



ENVIRONMENT AND HERITAGE COMMITTEE

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

Wednesday 20 June 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
14 June 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 11 April 2018.
- 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 EH84

5.1.1 Willingale Road Allotments

5.1.1.1 Status report – June 2018:

	April 18	June 18
Total plots on site (full and half plots)	89	89
Plots tenanted (full and half plots)	79.5	83.5
Plots vacant and available	7.5	5.5
Plots vacant but extremely overgrown	2*	-
Income banked to date	£2,408	£2,433
Outstanding rent	£0.00	£0.00

**cleared by community service teams*

Following a full plot inspection on 8 May 2018, eighteen letters of concern were sent out with only two responses to date. The next inspection will take place in early July and, with the annual tenancy renewal due on 1 September 2018, any of those plots showing little or no improvement will be sent a final warning letter.

Quotations for the new high security padlocks and keys indicate a cost in the region of £1,400. The Committee is asked to confirm that this measure may be taken.

5.1.1.2 Tenancy Agreements

The standard Tenancy Agreement for an Allotment Garden currently states:

The tenant shall reside within the civil parish of Loughton on the day of commencement of the Tenancy. If the tenant

moves out of Loughton and wishes to keep the plot, the rent for any subsequent year will be double that stated in paragraph 3 above. (Paragraph 3 states the amount of rent payable for the current year.)

As this policy of doubling the rent for non-residents has yet to be enforced for those tenants who were formerly members of the Debden Horticulture and Allotments Society, the Committee is asked to review this position. A copy of the Management Policy and Tenancy Agreement is available at http://www.loughton-tc.gov.uk/Documents_and_Forms_and_Policies_2583.aspx or on request from the Council Office.

5.1.2 Annual Rent Review

The Committee is asked to consider and agree the rent increase for the period 1 September 2019 – 31 August 2020 so that the required twelve months’ notice can be given to all tenants.

The annual rent for plots with effect from 1 September 2018 is shown below with the recommendation for the following year based on the current RPI rate of 3.3% as follows:

Plot type	1 September 2018 – 31 August 2019 £	1 September 2019 – 31 August 2020 £
Full	37.85	39.10
Half	25.23	26.06
Shed	12.62	13.04

5.2 Heritage Plaques – Min no EH84.2

Once the new plaque to commemorate the Oriole Hospital and its chief, Josiah Oldfield, on a property in Staples Road has been installed, arrangements will be made with the property owners for a short ceremony.

5.3 Bus Services – Min no EH84.3

The Chairman will provide a general update at the meeting.

5.4 Bus Shelters – Min no EH84.4

* The installation of the new bus shelter in Traps Hill was completed in mid-May 2018 at a net cost of £4,436.16. This cost included the re-positioning of a litter bin. A photograph of the shelter is provided on page 7.

A quotation for the insurance of the four shelters of £23.09 per annum inclusive of Insurance Premium Tax has been received and, should the Committee wish, will be considered by the Resources and General Services Committee.

5.5 Heritage Open Days – Min no EH84.7

Arrangements for the 2018 events in Loughton are being finalised and will mainly centre on the weekend of the 8 – 9 September.

The Loughton Cemetery Chapel will be open from 1.30pm – 3.30pm on the Saturday in conjunction with St John the Baptist Church who will open the bell tower and plan to provide an opportunity for the public to try bell ringing. Councillors are invited to volunteer as stewards in the Cemetery.

We are grateful to Epping Forest District Council who has agreed to close the Smarts Lane and High Beech Road car parks to provide space for the classic car rally on Sunday 9 September 2018 from 10am – 4pm. The City of London has been asked to grant permission for afternoon teas to be served on Standard Green to raise money for Help the Heroes and Addenbrooke's Hospital charities.

Also on Sunday 9 September is the Epping Forest Centenary Walk organised by the Epping Forest Heritage Trust.

5.6 Christmas Windows Competition 2018 – Min no EH84.8

Further to the detailed report provided at the last meeting on the 2017 Competition, the Committee is asked if it wishes to make any amendments to the scheme before the launch in early September 2018.

5.7 Loughton Cemetery – Min no EH87

For information, the publicity process for the memorial testing exercise to be undertaken in the Autumn 2018 has begun.

