



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Wednesday 14 November 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**

7 November 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 12 September 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 EH103**
 - 5.1.1 Willingale Road Allotments**
 - 5.1.1.1 Status report**

There are a total 92 plots of which 64 are full plots and 28 are half plots. Of these, there are currently 8 vacant full plots and 7 vacant half plots.

Total income as at 7.11.18	£2,599.64
<i>(Total income if fully let</i>	<i>£3,128.84)</i>
 - 5.1.1.2 Polytunnels**

The Committee is asked to amend the Building and Structures section of the Allotment Management Policy to include reference to the maximum size of polytunnel allowed per plot as 3m x 4m with secure anchorage.

The current policy may be viewed at <https://tinyurl.com/y7yln9jb>
 - 5.1.1.3 'GROW' project**

* A report is provided on page 4.
 - 5.1.2 Pyrles Lane Allotments**

* A report is provided on page 4.
 - 5.2 Heritage Plaques – Min no EH103.4**

Following the September unveiling of the plaque to commemorate the Oriolet Fruitarian Hospital in Staples Road, an order has been placed for a plaque to record the home of Lionel, Lord Murray of Epping Forest in The Crescent at a net cost of £264.75.

5.3 Bus Services – Min no EH103.5

The Chairman will provide a general update at the meeting. Concerns have been raised about the non-provision of timetables and other information at bus stops in the town.

5.4 Winter Service – Min no EH94.12

The Committee is asked to support a request from residents already submitted to the Local Highways Panel for the installation of a new salt/grit bin at the junction of Mannock Drive and Goldingham Avenue; this is used as a quicker route to schools.

5.5 Loughton Cemetery – Min no EH103.8

The memorial testing exercise commenced on Monday 5 November 2018. An update will be provided at the meeting.

Where a memorial fails the safety test, the Committee is asked to support the principal that:

- i. where it is not possible to contact the owner of the exclusive right of burial in the plot; and
- ii. the memorial is one of significant interest either historically or aesthetically

the memorial should be repaired and the charge put on the grave to be recovered from the family at some time in the future, if and when they come forward. This is particularly relevant to tall memorials which if laid down would extend beyond the gravespace.

5.6 Oakwood Hill Estate improvements – Min no EH96

It is reported that the new signage will be installed around the Estate on 20 November 2018.

6 Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 5 – 6).

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 2017 (see page 7).

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 2019/20

- * See attached report (pages 8 – 12).

9 Broadway Parking Review

The Town Council and individual councillors have received many representations against the scheme from residents, certainly those on the periphery of the proposed zone, where there is little or no commuter parking at present. Residents there do not seem concerned by the possibility of displacement. Accordingly, councillors may wish to request the North Essex Parking Partnership to delete these areas from the scheme altogether.

Full details may be found at <http://www1.parkingpartnership.org/north/policies-troposals> by clicking on the Epping Forest District Amendment no 24.

For information, NEPP is currently working on other schemes in the town.

10 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.

10.1 Land behind nos 228-232 High Rd and others

- * A report on this problem area is provided on page 13.

10.2 York Hill / Shaftesbury

The Committee is asked to recognise the work of the volunteer litter pickers in this area and to ask Environmental Services at Epping Forest District Council to supply the appropriate street refuse collection bags to place in and by the litter bins for collection. This work has been identified from observations in York Hill and a recent incident in Shaftesbury.

11 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
7 November 2018

Agenda item 5.1.1.3

GROW project

Following the hard work and success of Anne Redelinguys and her volunteers in setting up the community allotments off Pyrles Lane, Restore Church has carefully considered the future of this project. It has been decided that with the support of the Town Council the Pyrles Lane will remain as a community allotment under the wing of Restore (and the Beyond Ourselves' charity, formerly 'Above and Beyond') and that Anne and the Grow Project will move to a group of plots on the Willingale Road site.

The GROW team have currently been allocated five plots, three full and two halves. These plots form a complete block at the far left hand side of the site and were previously completely overgrown.

Concerns have been raised by some of the longstanding tenants that this contravenes the Management Policy which states:

No new tenant may rent more than 2 plots at this site. Where existing tenants hold more than 2 plots this will be kept under review.

There are currently 10 plot holders with more than one plot. These are made up of a mixture of full and half plots; three tenants (former DHAS) have three plots.

