



# ENVIRONMENT AND HERITAGE COMMITTEE

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

**Wednesday 22 March 2017**

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

**Enid K Walsh**  
**Town Clerk**  
15 March 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:

- i. the minutes of the meeting held on 25 January 2017.
- ii. that the attendance list on the minutes of the meeting held on 22 June 2016 may be amended to show Cllr C P Pond's presence at the meeting.

### **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 Light up a Life – Min no EH208.6 (2015/16)**

The Committee is asked to NOTE that the 2017 ceremony, to be held in partnership with St Clare Hospice, has been arranged for Saturday 2 December 2017.

#### **5.2 Allotments – Min no EH196.2**

##### **5.2.1 Pyrles Lane – GROW Community Project**

For information, a copy of the March update on this project has been emailed to all councillors. An AQA training course on food-growing skills, run by OrganicLea, is due to commence on 5 April. Details of the modules and dates are provided at:

<http://growloughton.org.uk/free-training-course-learn-grow-vegetables/>

##### **5.2.2 Willingale Road**

###### **5.2.2.1 Former Debden Horticulture and Allotments Society**

The Town Council has been informed that the remaining funds from the former Society amounting to £7,925.19 have been transferred to a trust account held by the National Allotments Society. Written confirmation from the NAS is expected in due course.

###### **5.2.2.2 CCTV Request – Min no EH26.2.2.2**

Last November, following reports of thefts from one of the plots on this site, the Committee agreed to keep the installation of CCTV equipment under review.

The allotment tenant has again contacted the Council to report that these incidents of theft continue. The Committee is asked to consider what action, if any, should be taken.

### **5.2.3 Best Allotment**

For information, the 2017 competition will be launched this month with shortlisting scheduled for mid-July and the final judging a week later.

The judging criteria are as follows:

- General appearance of the plot and condition of crops
- Use of recycled materials / compost bins / manure
- Use made of all ground areas in the plot
- Showing a bit of flair / creativity / variety of crops

There are two main awards:

1. Best Allotment winner who receives the large silver cup to hold for eleven months with a smaller replica to keep, a £25 garden voucher and certificate; and
2. Best Newcomer, a special award for new tenants with less than two years on site, who receive a shield and certificate.

Runners up, highly commended and commended entries receive a certificate.

It is planned, as in 2016, to invite an experienced allotment gardener from a neighbouring parish to undertake the final judging with the shortlisting carried out by representatives from the other sites in Loughton assisted by a Town Council officer.

The award ceremony will be held in early September 2017.

### **5.3 Heritage Plaques – Min no EH16.4.2**

Delivery of the blue plaque to commemorate the London General Omnibus Company garage on the Homebase building in Church Hill is expected in April. Once this has been received, the arrangements for an opening ceremony will be confirmed.

The store manager has also expressed his intention to provide an interpretation panel on the wall below the new blue plaque. This will include a photograph of the original bus garage provided by the Loughton and District Historical Society.

### **5.4 Bus Service 167 – Min no EH16.6.1**

For information, the changes to the 167 bus service route and timetable were implemented by Transport for London on 11 March 2017. The Chairman will provide an update at the meeting.

### **5.5 Heritage Open Days**

Registration for the 2017 HODs has now opened with the festival taking place from 7 – 10 September. The Committee is asked to NOTE that previously Loughton has taken part only in alternate years and so the next events will be held in the town in 2018.

### **5.6 Village Greens**

Essex County Council has reviewed the documents associated with the Town Council's applications to register land at Jessel Green, Rochford Green, Rookwood Gardens and Newmans Lane as village greens.

In view of the weight of the case law, (*R (Barkas) v N Yorkshire County Council* [2014] 2 WLR 1360), which appears to apply in this matter, the Town Council is again asked by ECC if it wishes to withdraw or amend the applications or whether it intends to proceed with the entirety of the application.

The Committee is asked to consider whether it wishes to seek counsel's advice in this regard. The cost for this would be £1,800 net of VAT.

