(370)		(370)	0	(500)		
305	**Cemetery (Church Lane)**											
1051	Purchase EROB	5,725	6,386	0	0	5,725	0	5,725	3,579	6,605	0	0
1052	Interment	4,280	12,117	0	0	10,000	0	10,000	5,804	12,528	0	0
1053	Memorial fee	1,033	2,159	0	0	1,000	0	1,000	950	2,232	0	0
1054	Transfer/assignment	2,140	2,349	0	0	2,140	0	2,140	928	2,428	0	0
	Total Income	13,178	23,011	0	0	18,865	0	18,865	11,261	23,793	0	0
4000	Salaries	19,620	19,554	0	0	20,400	0	20,400	11,747	21,052	0	0
4001	Tax and National Insurance	9,500	9,764	0	0	9,880	0	9,880	5,907	10,616	0	0
4002	Pensions	7,890	8,536	0	0	8,950	0	8,950	4,904	8,793	0	0
4007	Staff Travel	50	0	0	0	50	0	50	0	0	0	0
4101	Water	490	598	0	0	520	0	520	319	620	0	0
4102	Electricity	1,800	526	0	0	625	0	625	223	575	0	0
4110	Building Maintenance	1,030	934	0	0	1,030	0	1,030	0	2,000	0	0
4115	Supplies & general expenses	800	817	0	0	920	0	920	510	850	0	0
4116	Grounds Maintenance Contract	16,500	15,757	0	0	17,160	0	17,160	7,485	16,292	0	0
4119	Other works	6,000	8,012	0	0	7,000	0	7,000	9,426	10,000	0	0
4120	Refuse Collection	4,120	4,303	0	0	4,280	0	4,280	2,536	4,500	0	0

Continued on next page

09/11/2026 **Loughton Town Council Current Year** Page 2

09:13 **Annual Budget - By Committee (Actual YTD Month 7)**

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4451	Gravedigging	1,850	4,580	0	0	2,000	0	2,000	0	4,735	0	0
4453	Memorial testing	5,000	0	0	0	5,000	0	5,000	2,695	3,000	0	0
4454	Cemetery Paths	0	0	0	0	0	0	0	0	5,000	0	0
4455	Cemetery Benches	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	74,650	73,379	0	0	77,815	0	77,815	45,751	89,033	0	0
	Movement to/(from) Gen Reserve	(61,472)	(50,369)			(58,950)		(58,950)	(34,490)	(65,240)		
315	**Street Furniture**											
4119	Other works	500	0	0	0	0	0	0	0	0	0	0
4230	Christmas Lights-Maintenance	1,850	300	0	0	1,925	0	1,925	0	1,500	0	0
4232	Christmas Lights-Electricity	570	1,952	0	0	1,145	0	1,145	172	2,020	0	0
4233	Christmas Lights-Enhancement	17,000	18,734	0	0	17,270	0	17,270	8,636	19,370	0	0
4260	Hanging baskets	10,000	8,626	0	0	10,400	0	10,400	9,875	10,210	0	0
4420	War memorial Maintenance	520	0	0	0	1,040	0	1,040	0	1,000	0	0
4700	Bus Shelters	520	74	0	0	520	0	520	0	500	0	0
4701	Benches	500	147	0	0	500	0	500	-490	500	0	0
4702	Lopping Hall clock annual mtce	250	169	0	0	250	0	250	169	250	0	0
4705	Heritage Plaques/panels	1,000	346	0	0	1,040	0	1,040	0	500	0	0
4706	Fountain	309	0	0	0	320	0	320	110	320	0	0
4707	Alleyway Names	500	0	0	0	500	0	500	0	500	0	0
4708	Salt/Grit Bins	300	0	0	0	500	0	500	0	500	0	0
4709	Speed indicator devices	0	0	0	0	0	0	0	15	300	0	0
4711	Town signage	1,000	140	0	0	1,000	0	1,000	27	1,000	0	0
	Overhead Expenditure	34,819	30,488	0	0	36,410	0	36,410	18,514	38,470	0	0