Given that there are currently 8 vacant full plots and 7 vacant half plots, this is good use of the land. However, should the situation change significantly and the site become fully tenanted, it has been agreed with GROW that the number of plots they hold is likely to be reduced at the tenancy renewal date.

The Committee is asked to NOTE the report and support the course of action taken.

Agenda item 5.1.2

Pyrles Lane Allotments

Further to the report in Agenda item 5.1.1.3, the project on the Pyrles Lane site has been renamed the **Restore Community Garden**.

Restore now seeks permission to install a compostable toilet on site and has submitted an application to the Community Initiatives Fund (CIF) to help fund this.

In discussion with the Chairman and Vice Chairman, the Town Clerk supported this application by providing written confirmation of the agreement in principal.

The proposal does not require planning permission as it is considered Permitted Development under Class A of Part 12 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 2015.

The Committee is asked to grant permission for the installation of such a facility on the site.

Agenda Item 6**Loughton Town Council****Summary Income & Expenditure by Budget Heading 01/11/2018****Month No: 7****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	351	0	375	375	375	0.0 %
Cemetery (Church Lane) (1)	Expenditure	46,360	17,982	71,800	53,818	53,818	25.0 %
	Income	15,211	6,933	22,500	-15,567		30.8 %
Street Furniture (2)	Expenditure	23,002	5,110	33,610	28,500	28,500	15.2 %
Allotments (3)	Expenditure	2,749	3,792	5,270	1,478	1,478	72.0 %
	Income	2,774	3,006	2,970	36		101.2 %
Cemetery (Debden Lane)	Expenditure	2,110	2,330	10,600	8,270	8,270	22.0 %
Other services (4)	Expenditure	0	0	1,000	1,000	1,000	0.0 %
Service Re-charge (5)	Expenditure	87,000	0	89,000	89,000	89,000	0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
Environment and Heritage Expenditure		161,572	29,215	211,655	182,440	182,440	13.8 %
Income		17,985	9,939	25,470	-15,531		39.0 %
Net Expenditure over Income		143,587	19,275	186,185	166,910		

Notes:

- (1) Actual cemetery expenditure to date including the grounds maintenance contract costs totals £27,275. The budget includes £23,000 for wall repairs and £3,000 for memorial testing.
- (2) The Street Furniture budget includes £15,000 for Christmas lights, £4,000 for Oakwood Hill Estate improvements and £6,988.80 for flower baskets of which only half has been paid to date.
- (3) Annual plot rental & fees to date is £2,806 plus a donation of £200 for the Horticultural Show.
- (4) Other services budget is a £1,000 contingency sum.
- (5) Service re-charge for 20018/19 is £89,000 – position at 31 October 2018 is £51,917

Agenda item 6 cont'd

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	1.04.18
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
Committee Priorities**

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2018/19		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	September events + heritage trail/leaflets - 2020
High	Registration of Village Greens	Applications submitted to ECC
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 (completed 18/19)
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
On-going activities		
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	

*** The Chairman suggests that a bid be made to the Local Highways Panel possibly allied to a CIF grant to fund the change of columns in the Conservation Area.*

Agenda item 8
Estimates 2019/20

The draft budgets for 2019/20 are provided on the following pages together with the Committee's Rolling Programme for the ensuing three years.

8.1 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 2019 will be £39 per annum (see Min no EH94.1.2).
- 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 2018 RPI figure was 3.3%.
- 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 3.3%.

RECOMMENDED that the fees and charges are increased by 3.3%.

8.2 Expenditure

8.2.1 The Committee's Rolling Programme (see page 10)

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'.

8.2.2 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 2019/20 (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 £89,000 has been included here to allow comparison with 2018/19 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 2019/20.