Members are reminded that the £5,000 earmarked reserve for legal costs associated with village green registration was transferred to the Planning and Licensing Committee's budgets for Neighbourhood and Local Plans at the end of the last financial year. Therefore if the Committee wishes to obtain legal advice it will need to use its contingency of £1,000 and decide how best to meet the balance of these costs.

#### **5.7 Public Rights of Way – Min no EH26.7**

The Committee is reminded that on 1 January 2026 the official (definitive) maps would be closed against the addition of paths claimed on the basis of historic evidence. Members have previously submitted a number of paths in their wards, which were not PROWs, for consideration.

An informal approach has already been made to Epping Forest District Council regarding its voluntary registration of a number of paths under its ownership as PROWs.

Officers were also asked to progress the four routes potentially under threat from development:

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

For information, this will be promoted in the next edition of Think Loughton in order to obtain supporting evidence.

#### **5.8 Bus Shelters – Min no EH39.8**

The Services Manager will provide an update at the meeting on the project to install a new shelter in Traps Hill.

#### **5.9 Local Highways Panel**

##### **5.9.1 Salt/grit Bins – Min no EH39.9.1**

An update on the installation of a new bin at the junction of Shaftesbury with Staples Road has been requested from the Highways Liaison and Development Lead Officer.

#### **5.10 Community Tree Strategy for Loughton – Min no EH26.1**

The Committee is asked if it wishes to become a Charter Branch and join a growing network of people passionate about trees, who are helping to develop and promote the new Tree Charter. This scheme, which is also being promoted by NALC, should complement the Council's existing work in this area.

For more information visit <https://treecharter.uk/>

**5.11 Loughton Cemetery**

**5.11.1 Complaint**

For information, the Council's Complaints Panel is endeavouring to meet with the complainant to address his concerns.

Officers are undertaking a review of the cemetery regulations for consideration by the Committee at a future meeting. The current regulations, adopted in 1997, were based on those previously operated by the District Council.

**5.11.2 Tree Safety Inspection**

As reported to the Recreation Committee, the Services Manager is arranging for a full inventory of the Council's tree stock at all the main Town Council sites including a report with health and safety recommendations. This is to be carried out by Place Services, a trading arm of Essex County Council.

The cost of the full site survey, mapping and report writing amounts to £2,580 net of VAT. This expenditure will be split across the ten cost centres including Loughton Cemetery, and met from within existing budgets.

For information, a copy of the Council's Tree Safety Management Policy may be viewed at <http://tinyurl.com/hntbced>

**5.12 Community Speedwatch**

Speeding vehicles on local roads have been a matter of concern particularly in the Oakwood Hill/Valley Hill area.

Essex Police and Essex County Fire and Rescue Service are now working in partnership on road safety. The coordinator for Community Speed Watch, Adam Pipe, is currently looking at all aspects of CSW including the setting up of new groups. As a part of this, he is keen to ensure that their resources are used to their full potential.

The basic criteria are for a group is:-

- A willing coordinator to take responsibility for the group. They would need to operate a rota of volunteers to carry out roadside activities in groups of a minimum of 3 people at a time. Activity would need to take place from various police approved sites in the area on a regular basis throughout the week. Activity logs would then need to be sent by email to Essex Police to be followed up.
- The group would need to be formed by a minimum of six, but ideally more, very eager volunteers.

The Committee is asked how it wishes to proceed.

**5.13 Parking Reviews**

The Chairman will provide an update on phase 1 of The Broadway parking review.

**5.14 Christmas Window Competition – Min no EH43**

Cllr Wixley has provided the following report for consideration by the Committee:

"I would like to propose that the Council introduces an award for Christmas decoration displays that fall outside of the scope of the current shop window award scheme. The inspiration for this suggestion comes from admiring the very impressive display at the former London Underground electric sub-station in Roding Road. It was very impressive and I'm sure gave much pleasure to all who saw it and I felt was deserving of recognition. I believe that there have been displays there for several years.

