



ENVIRONMENT AND HERITAGE COMMITTEE

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

Wednesday 11 April 2018

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

to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
5 April 2018

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 15 November 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 – April 2018:

	Oct 17	Apr 18
Total plots on site (full and half plots)	89	89
Plots tenanted (full and half plots)	73	79.5
Plots vacant and available	14	7.5
Plots vacant but extremely overgrown	2	2
Income banked to date	£2,333.79	£2,407.57
Outstanding rent	£73.00	£0.00

A site inspection is to be carried out on Friday 6 April 2018 to ensure tenants have begun work on their plots this season. Those showing little or no progress will receive a letter of concern.

The GROW community allotment project has now taken tenancy of 4 plots (3 full-sized and 1 half-plot). As these were all considerably overgrown, a 5-months' rent free period has been allowed in line with current practice.

Community Pay Back will be undertaking further group session dates at the allotments on Tuesdays 10 and 24 April, 8 and 22 May and 5 June. There will be a maximum of 8 group members and one work supervisor at each session who will undertake further general clearing of the site and remaining overgrown plots. Their work in March was much appreciated.

The Committee is asked to NOTE that consideration is being given to changing the padlocks for this site, which are in a poor condition, for

something more secure and in particular as this will help prevent unauthorised entry to the allotment site. The cost of this exercise to provide all weather, high security padlocks and new keys (only available to order with a security code) for all tenants could be in the region of £1,000. An underspend in the budget for 2017/18 will be transferred to earmarked reserves to cover this expenditure.

5.1.2 Best Allotment 2018 – Min no EH66.1.2

Arrangements for this annual award scheme held in July are in hand and a suitable judge is being sought.

It is also proposed that the new Loughton Horticultural Show be held in The Murray Hall on Saturday 1 September 2018, with free entry to the public from 2pm – 4pm. Classes will include fruit, vegetable, flower arrangements, cakes, jams and preserves.

The Committee is asked to confirm that

- i. exhibitors in the horticultural show should pay a nominal entry fee of 20p per class (only 1 entry per class);
- ii. certificates will be presented to the class winners; and
- iii. the presentations to the Best Allotment award winners may take place during the show.

The terms and conditions and judging arrangements are to be finalised with representatives from the three allotments sites. Sponsorship is to be sought.

5.2 Heritage Plaques – Min no EH57.3

Arrangements for the supply and installation of a plaque to commemorate the Oriole Hospital and its chief, Josiah Oldfield, on a property in Staples Road are being finalised.

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

Officers are endeavouring to resolve issues that have delayed the installation of the new bus shelter in Traps Hill.

5.5 Community Speedwatch – Min no EH57.9

The Safer Essex Roads Partnership (SERP) and local police have continued to undertake speed and motorists checks in the district. The following websites may be of interest to members:

- <http://www.crashmap.co.uk/Search>
- <http://www.collisionmap.uk/>

5.6 Local List – Min no EH74.7

For information, this is a list held by Epping Forest District Council of buildings and other structures that are of local architectural or historic interest. These include buildings and structures that are of local interest, but do not quite meet the national criteria for inclusion on the statutory list.

Inclusion in the list does not mean that additional planning consents are required but that special consideration will be given to a planning application

that affects a building on the list particularly if the proposals were unsympathetic or likely to impact the historic value.

A copy of the Local List for Loughton may be found at <https://tinyurl.com/ycxm4wq3>

The Town Council has been pressing EFDC to review and update this list. In the interim, members are invited to note the properties on this list and bring forward any new suggestions for buildings or structures worthy of inclusion in the future.

For information, the Conservation Officer at EFDC has offered to include the former Brook School site gates in Roding Road on her list of buildings/structures to be added to the Local List ready for when it is next updated. The Committee should note that inclusion on the List doesn't necessarily introduce any additional planning controls. Any member with more information about these gates is asked to contact the Town Clerk.

Should the Committee wish to pursue official listing then an application can be made to Historic England: <https://historicengland.org.uk/listing/apply-for-listing/> However, evidence of the gates originality and, for this age of structure, particular uniqueness or historic interest (i.e. links to known architects, historic figures/events etc) would be required.

5.7 Heritage Open Days

Arrangements are in hand for the 2018 events which can extend over the weekends of the 6-9 and 13-16 September. As it is hoped to include a classic car rally, the dates for the Loughton events are still to be confirmed.

The Loughton Cemetery Chapel will be open as before and it is hoped to include the Loughton Potato Ground allotments who have expressed an interest in being involved.

5.8 Christmas Windows Competition 2017

* See report on page 6.

5.9 Community Tree Strategy

For information, the Services Manager is in contact with a representative from the online Mark II Curio project to map special and favourite trees. "*Curio connects communities, organisations and arborists for better care and monitoring of urban forests.*" It is hoped that the data gathered from the recent tree survey on Council land will be suitable for sharing.

For more information visit <https://www.curio.xyz/about>

5.10 Flower Baskets

For information, an order for the summer flower baskets in The Broadway, High Road and Old Station Road has been placed with PHS Greenleaf at a net cost of £6,988.80. The displays should be installed by the end of May for 18 weeks.

5.11 Light up a Life

The Committee is asked to NOTE that the 2018 ceremony, to be held in partnership with St Clare Hospice, has been arranged for Saturday 1 December 2018.