Continued on next page

Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	100	0	0	0	0	0	15	0	0	0
	Movement to/(from) Gen Reserve	(34,819)	(30,388)			(36,410)		(36,410)	(18,499)	(38,470)		
316	**Allotments**											
1031	Licence Fees	250	150	0	0	260	0	260	400	500	0	0
1040	Allotment Rents	3,955	4,461	0	0	4,115	0	4,115	3,949	4,450	0	0
	Total Income	4,205	4,611	0	0	4,375	0	4,375	4,349	4,950	0	0
4101	Water	1,070	1,517	0	0	1,120	0	1,120	2,152	2,500	0	0
4102	Electricity	620	260	0	0	550	0	550	210	550	0	0
4752	Roding Road allots - Works	1,000	0	0	0	1,000	0	1,000	6	1,000	0	0
4753	Willingale Road allots - Works	2,060	2,604	0	0	2,140	0	2,140	2,368	2,750	0	0
4754	Allotments - Fencing	2,060	36	0	0	2,060	0	2,060	0	2,000	0	0
4755	Best Allotment Comp.	0	0	0	0	0	0	0	146	150	0	0
	Overhead Expenditure	6,810	4,417	0	0	6,870	0	6,870	4,882	8,950	0	0
	Movement to/(from) Gen Reserve	(2,605)	194			(2,495)		(2,495)	(533)	(4,000)		
319	**Cemetery (Debden Lane)**											
4119	Other works	1,000	840	0	0	1,080	0	1,080	690	850	0	0
	Overhead Expenditure	1,000	840	0	0	1,080	0	1,080	690	850	0	0
	Movement to/(from) Gen Reserve	(1,000)	(840)			(1,080)		(1,080)	(690)	(850)		
328	**Other services (EH)**											
1005	Loughton Day	1,300	1,337	0	0	1,500	0	1,500	1,200	1,300	0	0

Continued on next page

09/11/2026 **Loughton Town Council Current Year** Page 4

09:13 **Annual Budget - By Committee (Actual YTD Month 7)**

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1006	Horticultural show	450	649	0	0	650	0	650	483	500	0	0
	Total Income	1,750	1,985	0	0	2,150	0	2,150	1,683	1,800	0	0
4087	Horticultural Show	360	484	0	0	375	0	375	338	500	0	0
4088	Litter Picking	120	0	0	0	125	0	125	151	125	0	0
4090	Loughton Day	4,000	4,339	0	0	4,500	0	4,500	3,663	5,500	0	0
	Overhead Expenditure	4,480	4,823	0	0	5,000	0	5,000	4,152	6,125	0	0
	Movement to/(from) Gen Reserve	(2,730)	(2,838)			(2,850)		(2,850)	(2,468)	(4,325)		
330	**Service Re-charge (EH)**											
4905	Service Re-charge	0	134,000	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	134,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(134,000)			0		0	0	0		
	Environment and Heritage - Income	19,133	29,607	0	0	25,390	0	25,390	17,293	30,543	0	0
	Expenditure	122,119	248,295	0	0	127,545	0	127,545	73,988	143,928	0	0
	Net Income over Expenditure	-102,986	-218,688	0	0	-102,155	0	-102,155	-56,695	-113,385	0	0
	plus Transfer from EMR	0	100	0	0	0	0	0	15	0	0	0
	Movement to/(from) Gen Reserve	(102,986)	(218,588)			(102,155)		(102,155)	(56,680)	(113,385)		
	Total Budget Income	19,133	29,607	0	0	25,390	0	25,390	17,293	30,543	0	0
	Expenditure	122,119	248,295	0	0	127,545	0	127,545	73,988	143,928	0	0
	Net Income over Expenditure	-102,986	-218,688	0	0	-102,155	0	-102,155	-56,695	-113,385	0	0

Continued on next page

09/11/2026 09:13

Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

Page 5

	Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	100	0	0	0	0	0	15	0	0	0
Movement to/(from) Gen Reserve	(102,986)	(218,588)			(102,155)		(102,155)	(56,680)	(113,385)		

Agenda Item 20
Environmental Issues – Wombles Feedback: Rear of Brooklyn Court

Good morning
Sounds a good area to target for sure, it is consistently poorly kept and visibly frequently littered.

We can put on the agenda for E & H and I'd suggest the appropriate action will be to advise the ward District Councillors and request they create action with refuse and cleansing - the land is EFDC.

regards

Liz Petyt Start

Town Clerk

Loughton Town Council

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From: Cllr. Alan Fricker <CllrAlanFricker@loughton-tc.gov.uk>
Sent: 10 November 2026 6:51 PM
To: Olivia Drew <Olivia.Drew@loughton-tc.gov.uk>; Liz Petyt-Start <Liz.Petyt-Start@loughton-tc.gov.uk>
Cc: Deborah Taylor <Deborah.Taylor@loughton-tc.gov.uk>; Pippa Bryce <Pippa.Bryce@loughton-tc.gov.uk>; Debra Paris <Debra.Paris@loughton-tc.gov.uk>
Subject: RE: Womble's Newsletter

Hi Olivia,

Thanks for the newsletter and dates (sadly they all seem to clash with cross country fixtures!)

I wanted to flag a potential area to do? We did some of it a while back when we went out with the EFDC team but I was walking back from King's Green Sunday and the area behind the parade that backs onto the leisure centre is awful. I suspect there would be a decent amount to do around that area more generally

@Liz Petyt-Start it might actually qualify as an area in need of addressing more generally under the relevant E&H agenda item?

Cheers

Alan