My idea is that there shouldn't be any compulsion to make this award every year unless warranted but that it would be something that could be held in reserve and used in special circumstance perhaps for a front garden display or in recognition of something that has given pleasure for many people over the years and would be missed if it didn't appear at Christmas time. I am thinking of the magnificent tree at Nandos (formerly Browns) which has become a seasonal landmark for as long as I can remember going back to my childhood.

The award could be called the Town Mayor's Special Award with nominations coming from councillors or residents."

The Committee is asked for its comments.

## **6 Financial Position**

- \* The current financial report is attached (see pages 7 – 8).

## **7 Highways**

### **7.1 Parking Restrictions**

- \* Essex County Council has provided a copy of the relevant documentation for an order where new parking restriction introductions/changes are planned (see pages 9 – 15).

The Committee is asked if it wishes to comment on the proposals. The consultation closes on Friday 31 March 2017.

### **7.2 Rectory Lane Parking Issues**

Correspondence has been received from owners of the Woodland Grove Care Home in Rectory Lane expressing concern that poor parking in the access road, part of Rectory Lane, is affecting the safety of staff and members of the public.

This slip road, also known as Rectory Lane, provides access to the University of Essex (E15), the Rectory Lane Health Centre, Loughton Hall care home and Epping Forest College site.

The Chairman will provide an update at the meeting.

### **7.3 Broadway Central Reservation**

The Broadway Town Centre Partnership would like to enlist the Town Council's support to secure an improvement scheme for a section of the local shopping centre.

Planting along any substantial length of the central reservation has proved unsustainable and whilst it would be attractive to retain some smaller planting sections, the suggestions made by the BTCP are to install:

1. permeable resin stone paving – a low maintenance option that is immune to cracking. A tarmacadam sub base would be ideal for the resin stone simply because it is porous and Sustainable Urban Drainage System compliant, helping the rainwater to pass through easily; or
2. block pavements, also permeable and relatively easy to lift to provide access to below ground services. (The Chairman reports that this option is not favoured by Highways as it can create trip hazards.)

There is also a secondary issue with buses turning right out of Torrington Drive. Illegally parked vehicles in The Broadway cause the buses to mount the central reservation to complete the turn along the Broadway. As enforcement of the parking restrictions has been inadequate, consideration should be given to shortening the central reservation at this point.

The Committee is asked to confirm its support for the BTCP in this regard and consider how best to progress this issue.

## **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.

**Enid K Walsh**  
**TOWN CLERK**  
15 March 2017

Summary Income & Expenditure by Budget Heading 28/02/2017

Month No: 11

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 (1)	Expenditure	334	391	375	-15	-15	104.1 %
Cemetery (2)	Expenditure	46,931	26,206	70,880	44,674	44,674	37.0 %
	Income	15,666	20,463	22,500	-2,037		90.9 %
Street Furniture	Expenditure	28,639	18,496	31,120	12,624	12,624	59.4 %
	Income	2,092	0	0	0		0.0 %
Allotments (3)	Expenditure	8,449	4,449	7,080	2,631	2,631	62.8 %
	Income	3,910	2,981	2,564	417		116.3 %
Cemetery (Debden Lane)	Expenditure	510	510	10,600	10,090	10,090	4.8 %
Other services (4)	Expenditure	1,160	0	2,000	2,000	2,000	0.0 %
Service Re-charge (5)	Expenditure	74,400	0	90,000	90,000	90,000	0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
	Expenditure	160,423	<b>50,053</b>	<b>212,055</b>	<b>162,002</b>	<b>162,002</b>	<b>23.6 %</b>
	Income	21,668	<b>23,444</b>	<b>25,064</b>	<b>-1,620</b>		<b>93.5 %</b>
	Net Expenditure over Income	<b>138,755</b>	<b>26,608</b>	<b>186,991</b>	<b>160,383</b>		

Notes

- 1) Christmas Window competition is slightly over budget following the introduction of printed leaflets to acknowledge entrants.
- 2) Cemetery (Church Lane) – the year to date expenditure is shown as £26,206. Estimated position as at 28/02/17 including the DSO grounds maintenance contract is £38,182. 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 £2,981 is represented by £344 from licence fees at the Roding Road site, £2,157 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.
- 5) Service Recharge for 2016/17 is £90,000. Position as at 28/02/17 = £82,500.