5.8 Flower Baskets – Min no EH84.10

The installation of the summer flower baskets in The Broadway, High Road and Old Station Road was completed by 11 June 2018. The delay resulted from the contractor needing to allow more time for plant growth as this had been slow owing to the cold weather earlier in the year. However, officers will monitor those displays particularly in the High Road as these are currently not as impressive as in previous years.

5.9 Drinking Fountain

The Services Manager has asked the Council's contractor to investigate and repair apparent vandalism to the water tap.

5.10 Local Highways Panel

For information, 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>

The Committee is asked:

5.10.1 for its comments on a request made by the Hills Amenity Society for a 20 mph speed limit zone throughout the conservation areas in Loughton.

5.10.2 whether it wishes to submit an application to the LHP requesting the refurbishment of the heritage fingerpost signs in the High Road.

5.10.3 to consider making a request for new direction signs to Loughton from the southbound carriageway of the M11 motorway.

5.11 Christmas Lighting – Min no EH86

The tender process has been completed with six responses to the invitation to tender lodged on the Government's procurement website. All six companies met the specification and budget.

The Chairman and Vice-Chairman considered the options together with the officers and made a decision based on the company whose lighting proposals were likely to give the best impact.

The 3-year contract has been offered to Blachere and the details are being finalised to create a scheme with the maximum impact under the limited budget available.

An important issue that needed to be resolved at this stage was that the chosen motifs offered a ‘twinkling’ effect. Advice was sought from the British Epilepsy Association as depending on the speed of the flickering this type of display could impact on people with photosensitive epilepsy. In view of this, officers have decided that a static display will be mounted.

- * It is proposed to have a total of 17 motifs, 8 in centre of The Broadway and 9 in the Centric Parade area of the High Street, with additionally at least 41 columns wrapped with braid – see page 8.

5.12 Winter Service

The Committee is asked to confirm that the Town Council may again participate in the 2018/19 Winter Salt Bag Partnership Scheme.

The scheme involves:

- Identifying the priority areas for the local community (these must be on the public highway and not for any other area such as private driveways) such as footpaths outside local shops, doctors, access routes to main bus stops etc which are not *already* salted by ECC. The salting network is mapped on our Website here:

<http://www.essexhighways.org/transport-and-roads/roads-and-pavements/winter-travel/salting-routes.aspx>

- Recruiting volunteers in and around these areas – local businesses, nearby home owners, residents associations etc. Feedback indicates direct engagement is the most effective way to recruiting volunteers.
- Confirm that the volunteers are confident they are physically able to manually remove snow and then spread a thin layer of salt when required and provide them with Snow Clearance Guidance and Manual Handling information.
- Keep a record of these priority areas and the details of the volunteers who are nominated to clear snow/salt for each chosen location.
- Give each volunteer a bag/supply of salt to store in preparation for when it snows.

- * As Essex County Council also appears to have reopened the salt/grit bin scheme, the Committee is also asked whether it wishes to identify any additional roads suitable for the installation of new salt/grit bins. The current list of sites is provided on page 9.

5.13 Alleyway Naming

The Committee is asked to consider adding Path 26, Rochford Avenue to 72 Etheridge Road to the list of proposed sites. The suggested name is Clydesdale Path after the former public house at the end of Etheridge Road.

- * A copy of the list of alleyway nameplates is provided on pages 10 – 11.

5.14 Town Sign

The former Royal Oak public house sign and post has been donated to the Council by Higgins and is currently stored by the car park at the Roding Valley

Recreation Ground. The Committee is asked to comment on its reuse as a town sign.

5.15 Epping Forest Consultative Committee

The Town Clerk attended a meeting of this City of London Committee on 13 June 2018 and will submit a brief report to full Council. Members' attention is particularly drawn to Agenda item 13, a proposal for an experimental traffic regulation order on Fairmead Road, High Beach in partnership with Essex Highways.

A copy of the agenda of the meeting may be viewed at <http://democracy.cityoflondon.gov.uk/ieListDocuments.aspx?MIId=20078>

6 Financial Position

* 6.1 End of Year Report

The accounts for 2017/18 were approved by full Council on 9 May 2018 but subsequently each committee is given the opportunity to examine its income and expenditure in detail.

* The end of year financial report for 2017/18 is attached together with details of the transfers to and from earmarked reserves (see pages 12 – 13).

6.2 Current Financial Position

The current financial position is attached together with details of the funds available from earmarked reserves (see page 14 – 15).

