



# ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at **7.45pm** on

**Wednesday 15 November 2017**

at **Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD**

to transact the business shown in the agenda.

**Enid K Walsh**  
**Town Clerk**

9 November 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 20 September 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 Allotments – Min no EH57.2.1**

#### **5.1.1 Willingale Road Allotments**

Status report – November 2017:

	<b>Sept</b>	<b>Nov</b>
Total plots available (full and half plots)	89	89
Plots tenanted (full and half plots)	66	73
Plots vacant and available*	23	14
Plots vacant but extremely overgrown	2	2
Income banked to date		£2,333.79
Outstanding rent		£73.00

\* At this time, 2 full plots and 2 half plots have been reserved for the GROW project.

### **5.2 Heritage Plaques – Min no EH57.3**

Investigations into the plaque to commemorate the Oriolet Hospital and its chief, Josiah Oldfield, are ongoing.

In 2014, the Committee explored the possibility of erecting a plaque to Major Greenwood, an English epidemiologist and statistician but were unable to progress this. As it now appears the property in Lower Park Road has changed hands this plaque will be held as a reserve.

### **5.3 Bus Services – Min no EH57.4**

The Chairman will provide a general update at the meeting.

### **5.4 Bus Shelters – Min no EH57.6**

The request for a new bus shelter in Borders Lane opposite Oak View School has been submitted to the Local Highways Panel.

The new shelter in Traps Hill ordered by the Town Council is to be installed shortly.

**5.5 Community Speedwatch – Min no EH57.9**

The request to Safer Essex Roads Partnership (SERP) for speed checks in the Valley Hill area was submitted. However, local Police Sergeant, Lisa Cooke, has provided the following information:

In response to those complaints raised at the last community meeting regarding speeding at Valley Hill, Oakwood Hill and Loughton Way, Essex Police completed an operation on the afternoon of Tuesday 24 October which resulted in the following:

- 6 tickets issued for speeding
- 1 ticket for mobile phone
- 1 seatbelt offence
- 1 male arrested drug driving
- 1 vehicle seized no insurance

200 vehicle checks were also completed, 100 at Oakwood Hill and 100 at Valley Hill, where the car speeds were checked. The police have reported that in the three hours of the operation only 6 cars were speeding.

The police will also be reporting items of damaged street furniture at the locations to the appropriate authorities to assist in road safety and plan to run another similar operation in the New Year.

**5.6 Community Initiatives Fund – Min no EH57.11**

For information: The application for an environmental and heritage project will be considered by the judging panel on Thursday 9 November 2017.

**5.7 The Local List – Min no EH59**

The review of the District Council's Local List was raised at the Local Councils' Liaison Committee meeting held on Monday 11 September 2017. The District Council acknowledged that this review was well overdue and blamed the delay on resourcing issues.

**5.8 Christmas Windows Competition 2017**

All shops and businesses within the Town Council's boundaries are automatically entered in this annual competition. The competition will be publicised through posters, press releases and the website, and has already been promoted in the autumn issue of Think Loughton.

The window displays are required to be in place by 1 December 2017 with the judging period kept to seven days to enable the charity shops to sell items from their displays. Officers will visit the smaller shopping parades soon after that date to check for any noteworthy displays and report these to the judges.

Members are invited to volunteer to distribute A5 flyers to the various shopping centres/parades in Loughton. Packs of flyers will be available for collection from the office from Friday 10 November 2017.

**5.9 Epping Forest Consultative Committee – Min no EH 66.12**

The Open Spaces Society has thanked the Town Council for nominating a representative to this Committee and the Town Clerk will be attending future meetings.

Cllrs Jennings and C P Pond attended a meeting of the Epping Forest Liaison Group on Monday 16 October 2017 as representatives of the District Council and, whilst the minutes of this meeting will be sent to town and parish councils in due course, they have provided a brief report:

This group was set up last year by the City of London Corporation to improve liaison between EFDC and the Forest.