For information, £193.49 was raised at the 2017 event in Loughton through selling the badges, tea lights and general donations.

5.12 Local Highways Panel

The Chairman will provide an update at the meeting. Details of the work of the LHP and copies of the agenda and minutes from recent meetings may be found at <https://tinyurl.com/ya7qk6ff>

6 Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 7 – 8).

7 Christmas Lighting

The Services Manager has been working with three contractors to explore options for a seasonal lighting scheme in the shopping centres for December 2018.

The Committee will be asked to consider various options and agree preferences so that the costs can be negotiated on a three-year contract and to delegate the final decision to the Town Clerk and Services Manager in discussion with the Chairman and Vice Chairman.

A more detailed report will follow under separate cover.

8 Loughton Cemetery

Plans are being developed to implement a memorial safety testing exercise later this year. A recent survey of the cemetery has identified 992 memorials with headstones or of a design such that they require safety testing. In discussion with experienced contractors it appears that this testing will cost in the region of £1,000, which is within budget. The flat plaque memorials and those with only kerb sets do not require testing but are subject to routine inspections.

As this is a very sensitive issue, based on the experiences of other burial authorities and advice from the Ministry of Justice and the Institute of Cemetery and Crematorium Managers, it is important for sufficient publicity to be given to the testing. This will raise public awareness of the dangers of unsafe memorials to council employees and contractors and to visitors to the cemetery.

A copy of the draft policy will be provided to members under separate cover. The Committee is asked to consider and confirm a memorial safety testing policy to enable officers to progress this.

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.

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
5 April 2018

Agenda item 5.8

Christmas Window Competition 2017

We are grateful to the many Loughton businesses that decorated their windows as part of the town's festive celebrations. All Christmas-themed shop windows were automatically eligible for this competition. Businesses were, as before, split into three classes of entry – local/independent businesses, multiples/chain stores and charity shops. The judges were town mayor, Philip Abraham, assisted by councillors Tessa Cochrane and Judy Jennings. The results were as follows:

Class	Winning businesses	£100 charity donation
LOCAL/INDEPENDENT		
Winner	Bababoom, 255 High Road, IG10 1AD	National Autistic Society
Runners-up	Ice Events, 53 The Broadway, IG10 3SP	
Runners-up	Cafelicious, 57 The Broadway, IG10 3SX	
Highly commended	Bizara, 2 Lower Road, IG10 2RS	
Highly commended	Lottie Lou, 5A Forest Road, IG10 1DR	
Highly commended	Stylers, 6 Valley Hill, IG10 3AA	
Highly commended	Little Fidgets, 7 Forest Road, IG10 1DR	
MULTIPLE/CHAIN STORE		
Winner	Magnet, 215 High Road, IG10 1BB	National Autistic Society
Runner-up	Rhino, 155 High Road, IG10 4LF	
Highly commended	Fired Earth, 295 High Road, IG10 1AH	
Highly commended	Schmidt Kitchens 157 High Road, IG10 4LF	
Highly commended	Space NK, 291 High Road, IG10 1AH	
Highly commended	Starbucks, 243 High Road, IG10 1AD	
CHARITY SHOPS		
Winner	St Clare Hospice 72 The Broadway	St Clare Hospice
Runner-up	Restore Community Centre, 68 The Broadway	
Highly commended	Haven House, 192 High Street, IG10 1DN	

The judges chose: Bababoom for its “amazing sparkly display”; Magnet for showing “clever inventive ideas”; and St Clare Hospice Debden branch for the “beautiful well-framed display”.

Each category winner received an engraved silver cup and framed certificate. Their nominated charities each received a £100 cheque donation from the Council.

After the judging, a ‘thank you’ card was given to all the shops to display in their windows. This year these ‘thank you’ cards were produced by the Council Office with the only costs incurred being the colour printing and laminating paper.

Report by Debra Paris
 Planning Committee Clerk & Administrative Officer

Loughton Town Council

Agenda item 6

Summary Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Environment & Heritage Committee

		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	391	351	375	24	24	93.5 %
Cemetery (Church Lane) (1)	Expenditure	42,858	31,949	71,600	39,651	39,651	44.6 %
	Income	23,469	16,116	22,000	-5,884		73.3 %
Street Furniture (2)	Expenditure	19,428	18,566	28,800	10,234	10,234	64.5 %
Allotments (3)	Expenditure	4,907	2,510	5,500	2,990	2,990	45.6 %
	Income	3,032	3,064	2,466	598		124.3 %
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 and Heritage Expenditure		158,093	53,886	204,875	150,989	150,989	26.3 %
Income		26,501	19,180	24,466	-5,286		78.4 %
Net Expenditure over Income		131,592	34,706	180,409	145,703		

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 £31,949. Estimated position as at 31/10/2018 including the DSO grounds maintenance contract is £44,661.
- 2) The underspend in the Street Furniture budget includes £4,000 for Oakwood Hill Estate improvements, £1,000 for the community toilet scheme and £1,000 for the drinking fountain repairs.
- 3) Allotment income of £3,064 is represented by £657 from licence fees at the Roding Road site (including some 18/19 payments in advance) and £2,408 from plot rents at the Willingale Road site.
- 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 31/03/18 = £87,000.

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	01.4.18
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
Cycling Route project (inc Roding Hub)	500
Total	95,777