7 Oakwood Hill Estate improvements

The Committee is asked to consider releasing the £4,000 fund, currently in earmarked reserves, to Housing Services at Epping Forest District Council towards the estimated cost of new signage as follows:

Item	£
22 No signs mounted on the Estate blocks	1,253
18 No street name plates with two poles	1,104
Installation	1,945
Net total excluding VAT	£4,302

* Details of the signage are provided on pages 16 – 18. It is understood that these are the additional sign locations requested by OHERA.

The housing block signs are black with white writing. The road signs are white with black writing. The signs are new signs – they are not replacements.

It is understood that Housing Services will meet the cost of the shortfall. However, should the Committee wish to include the Town Council logo on the signage this additional cost will need to be agreed by EFDC Housing.

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.

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 Open Gardens

To consider a suggestion that the Council should sponsor an open gardens day in June 2019, with any proceeds devoted to the Town Mayor's charity.

Enid K Walsh
TOWN CLERK
14 June 2018

Agenda item 5.4



Agenda item 5.11
Christmas Lighting



Agenda item 5.12 – Winter Service

LOCATION - EXISTING
Junction of Lower Road and Englands Lane
Junction Goldings Road and Goldings Rise
Junction of Clays Lane and Goldings Hill
Baldwins Hill (between 36 and 38 – top of Stony Path)
St John's Road (outside no 11)
St John's Road / Grassmere Cl./The Heights Junction
Adjacent to 41/43 Sedley Rise
Junction of Millsmead Way, Harwater and Sedley Rise
Marjorams Avenue / Junction Hilltop
Roundmead Ave/Hilltop Cl./Hilltop
Roundmead Close – at the top
Junction of Roundmead Avenue, Marjorams Avenue and Greens Close
Staples Road, junction York Hill corner Queens Rd
Carroll Hill junction with The Uplands
Eleven Acres Rise
Deepdene Road by shops
Stonards Hill/Alderton Way junction
Southview Rd / junction with Oakwood Hill
Ollards Grove junction with Connaught Avenue
Connaught Avenue junction with Connaught Hill
Forest View Road (at crossroads – Connaught Avenue)
High Silver junction with Upper Park
Junction of Albion Hill and Albion Park
Spring Grove / side elevation of no 46 The Avenue
Hillcrest Road

REQUESTED LOCATIONS
Nursery Rd junction with High View Close
Steeds Way
The Avenue
Sparelease Hill junction with Tycehurst Hill
Wellfields junctions with Church Lane
Shaftesbury (junction with Staples Rd)

**Agenda item 5.13
Alleyway Nameplates**

NAME	LOCATION	REASON	DATE INSTALLED	DETAILS
Tee Path	Englands Lane (35) to the Croft	From James Tee, founder of Golding's Church	TBC	
Rayhouse Path	Englands Lane (97) to Pyrles Lane	From the house on the site	TBC	
Street's Path	Coteford Close (7) to Hillyfields	From Jim Street, sweep, who lived nearby	05/04/06	2 x post
Meads Path	Church Hill (75) to Church Lane	So known. Boundary of ancient house, The Meads	02/06/13	2 x post
Wauchope Path	Broadstrood to Goldings Hill	From the owner of Golding's House, on the site	22/09/10	2 x post
Stanmore Path	Campions to Broadstrood	Recalling Lord Stanmore, former owner of Goldings Manor		
Oatley Path	Baldwins Hill to Sedley Rise	From the distinguished surgeon that lived in adj. house (alternative Woolf's Path)		
Gould's Alley	Brooklyn Avenue to Traps Hill Car Park	After George Gould, who built "Brooklyn"	01/11/07	2 x post
Jackson Alley	Clifton Road to the High Road, next to Chong's	From Edward Jackson, well-known local character	22/09/10	2 x wall
Hardings Path	Habgood Road to the Infant School, Staples Road	From Harding's clearing, opposite the school	05/03/15	2 x post
Staples Hill Path	The Drive (107) to 25 Staples Road	Leads directly up to Staples Hill	5/04/06	2 x post
Cuthbert's Alley	High Road, opp. St. Mary's Church to Smarts Lane	So known, from the ironmonger's at the corner	23/04/09	1 x wall and 3 x post
Brook Path	High Road, next parish hall, to Brook Road	Named already but nameplates lost	01/11/07 & 22/09/10	2 x post
Great Eastern Path	Station yard to Highland Avenue	From the railway company and athletic club	01/11/07	1 x wall and 3 x post
Polefield Path	Cheltenham Gardens to Kenilworth Gardens	From the field through which it went		
Finlaison Path	Station to Algiers Road	From the actuary, who lived at Algiers House	03/07/08 & 22/09/10	2 x post
Driftway Path	Kirby Close to Green Walk	As the latter had been a driftway (cattle drove road)		
Lowery Path	Upper Park to Albion Park	After Sir Joseph Lowery, who lived adjacent	02/06/13	2 x post
Dragons Path	Forest View Road to Nursery Road	Skirts the land of the prominent house, The Dragons		
Ryegrass Path	Alderton Way to Barncroft Road	From Ryegrass field, on the site		