It meets twice a year. Each ward that has forest land is included. Judy represents St Marys, Caroline – St Johns and Roger Baldwin Forest. It is chaired by the Chairman of the Epping Forest and Commons Committee. It includes Verderers, Forest Staff, County Council and the Police.

We discussed representation of Parish and Town Councils. It was felt that dual hatted councillors, who already attended could represent their councils.

Items discussed included:

- Land banking/land swaps – there is no land banked in Essex;
- A report is being prepared as parts of the forest are being damaged by highway use and air pollution from queuing traffic. Towns and parishes will be consulted as to sites, e.g. the Bell Common junction;
- Lack of footpath in part of Nursery Road;
- Baldwins Hill pond work has been postponed.
- Staples Rd/Shafesbury reservoir - work to stop leakage is being planned with The Environment Agency and the Forest. EFDC is a consultee.
- Clays Lane golf course has a new lease holder. A planning application is anticipated.
- Epping New Road – 188 speeding motorist were caught by a recent blitz on this.

**5.10 Debt of Honour Display, Murray Hall**

Cllr Pewsey has kindly provided a further 5 panels for the Debt of Honour display in the foyer of the Murray Hall, which are to be installed shortly.

These commemorate the following former Loughton residents who paid the ultimate sacrifice:

**WWI**

- Charles Augustus Fry, 1860 – 1918
- Roy Granville Kyrle Money, 1898 – 1917
- Frank Robert Pitchers, 1896 – 1917
- Douglas Charles Wollen, 1893 – 1917

**WWII**

- Colin Wauchope, 1900 – 1945

**5.11 National Citizen Service**

For information, before the half term school holidays the Council was approached by the Volunteer Coordinator at Voluntary Action Epping Forest looking for suitable projects for students from Epping Forest College.

It was arranged for them to carry out a photographic project around Loughton to provide an up to date record of some of the Council owned sites. A slide show of the results will be shown before the start of the meeting.

The coordinator thanks the Council for proposing this idea as the students were engaged with their work which tied into the changes proposed in the local plan and the training already given to the students on social action.

The students have been provided with a testimonial as a record of their work.

#### **5.12 Local Highways Panel items**

The Committee is asked to revisit the request submitted earlier this year for an improvement scheme for the Broadway Central Reservation – Min no EH50.2, as the problem is ongoing. The proposed scheme involved:

- i. the length of the central reservation close to the junction of The Broadway with Torrington Drive to be reduced to allow buses to turn right out of Torrington Drive along the Broadway without the need to mount the raised area; and
- ii. the installation of permeable resin stone paving along the centre reservation interspersed with smaller planting pockets.

The Town Clerk has asked the LHP for an update.

### **6 Financial Position**

- \* The current financial position is attached together with details of the funds available from earmarked reserves (see pages 6 – 7).

### **7 Committee Priorities**

**7.1** As part of its overall plan and to complement the budget-making process, the Committee is asked to review its priority list.

- \* The attached priorities were last revised in November 2016 (see page 8).

**7.2** The Committee is also requested to review the items proposed to the Planning and Licensing Committee last year, as being suitable for a developer's Section 106 contribution should the opportunity arise:

- i. Public toilets
- ii. Town and other signs
- iii. Bus shelters
- iv. Replacement of non-conforming street lights

### **8 Estimates for 2018/19**

- \* See attached report (pages 9 – 11).

### **9 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.

**9.1 Former Brook School site gates**

Cllr Davies invites the Committee to consider whether it wishes to seek some kind of protection for the vintage gates along Roding Road; they were originally the entrance to the old Brook School site.

They are one of a kind, part of the town's heritage and will be sorely missed if they were to be removed and scrapped for any reason.

\* See page 12 for photographs.