**Agenda item 6****Earmarked Reserves:**

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

<b>Environment &amp; Heritage Committee</b>	<b>31.3.16</b>
Street furniture	10,337
Oakwood Hill Estate improvements	2,000
Allotments	1,000
Community toilet scheme	1,000
Cemetery	33,265
Cemetery plot maint endowment (restricted fund)	8,262
Lady Whitaker's Mead/new cemetery	45,000
Tree strategy	500
Roding Hub	500
<b>Total</b>	<b>101,864</b>

**Agenda item 7.1****Highways – Parking Restrictions****The Essex County Council (Epping Forest District) (Permitted Parking Area and Special Parking Area) (Amendment No.9) Order 201x**

**NOTICE IS HEREBY GIVEN** Colchester Borough Council acting on behalf of the North Essex Parking Partnership in exercise of the delegated powers of the traffic authority Essex County Council granted under an Agreement dated 31 March 2011 proposes to make the above Order under Sections 1(1), 2(1) to (3), 4 (1), 4(2), 32, 35,45,46,49 and 53 and Parts III and IV of schedule 9 of the Road Traffic Regulation Act 1984

**EFFECT OF THE ORDER:**

1. To introduce Permit Holders Only (Zone KG1) and Pay & Display Mon-Sat 9.30am-5pm Maximum Stay 1 Hour on the following lengths of road in the District of Epping Forest (add to schedule 44 and to schedule 55 of the 2016 Order)

<b>Road</b>	<b>Description</b>
Kings Green-Loughton	North west side between the south west facing boundary of number 1 Kings Green to the north east facing boundary of number 8 Kings Green  Numbers 1-8 Kings Green-Loughton will be able to apply for a maximum of 2 parking permits and unlimited visitor permits

2. To revoke No Waiting Mon-Sat 9.30am-5pm and replace with Permit Holders Only Mon-Sat 8am-6pm (Zone L1) on the following lengths of road in the District of Epping Forest (remove from schedule 17 of the 2016 order and add new schedule 51(ii) to the 2016 Order)

<b>Road</b>	<b>Description</b>
Forest Road-Loughton	West side from a point level with the boundaries of numbers 32/34 Forest Road to a point level with the boundaries of numbers 112/114 Forest Road  All business and residential properties with a Smarts Lane, High Beech Road or Forest Road address/ postcode will be able to apply for two permits and unlimited visitor permits.

3. To revoke No Waiting Mon-Sat 9.30am-6.30pm and replace with Permit Holders Only Mon-Sat 8am-6pm (Zone L1) on the following lengths of road in the District of Epping Forest (remove from schedule 13 of the 2016 order and add new schedule 51(ii) to the 2016 order)

<b>Road</b>	<b>Description</b>
Smarts Lane-Loughton	East side 9.5 metres south from the south facing boundary wall of number 4 Smarts Lane to a point 8.5 metres north west from the north west facing boundary wall of number 161 Smarts Lane
High Beech Road-Loughton	West side from a point level with the boundaries of 8/10 High Beech Road to a point 10.8 metres south east from the junction with Forest View Road  All business and residential properties with a Smarts Lane, High Beech Road or Forest Road address/ postcode will be able to apply for two permits and unlimited visitor permits.

