



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee
are summoned to attend a Meeting at **7.45pm** on

Wednesday 21 June 2017

at 1 Buckingham Court, Rectory Lane, Loughton
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
15 June 2017

Councillor C C Pond (Chairman)
Councillor C P Pond (Vice Chairman)

Councillors

P Beales
T Owen

T Cochrane
S Pewsey

C Davies

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies to the office on 020 8508 4200.

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 March 2017.
- 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 Matters for Report**
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.
 - 5.1 Winter Salt Bag Partnership Scheme – Min no EH5.8**
The Committee is asked to NOTE that the Services Manager has confirmed with Essex County Council that the Town Council will again take part in this scheme. The Town Council already holds good levels of salt in storage.

As in previous years, volunteers will be recruited, particularly in the hillier roads in the town, to manually clear snow and spread salt on their local roads and pavements.

More details of the scheme may be found at:
<http://www.essexhighways.org/Transport-and-Roads/Roads-and-Pavements/Winter-travel/Salt-Bag-Partnership.aspx>
 - 5.2 Allotments – Min no EH48.2**
 - 5.2.1 Willingale Road Allotments**
This site has a total of 84 plots of which 8 are split and let as half plots. Additionally, there are also 4 shed plots. There are currently 21 vacant plots with 4 of these unlettable owing to the infestation of Mare's Tail weed.

A full site inspection was carried out by officers on 1 June 2017. This resulted in 9 letters of concern being issued to tenants regarding low cultivation of their plots. There are a further 17 plots which showed some work had been carried out this season, that will also be monitored at the re-inspection in early July to check on progress.
 - 5.2.2 Annual Rent Review**
The Committee is asked to consider and agree the rent increase for the period 1 September 2018 – 31 August 2019 so that the required twelve months' notice can be given to all tenants.

The annual rent for plots with effect from 1 September 2017 is shown below with the recommendation for the following year based on the current RPI rate of 3.7% as follows

Plot type	1 September 2017 – 31 August 2018 £	1 September 2018 – 31 August 2019 £
Full	36.50	37.85
Half	24.33	25.23
Shed	12.17	12.62

5.2.3 Site Meeting

A tenant has suggested that it would be useful to have an annual meeting / social event at the Allotments to which all plot holders were invited so that issues of concern could be discussed. The officers will seek to arrange this to coincide with the issuing of the annual tenancies in August/early September, as it will also provide an opportunity for tenants to pay their rent in person at the allotments rather than have to visit the library.

5.2.4 Best Allotment 2017

The shortlisting of plots will be carried out by representatives from each of the three local sites assisted by a Town Council officer during the week commencing 17 July 2017. We are grateful to Roger Emmens, a longstanding member of the Epping Horticultural Society, who has kindly agreed to judge this year's competition. This final judging will take place during the week commencing 24 July 2017.

5.3 Heritage Plaques – Min no EH48.3

Officers are making arrangements for the installation of the blue plaque to commemorate the London General Omnibus Company garage on the Homebase building in Church Hill in July before the move to the library is completed.

For information, a request for the refurbishment of the gilded plaque commemorating Sir Jacob Epstein at 50 Baldwins Hill has been received from the current occupier. This plaque pre-dates the Town Council's scheme and was originally installed by the Civic Trust. This organisation ceased operations in 2009 and some of its responsibilities were taken over by the Civic Voice. Enquiries are being made to establish whether they consider themselves to be the current owner of the plaque. The District Council has been asked whether planning permission will be required for the refurbishment.

5.4 Bus Services – Min no EH48.4

The Chairman will provide a general update at the meeting.

5.4.1 Local Bus Network Review Consultation 2017

Essex County Council carries out regular reviews of its contracted services and is consulting on service 250. This route runs from Debden to Waltham Cross on Mondays to Saturdays (evenings only).

The review includes consideration of a reduced level of service to bring the cost below the maximum level ECC will support. This is set at £5

for each passenger being carried after fares are taken into account. (The policy can be found at: www.essex.gov.uk/busreview).