**10 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.

**Enid K Walsh**  
**TOWN CLERK**  
9 November 2017

Summary Income & Expenditure by Budget Heading 31/10/2017

Agenda item 5.2.2  
Heritage Plaques

Environment & Heritage Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Environment and Heritage</u></b>							
Christmas Best Dressed Window	Expenditure	391	0	375	375	375	0.0 %
Cemetery (Church Lane) (1)	Expenditure	42,858	17,731	71,600	53,869	53,869	24.8 %
	Income	23,469	9,451	22,000	-12,549		43.0 %
Street Furniture (2)	Expenditure	19,428	3,995	28,800	24,805	24,805	13.9 %
Allotments (3)	Expenditure	4,907	1,775	5,500	3,725	3,725	32.3 %
	Income	3,032	2,628	2,466	162		106.6 %
Cemetery (Debden Lane)	Expenditure	510	510	10,600	10,090	10,090	4.8 %
Other services (4)	Expenditure	0	0	1,000	1,000	1,000	0.0 %
Service Re-charge (5)	Expenditure	90,000	0	87,000	87,000	87,000	0.0 %
Environment & Heritage Expenditure		158,093	<b>24,011</b>	<b>204,875</b>	<b>180,864</b>	<b>0</b>	<b>11.7 %</b>
Income		26,501	<b>12,079</b>	<b>24,466</b>	<b>-12,387</b>		<b>49.4 %</b>
Net Expenditure over Income		<b>131,592</b>	<b>11,933</b>	<b>180,409</b>	<b>168,476</b>		

**Notes**

- 1) Cemetery (Church Lane) – included within the budget is £20,000 for the boundary wall repairs, £3,000 for path repairs and £3,000 for memorial testing. Expenditure is currently shown as £17,731. Estimated position as at 31/10/17 including the DSO grounds maintenance contract is £27,656.
- 2) The Street Furniture budget includes £11,000 for Christmas lights, £4,000 for Oakwood Hill Estate improvements and £7,160 for flower baskets of which only half has been paid to date.
- 3) Allotment income of £2,628 is represented by £366 from licence fees at the Roding Road site, £2,262 from plot rents at Willingale Road.
- 4) Other Services is the budget heading for a £1,000 contingency.
- 5) Service Re-charge for 2017/18 is £87,000. Position as at 31/10/17 = £50,750.

**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:

<b>Environment &amp; Heritage Committee</b>	<b>31.3.17</b>
Street furniture	7,850
Christmas lights	1,000
Oakwood Hill Estate improvements	4,000
Allotments	1,000
Community toilet scheme	1,000
Cemetery	27,265
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead/new cemetery	44,400
Tree strategy	500
Roding Hub	500
<b>Total</b>	<b>95,777</b>



Agenda item 7

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2017/18		
Current Priority	Main Function	Greater Detail/Current Position
<b>Current activities</b>		
High	Heritage Open Days	September events + heritage trail/leaflets
High	Registration of Village Greens	Applications submitted to ECC
High	War Memorial, Kings Green	Additional names added on 24/11/15
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Oakwood Hill Estate improvements	Partnership with ECC and EFDC New Estate signage
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Vehicle speed reduction measures	Community speed watch scheme to be developed
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation panels	Locations to be identified
Medium	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Heritage street lights	Awaiting funding
<b>On-going activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance Rules and Regulations review
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

## **Agenda item 8**

### **Estimates 2018/19**

The draft budgets for 2018-19 are provided on the following pages together with the Committee's Rolling Programme for the ensuing three years.

#### **11.1 Income**

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

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

Notes:

- Allotment rents – the required 12 months' notice has already been issued to tenants at the Willingale Road site that rent for a full-sized plot with effect from September 2018 will be £37.85 per annum (see Min no EH57.2.2).
- Radar keys for access to accessible toilets are sold at cost.
- No fee is charged for licences for pedestrian access on to the Roding Road Allotments.
- The annual increases are historically based on September's Retail Price Index. The September 2017 RPI figure was 3.9%.
- The current level of fees and charges can be viewed at: <http://www.loughton-tc.gov.uk/UserFiles/Files/Documents%20and%20Policies/Fees%20and%20Charges.pdf> or on request at the Council offices.
- The Recreation Committee has agreed to increase the fees under its control by 3.9%.