Gillingham Path	Roding Road to the Station	From the author of "Unto the Fields", who lived nearby		
Sparks Path	Greenfields to Deepdene Road	From the "Cockleshell hero", who lived in Poundfield Road	5/04/06	2 x post
Lady Mary's Path	Rectory lane to Borders Lane	After Lady Mary Wroth, the first recognised female author in England who lived adjacent.	05/03/15	2 x post
Luctons Path	Borders Lane to Colson Road	From the school	01/11/07 1 sign missing	2 x post
Reavely Path	Lenthall Road to Torrington Drive/Chigwell Lane	From the Reaveley Maitlands, who lived on the site		
Brickclamps Path	The Broadway (41) to Barrington Road	From Brickclamps House which was nearby	14/11/06	2 x post
Royal Oak Path	Forest Road to Smarts Lane	Named after the former public house adjacent to the path		

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

Environment & Heritage Committee End of Year Report

Month No: 12

		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	46,360	71,600	25,240	25,240	64.7 %
	Income	23,469	15,211	22,000	-6,789		69.1 %
Street Furniture (2)	Expenditure	19,428	23,002	28,800	5,798	5,798	79.9 %
Allotments (3)	Expenditure	4,907	2,749	5,500	2,751	2,751	50.0 %
	Income	3,032	2,774	2,466	308		112.5 %
Cemetery (Debden Lane)	Expenditure	510	2,110	10,600	8,490	8,490	19.9 %
Other services (4)	Expenditure	0	0	1,000	1,000	1,000	0.0 %
Service Re-charge (EH)	Expenditure	90,000	87,000	87,000	0	0	100.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
Environment and Heritage Expenditure		158,093	161,572	204,875	43,303	43,303	78.9 %
Income		26,501	17,985	24,466	-6,481		73.5 %
Net Expenditure over Income		131,592	143,587	180,409	36,822		

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 not yet carried out with the funds to come from earmarked reserves. Income was down on the previous year as there were fewer burials and purchases of ashes plots.
- 2) The Street Furniture budget included £4,000 for Oakwood Hill Estate improvements, £1,000 for the community toilet scheme and £1,000 for the drinking fountain repairs (from earmarked reserves).
- 3) Allotments - £2,000 from the 2017/18 budget was transferred to earmarked reserves for fencing works.
- 4) Other Services is the budget heading for a £1,000 contingency.

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	1.4.17	Net transfers to/from reserves	31.3.18
Street furniture	7,850	-2,000	5,850
Christmas lights	1,000	0	1,000
Oakwood Hill Estate improvements	4,000	0	4,000
Community toilet scheme	1,000	0	1,000
Allotments	1,000	2,000	3,000
Cemetery	27,265	3,000	30,265
Cemetery plot maintenance endowment (restricted fund)	8,262	0	8,262
Lady Whitaker's Mead/new cemetery	44,400	-2,400	42,000
Tree strategy	500	0	500
Roding Hub	500	0	500
Total	95,777	600	96,377

Summary Income & Expenditure by Budget Heading 31/05/2018

Month No: 2

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	351	0	375	375	375	0.0 %
Cemetery (Church Lane) (1)	Expenditure	46,360	4,757	71,800	67,043	67,043	6.6 %
	Income	15,211	3,107	22,500	-19,393		13.8 %
Street Furniture (2)	Expenditure	23,002	123	33,610	33,487	33,487	0.4 %
Allotments	Expenditure	2,749	276	5,270	4,994	4,994	5.2 %
	Income	2,774	396	2,970	-2,574		13.3 %
Cemetery (Debden Lane) (3)	Expenditure	2,110	-1,600	10,600	12,200	12,200	-15.1 %
Other services (EH)	Expenditure	0	0	1,000	1,000	1,000	0.0 %
Service Re-charge (EH) (4)	Expenditure	87,000	0	89,000	89,000	89,000	0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
Environment and Heritage Expenditure		161,572	3,557	211,655	208,098	208,098	1.7 %
Income		17,985	3,503	25,470	-21,967		13.8 %
Net Expenditure over Income		143,587	54	186,185	186,131		