Details of the consultation which closes on 8 July 2017 may be found at <https://tinyurl.com/y85x8cvv>

5.5 Public Rights of Way – Min no EH48.7

An informal approach was made to Epping Forest District Council regarding its voluntary registration of several paths under its ownership as PROWs.

This resulted in a survey which showed that as these paths were already identified as highway land an application to register them as PROWs would be inappropriate.

Following an invitation in the summer edition of Think Loughton, a small number of residents have contacted the Council to offer evidence for:

- i. Across Luctons Field diagonally, Ladyfields to Luctons Path
- ii. Jacksons Alley
- iii. Luctons Path
- iv. Adjacent 18 Longfield to Lowery Path

5.6 Bus Shelters – Min no EH48.8

An order for the new bus shelter at the bottom of Traps Hill opposite the library has been placed at a net cost of £4,436.16.

5.7 Local Highways Panel – Min no EH48.9

As the next meeting of this Panel is on 20 June 2017 the Chairman will provide an update at the meeting.

5.8 Loughton Cemetery – Min no EH48.11

5.8.1 Complaint

For information, the Council's Complaints Panel has been unsuccessful in its attempts to arrange a meeting with the complainant to address his concerns.

5.9 Community Speedwatch – Min no EH48.12

Following only a limited response from residents to the initial promotion of this scheme, no progress has been made at the current time. Councillors are invited to help promote this scheme with residents when they express concern about speeding in their local roads.

5.10 Parking Reviews/Amendments – Min no EH48.13

With regard to the new residential development off Burton Road, it is proposed to relocate the existing bus stands to accommodate the development layout. This proposal will also include the provision of a new footpath, re-alignment of footway along Burton Road and the removal of any redundant dropped kerbs.

It is therefore proposed that the existing 'No Waiting Mon-Sat 9.30am-6.30pm' restrictions on Burton Road are to be amended in order to facilitate the relocation of the bus stands. This is to be funded by the developer to take into account the conditions of planning application no. EPF/1007/15 for the erection of 51 residential dwellings.

The Committee is asked if it wishes to comment on the proposal.

* A detailed plan is provided on page 6.

5.11 Community Initiatives Fund – Min no EH16.8

Essex County Council's CIF small grants scheme continues this year. It enables community groups, sports clubs, youth groups, parish councils and other voluntary or charitable organisations in Essex (excluding Southend and Thurrock), to bid for up to £20,000 to turn their community project dreams into reality.

The Committee is asked to suggest projects that may be suitable for submission to the Community Initiatives Fund bearing in mind that the other committees will also be asked for their suggestions. Members are reminded that evidence of community support for the projects is required. The deadline for submissions of expressions of interest is 25 August 2017.

Full details of this grant fund may be found at:

<http://www.essex.gov.uk/Business-Partners/Partners/Community-initiatives-fund/Pages/How-to-apply.aspx>

5.12 Tree Safety Inspections – Min no EH48.11.2

A full inventory of the Town Council's tree stock at all the main council-owned or managed sites, including a report with health and safety recommendations, has been carried out by Place Services, a traded service of Essex County Council.

The cost of the site survey, mapping and report writing has been split across ten budget cost centres and met from within existing budgets as follows:

Roding Valley Recreation Ground	665.00
Willingale Road Playing Field	665.00
Hillyfields	100.00
Murray Hall	80.00
Playgrounds – Felstead Rd	80.00
Open spaces (The Lindens, Kings Green, School Green, Standard Green and Community Orchard/Nature Reserve	360.00
Loughton Cemetery (EHC)	665.00
Willingale Road allotments (EHC)	45.00
	£2,660.00

The Services Manager is working with the Council's contractors to address the urgent works identified in the report and will provide an update at the meeting.

6 Financial Position

The accounts for 2016/17 were approved by full Council on 3 May 2017 but subsequently each committee is given the opportunity to examine its income and expenditure in detail.

- * The end of year financial report for 2016/17 is attached together with details of the transfers to and from earmarked reserves (see pages 7 – 8).