Environment and Heritage Committee 14 November 2018

Environment & Heritage Committee Rolling Programme		2018/19			2019/20			2020/21		
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			360			360	
Cemetery-Church Lane	General maintenance and running costs	46,800			48,900			50,300		
	Memorial testing*			2,000			2,000		TBC	
	Boundary wall repairs*		20,000			20,000				
	Path repairs		3,000			3,000			TBC	
	Digitisation of cemetery registers									
Lady Whitakers Mead/new cemetery	Development of new cemetery*/maintenance	600	10,000		600	10,000		620	TBC	
Street furniture	Other misc. street furniture	1,050			625			1,200		
	Christmas lights - tree on King's Green	225			200		1,000	200		TBC
	Christmas lights shopping centres		10,765	4,235		15,000			15,000	
	Bus shelters	1,000			1,000		3,000	1,000		TBC
	Installation/maintenance of seats & benches	500			500			500		
	Lopping Hall Clock maintenance	175			175			180		
	Community toilet scheme*		1,000			1,000			1,000	
	Heritage plaques, panels and leaflets		500	500		300			300	
	Alleyway names		600			600			600	
	Salt & grit bins replacement*		400			400			420	
	Flower baskets		7,160			7,400			7,600	
	War memorial insurance & maintenance*	500			500		1,000	500		
	Drinking fountain maintenance*		1,000			1,000			1,000	
	Oakwood Hill Estate improvements*		4,000							
	Town signs						TBC			
Allotments	3 sites, 1 directly managed	3,000	1,770		830	2,070		1,000	2,000	
	Pyrles Lane project		500			500			500	
	Roding Road site fencing					2,000	4,000		2,000	
Other services	Community Tree Strategy*									
	Contingency	1,000			1,000			1,000		
	* Money from earmarked reserves									
TOTALS		54,850	61,070	6,735	54,330	63,630	11,000	56,500	30,780	-
	Grand total		122,655			128,960			TBC	
	Service recharge		89,000			89,000				
	Net expenditure		211,655			217,960				

Loughton Town Council
Budget Summary - By Committee

Note : Environment & Heritage Committee Estimates and Budgets 2019/20

	<u>Last Year 2017/18</u>		<u>Current Year 2018/19</u>			<u>Next Year 2019/20</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
Environment and Heritage							
203	<u>Christmas Best Dressed Window</u>						
	Overhead Expenditure	375	351	375	0	350	360
203	Net Expenditure	375	351	375	0	350	360
305	<u>Cemetery (Church Lane)</u>						
	Overhead Expenditure	71,600	46,360	71,800	18,028	49,257	73,900
	Total Income	22,000	15,211	22,500	6,933	12,000	15,000
305	Net Expenditure	49,600	31,149	49,300	11,095	37,257	58,900
315	<u>Street Furniture</u>						
	Overhead Expenditure	28,800	23,002	33,610	8,633	32,203	33,700
	Total Income	0	0	0	0	0	0
315	Net Expenditure	28,800	23,002	33,610	8,633	32,203	33,700
316	<u>Allotments</u>						
	Overhead Expenditure	5,500	2,749	5,270	3,959	6,240	9,400
	Total Income	2,466	2,774	2,970	3,006	3,171	3,075
316	Net Expenditure	3,034	-24	2,300	953	3,069	6,325

Loughton Town Council
Budget Summary - By Committee

Note : Environment & Heritage Committee Estimates and Budgets 2019/20

	<u>Last Year 2017/18</u>		<u>Current Year 2018/19</u>			<u>Next Year 2019/20</u>
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
319 Cemetery (Debden Lane)						
Overhead Expenditure	10,600	2,110	10,600	2,330	2,330	10,600
319 Net Expenditure	10,600	2,110	10,600	2,330	2,330	10,600
328 Other services (EH)						
Overhead Expenditure	1,000	0	1,000	0	1,000	1,000
328 Net Expenditure	1,000	0	1,000	0	1,000	1,000
330 Service Re-charge (EH)						
Overhead Expenditure	87,000	87,000	89,000	0	89,000	89,000
330 Net Expenditure	87,000	87,000	89,000	0	89,000	89,000
Environment and Heritage - Expenditure	204,875	161,572	211,655	32,950	180,380	217,960
Income	24,466	17,985	25,470	9,939	15,171	18,075
Net Expenditure	180,409	143,587	186,185	23,010	165,209	199,885

Agenda item 10.1

Untidy land behind nos 228-232 High Rd and others

The land behind the shops at the above address has been considered by the Environment and Heritage Committee before.

It is rough land used as a car park. Litter is allowed to build up. A green, non-EFDC wheellie bin with no lid has been stationed there for months. People put rubbish into it; then it overflows and litter blows everywhere. There are various items fly tipping on this site including an old mattress, bits of builders' detritus, and much wind-blown plastic and paper.

Epping Forest District Council's Environmental Services have been asked to deal with this, but have failed. Vermin have been reported.

Suggested remedy

In view of the District Council's environmental officers being unable to assist, the Committee is asked to request that the local planning authority issues a notice under section 215 of the Town and Country Planning Act 1990 (as amended) as soon as possible.

It may be that that the Committee should also discuss another case in Station Road; details to be provided.