**RECOMMENDED** that the fees and charges are increased by 3.9%.

#### **11.2 Expenditure**

##### **11.2.1 The Committee's Rolling Programme** (see page 11)

The first of the three columns for each financial year provides details of the cost of running the core services. The second column shows expenditure items already agreed in principle by the Committee that provide enhanced services and the final column additional items to be confirmed or amended by the Committee. This particular layout provides data for the precept process and helps ensure that the level of general reserves held meets the Council's reserves policy.

Three years' forecasting where appropriate has been included to allow forward planning.

**The Committee is asked to consider whether** it wishes to make any amendments and confirm any budgets marked TBC, 'to be confirmed'.

##### **11.2.2 Expenditure** (see Appendix A provided separately)

The Budget Summary document provides details of:

- last year's actual income and expenditure excluding monies transferred to earmarked reserves (Actual).
- The budget for the current financial year (Revised Budget).

- The actual figures of income and expenditure to date (Actual YTD).
- A forecast of the figures for the whole year (Projected Actual).
- A draft budget for 2018/19 (Next Year Budget) to be confirmed by the Committee.

Notes:

- **Other Services** – this heading is the budget heading for a £1,000 contingency.
- **Service Recharge** – a budget figure of £87,000 has been included here to allow comparison with 2017/18 figures. This figure may be adjusted once the Council's overall budget has been agreed.

**The Committee is asked to consider the following reports and confirm the Estimates for 2018/19.**

Environment & Heritage Committee Rolling Programme		2017/18			2018/19			2019/20		
Expenditure	Activity	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)
Christmas BDW competitions	Christmas windows		375			375			375	
Cemetery-Church Lane	General maintenance and running costs	45,260			46,800			48,000		
	Memorial testing*		3,000				2,000		TBC	
	Boundary wall repairs*		20,000			20,000	1,000			
	Path repairs		3,000			3,000			TBC	
	Digitisation of cemetery registers	120								
Lady Whitakers Mead/new cemetery	Development of new cemetery*/maintenance	600	10,000		600	10,000		620	TBC	
Street furniture	Other misc. street furniture	1,000			1,050			1,200		
	Christmas lights - tree on King's Green	200			225				230	
	Christmas lights shopping centres		10,765			10,765	4,235		TBC	
	Bus shelters*	1,000			1,000		1,000	1,000		TBC
	Installation/maintenance of seats & benches	500			500			500		
	Lopping Hall Clock maintenance	175			175			190		
	Community toilet scheme*		1,000			1,000			1,000	
	Heritage plaques, panels and leaflets		500			500	500		600	
	Alleyway names		600			600			600	
	Salt & grit bins replacement*		400			400			420	
	Flower baskets		7,160			7,160			7,350	
	War memorial insurance & maintenance*	500			500			500		
	Drinking fountain maintenance		1,000			1,000			1,000	
	Oakwood Hill Estate improvements*		4,000			4,000				
	Town signs						TBC			
Allotments	3 sites, 1 directly managed	3,000	2,000		3,000	1,770		3,000		
	Pyrles Lane project		500			500			500	
Other services	Community Tree Strategy*									
	First World War 2018 centenary						1,000			
	Contingency	1,000			1,000			1,000		
* Money from earmarked reserves										
TOTALS		53,355	64,300	-	54,850	61,070	9,735	56,010	12,075	-
Grand total			117,655			125,655			TBC	
Service recharge			87,000			87,000				
Net expenditure			204,655			212,655				

**Agenda item 9.1**

**9.1 Former Brook School site gates**