7 The Local List

At the time of the District Council's Heritage Asset Review carried out in 2011-12, the Town Council suggested additional conservation areas and further entries on the Local List. This does not appear to have been progressed by the District Council.

The Committee is asked whether it wishes to press EFDC on this, especially given the extra emphasis placed on heritage assets by the National Planning Policy Framework (NPPF), and further research that has come to light.

NB: There may be issues to raise with the Epping Forest Branch of the Association of Local Council at its next meeting in July, given the lack of consistency between parishes.

8 Environmental Issues

This agenda item provides an opportunity for the Committee to discuss concerns and improve the ambience and environment of Loughton by tackling adverse factors and promoting positive ones.

The methodology agreed is as follows:

Councillors should send to the Town Clerk at least 14 days before the meeting a statement of what the eyesore is, its exact location, its ownership, if known, and the desired course of action. Members would discuss the matter, come to a conclusion, and then the Clerk would write to the responsible body outlining what the Town Council would like to see done. If no action was taken, the matter could be publicised and revisited at a subsequent meeting.

- * Cllr Pewsey has prepared a report (see pages 9 – 10).

9 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.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

9.1 Community toilet scheme

For information, the Town and Community Development Officer is currently heavily involved with the Jessel Green community event on 16 July 2017. Once this project has been completed she will revisit this scheme and report to the next meeting.

Enid K Walsh
TOWN CLERK
14 June 2017

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Notes :

1. This drawing is to be read in conjunction with all our other drawings, details & specifications.
2. This drawing is to be read in conjunction with all our drawings numbered 1504 inclusive and Mulalley Architects drawings.
3. Do not scale from this drawing. This drawing is diagrammatic only, so written dimensions should be taken in preference to scaled dimensions. The contractor is to take site dimensions for all items.
4. All existing site levels are assumed to be approximate and are to be confirmed on site.
5. All mass concrete foundations to be formed from grade C25/30 concrete, D81 U.N.C.
6. All pile caps & ground beams to be formed from grade C35/40 concrete.
7. All re-structures concrete to be formed from grade C32/40 concrete.
8. All drainage pipes and fittings to be Moleley PVCu or similar approved, 100mm Ø U.N.C.
9. Below ground beams to be 10.0mm². Above ground beams to be 7.5mm².

KEY PLAN

Rev.	Description	Date	By
D4	revised as lightened to Bus Stand	26/04/17	ag
D3	As EDC comment	01/03/17	ag
C2	As EDC Requirements	15/02/17	ag
C1	First Issue	24/01/17	ag

Rev.	Description	Date	By
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cook associates

Architects
Engineers
Surveyors
Interior Designers

Capital House, 3 Jubilee Way,
Faversham, Kent ME13 8GD
Tel: 01795 532934 / 5381002
e-mail: mail@cook-associates.com
Fax: 01795 535905
Website: www.cook-associates.com