Notes

- 1) Cemetery (Church Lane) year to date figure is £4,757. Position as at 31/05/2018 including the DSO grounds maintenance contract is £7,092. Also included within the budget is £20,000 for the boundary wall repairs, £3,000 for path repairs and £3,000 for memorial testing.
- 2) The Street Furniture includes £15,000 for Christmas Lights.
- 3) The 'Actual Year to Date' negative expenditure shown of -£1,600 for the Cemetery (Debden Lane) is for an order placed last year for tree works only recently carried out but not invoiced.
- 4) The annual service recharge is £89,000. Position as at 31/05/2018 = £14,833

Agenda item 6.2

Earmarked Reserves:

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

Environment & Heritage Committee	31.3.18
Street furniture	5,850
Christmas lights	1,000
Oakwood Hill Estate improvements	4,000
Community toilet scheme	1,000
Allotments	3,000
Cemetery	30,265
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead/new cemetery	42,000
Tree strategy	500
Roding Hub	500
Total	96,377

Agenda item 7

Oakwood Hill Estate improvements

Details of the new signage are provided on the following three pages.

Street name plates with 2 poles

3 x "MARLESCROFT WAY"

3 x "LONGCROFT RISE "

ARROW LEFT "LEADING TO MARLESCROFT WAY"

ARROW RIGHT "LEADING TO LONGCROFT RISE AND MONKSGROVE "

"LEADING TO HIGHWOOD LANE AND MARLESCROFT WAY" ARROW RIGHT

"LEADING TO HIGHWOOD LANE"

5 x "HIGHWOOD LANE"

3 x "MONKSGROVE "

18 IN TOTAL

HOUSING

1. Large sign at nature reserve end on building end of 62 – 85 marlescroft way
62 – 85 MARLESCROFT WAY

2. Small sign at rear of block 62 - 85 marlescroft way on the brick wall at side of sheds
62-85 MARLESCROFT WAY

3. Large Leading to 56 – 61 Marlescroft Way on wall by steps of garages
LEADING TO 56 – 61 MARLESCROFT WAY

4. Small sign rear of 19 – 46 Marlescroft Way above the bin store
19 – 46 MARLESCROFT WAY

5. Small sign above or side of front door 1 – 6 Marlescroft way
1-6 MARLESCROFT WAY

6. Small sign rear on brick wall by bin store of 37 – 46 Marlescroft way
37 – 46 MARLESCROFT WAY

7. Large sign at end of block 55 – 47 Marlescroft Way
55 – 47 MARLESCROFT WAY

8. Large sign side of 42 Monksgrove
42 – 56 MONKSGROVE

9. Small sign above bin store 16 – 25 Monksgrove
16 – 25 MONKSGROVE

10. Under walkway at both ends small signs 67 – 69, 66 – 57, 69 – 67, 57 – 66
Monksgrove
67 – 69 MONKSGROVE
69 – 67 MONKSGROVE

66 – 57 MONKSGROVE

57 – 66 MONKSGROVE

11. Large sign side of 79 Monksgrove
MONKSGROVE

12. Large sign side 72 Monksgrove
LEADING TO HIGHWOOD LANE

13. Large sign side of 1 Highwood Lane
1 – 7 HIGHWOOD LANE

14. Large sign side of 7 Highwood Lane
7 – 1 HIGHWOOD LANE

15. Small sign on wall light wall at front of 93 – 103 Highwood Lane
HIGHWOOD LANE

16. Small sign By bin store on front 12 – 34 Highwood Lane
12 – 24 HIGHWOOD LANE

17. Small sign above bin store door back of 35 – 42 Highwood Lane
35 – 42 HIGHWOOD LANE

18. Small sign above bin store door behind 61-72 Highwood Lane
61 – 72 HIGHWOOD LANE

19. Small sign at side of front door on brick wall 1 – 23 Longcroft rise
1 – 23 LONGCROFT RISE

TOTAL

8 LARGE SIGNS - - 1220mm X 300mm wall signs white text on black 3mm traffolyte

14 SMALL SIGNS - Small Signs 12x12" square – white on black