Client:
Mulalley

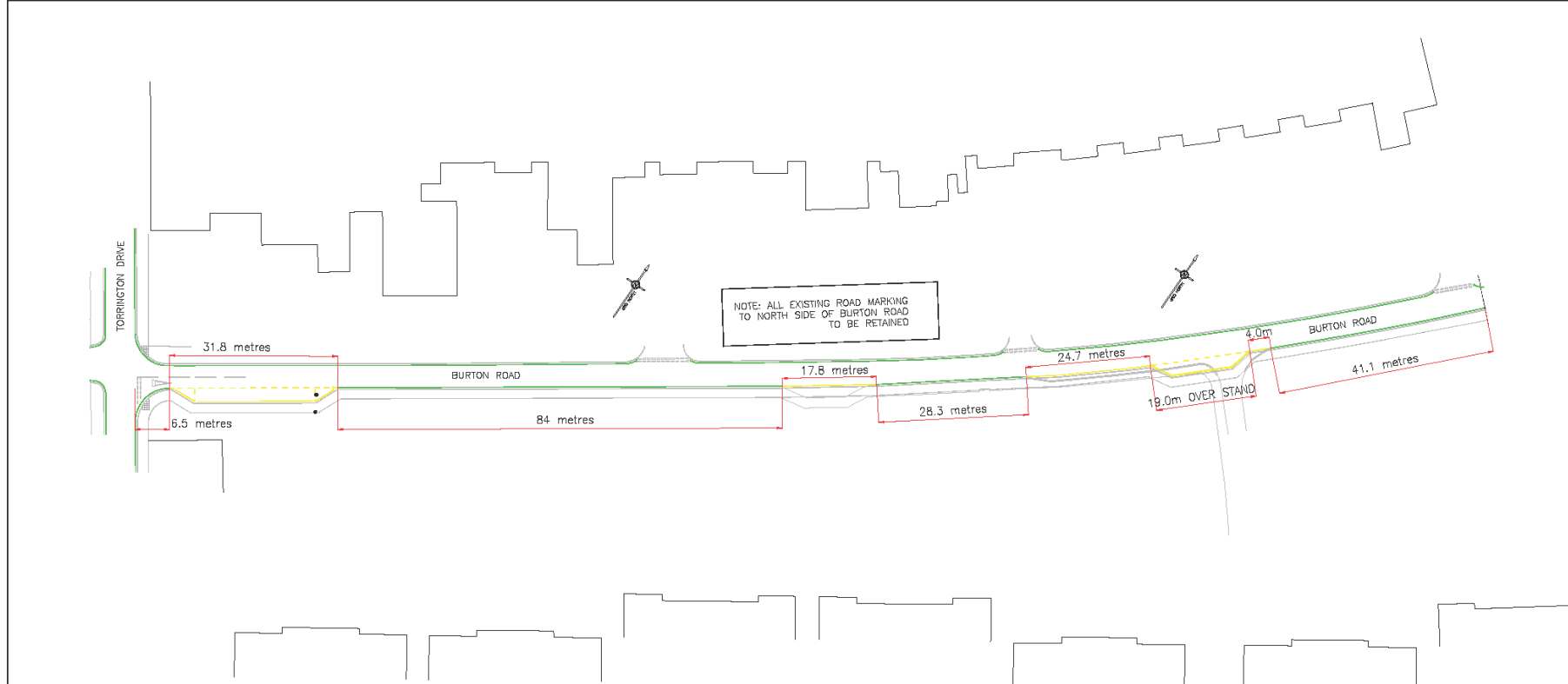
Project:
**Burton Road
Dobden
IG10 3TA**

Project No:
15044

Drawing Title:
**Site Plan
Showing Proposed
Highway Road Markings**

Drawn by: ag	Checked by: ag
Date: Jan 2017	Scale @ A1: 1:500

CONSTRUCTION	
Drawing No: 062	Rev. No: C4



ROAD MARKING KEY:-

- NEW PROPOSED MARKING
- SINGLE YELLOW LINE, EXISTING MARKING REINSTATED AS APPROPRIATE
- BUS CAGE AT BUS STANDS
- SINGLE YELLOW LINE AS TSRGD 2016 DIAGRAM No 1025.1
- Hours of Restriction to remain as Existing
- EXISTING ROAD MARKING RETAINED
- SINGLE YELLOW LINE
- Hours of Restriction to Remain Unaltered.

Loughton Town Council 2016/17 EOY

Agenda item 6

Summary Income & Expenditure by Budget Heading 31/03/2017

Month No : 12

Environment & Heritage Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Environment and Heritage</u>							
Christmas Best Dressed Window	Expenditure	334	391	375	-15	-15	104.1 %
Cemetery (Church Lane)	Expenditure	46,931	42,858	70,880	28,022	28,022	60.5 %
	Income	15,666	23,469	22,500	969		104.3 %
Street Furniture	Expenditure	28,639	19,428	31,120	11,692	11,692	62.4 %
	Income	2,092	0	0	0		0.0 %
Allotments	Expenditure	8,449	4,907	7,080	2,173	2,173	69.3 %
	Income	3,910	3,032	2,564	468		118.3 %
Cemetery (Debden Lane)	Expenditure	510	510	10,600	10,090	10,090	4.8 %
Other services (EH)	Expenditure	1,160	0	2,000	2,000	2,000	0.0 %
Service Re-charge (EH)	Expenditure	74,400	90,000	90,000	0	0	100.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
Environment and Heritage Expenditure		160,423	158,093	212,055	53,962	53,962	74.6 %
Income		21,668	26,501	25,064	1,437		105.7 %
Net Expenditure over Income		138,755	131,592	186,991	55,399		

Notes

- 1) Christmas Window competition was slightly over budget following the introduction of printed leaflets to acknowledge entrants.
- 2) Cemetery (Church Lane) – included within the budget is £20,000 for the boundary wall repairs, £2,500 for path repairs and £3,000 for memorial testing.
- 3) Allotment income of £3,032 is represented by £344 from licence fees at the Roding Road site, £2,208 from plot rents at Willingale Road and £480 for the hire of the meeting room.
- 4) Other Services is the budget heading for a £1,000 contingency and £1,000 towards the community tree strategy 'special trees' project.

Agenda item 6

Earmarked Reserves:

A summary of the Committee's reserves showing the end of year transfers and the amounts available from reserves in this current financial year is provided below:

Environment & Heritage Committee	1.4.16	Net transfers to/from reserves	31.3.17
Street furniture	10,337	2,487	7,850
Christmas lights	0	-1,000	1,000
Oakwood Hill Estate improvements	2,000	-2,000	4,000
Allotments	1,000	0	1,000
Community toilet scheme	1,000	0	1,000
Cemetery	33,265	6,000	27,265
Cemetery plot maint endowment (restricted fund)	8,262	0	8,262
Lady Whitaker's Mead/new cemetery	45,000	600	44,400
Tree strategy	500	0	500
Roding Hub	500	0	500
Total	101,864	6,087	95,777

Agenda item 8

Environmental Issues – Shaftesbury

The streetscape at the closed junction of Shaftesbury with Staples Road is being more and more unkempt and degraded. The following problems have been identified. The Chairman's responses are shown in *italics*:

Missing streetlamp – this was knocked down some years ago and left as a stub. *It has finally been replaced in March 2017.*

Damaged fire access gate – the fire access gate was damaged several years ago and needs repairing and replacing, and the temporary plastic gate, together with the brushwood and debris which has gathered around the remains of the gate needs removing. *This is a Local Highways Panel Scheme scheduled for 2017-18.*

Wooden railings – the wooden railings around the junction has been damaged and removed and left in a dangerous condition. They need to be repaired, with replacement timbers where necessary. *This is on the work list for the Highway Rangers.*

Pedestrian access – the unpaved pedestrian path between the litter bin (which is regularly overflowing) and the fire access gate has become very degraded and muddy. It needs paving or removing.

Parking – commuter parking has become a free-for-all, with vehicles regularly parked in the fire access bay (blocking emergency service access) and on the bend in the road, particularly on the verge and pavement (blocking pedestrian access). This is a route used daily by Staples Road School parents using pushchairs. Enforcement action needs to be taken against illegal and dangerous parking. *The Town Council has requested the North Essex Parking Partnership to include Shaftesbury in the residents parking scheme including the crossroads.*

Missing street signs - the “no vehicular access” sign at the end of Staples Road suffered from unremoved graffiti for many years, but has been missing altogether since the end of 2016. *Essex County Council has been requested to replace this sign.*

The cycle route finger post indicating the “quiet route” through The Hills has been missing for several years despite reminders to LTC officers. *A quotation for this work had been received but was considered exorbitant. Other options will be considered. (For information, the two signs missing from the original scheme were not set in ideal locations and were vulnerable to repeated damage from large vehicles or vandalism – Services Manager)*

Both these signs need replacing.

The photographs provided on the following page were taken in October 2016, since when the appearance of the area has worsened.

Cllr Stephen Pewsey
March 2017