4. To introduce Permit Holders Only Mon-Sat 8am-6pm (Zone L1) on the following lengths of road in the District of Epping Forest ( add new schedule 51(ii) to the 2016 order)

Road	Description
Forest Road-Loughton	North east side 59.0 metres south east from the junction with Shaftesbury to a point 7.5 metres north from the junction with Clifton Road
	South east side 77.0 metres south east from the junction with Smarts Lane to a point level with the boundaries of numbers 170/172 Forest Road
	South east side from the boundaries of numbers 168/170 Forest Road to a point level with the boundaries of numbers 121/123 Forest Road
	South east side from the south east facing boundary wall of number 150 Forest Road to a point level with the boundaries of numbers 81/83 Forest Road
Smarts Lane-Loughton	West side 9.5 metres south from the south facing boundary wall of number 4 Smarts Lane to a point
	8.5 metres north west from the north west facing boundary wall of number 161 Smarts Lane
	North east side from a point 13.7 metres north west from the north west facing boundary wall of number 215 Smarts Lane to a point 21.3 metres east from the east facing wall of number 175 Smarts Lane
High Beech Road-Loughton	South east side 13.4 metres south east from the junction with Nursery Road to a point 21.3 metres east from the east facing wall of number 175 Smarts Lane
	East side from a point level with the boundary of numbers 8/10 High Beech Road to a point level with the south facing boundary wall of number 49 High Beech Road
	East side from a point level with the boundaries of numbers 49/51 High Beech Road to a point 11.8 metres south east from the junction with Smarts Lane
	All business and residential properties with a Smarts Lane, High Beech Road or Forest Road address/ postcode will be able to apply for two permits and unlimited visitor permits.

5. To introduce No Waiting At Any time on the following lengths of road in the District of Epping Forest (add to schedule 1 of the 2016 Order)

Road	Description
Forest Road-Loughton	North side from the junction with Shaftesbury for a distance of 59.0 metres east
Shaftesbury-Loughton	South side from the junction with Smarts Lane for a distance of 69.0 metres east

Earls Path-Loughton	South east side from the junction with Forest Road for a distance of 23.0 metres north east
Smarts Lane-Loughton	North west side from the junction with Earls Path for a distance of 31.0 metres north east North side from the junction with Shaftesbury for a distance of 16.5 metres west South side from the junction with Smarts Lane for a distance of 22.4 metres west
Nursery Road-Loughton	North east side from the junction with Forest Road for a distance of 36.5 metres south east South west side from the junction with Earls Path south east to the junction with Nursery Road South side from the junction with Nursery Road east for 13.4 metres North east side 51.5 metres south east from the junction with Forest Road for a distance of 10.0 metres south east Both sides 11.4 metres south west from the junction with Smarts Lane

6. To revoke No Waiting Mon-Sat 9.30am-5pm and replace with No Waiting At Any time on the following length of road in the District of Epping Forest (remove from schedule 17 of the 2016 order and add to schedule 1 of the 2016 order)

Road	Description
Forest Road-Loughton	West side from a point level with the south facing boundary wall of number 32 for a distance of 3.4 metres north

8. To introduce Limited Waiting 2 Hours No Return Within 2 Hours & Resident Permit Holders (Zone L1) on the following lengths of road in the District of Epping Forest (add to schedule 64(ii) of the 2016 order)

Road	Description
Smarts Lane-Loughton	North east side 36.5 metres south east from the junction with Forest Road for a distance of 15.0 metres south east North east side 61.5 metres south east from the junction with Forest Road for a distance of 22.0 metres south east

The Essex County Council (Epping Forest District) (Permitted Parking Area & Special Parking Area) (Consolidation) Order 2016 will be varied by the above Order.

**Further Details:** A copy of the proposed Orders with plans showing the specified lengths of roads, a Statement of Reasons for proposing to make the Orders and a copy of the Order to be amended may be inspected during normal office hours at Essex Highways, County Hall,

Chelmsford, CM1 1QH, Epping Forest District Council, Civic Offices, High Street, Epping, Essex CM16 4BZ or at [www.parkingpartnership.org](http://www.parkingpartnership.org)

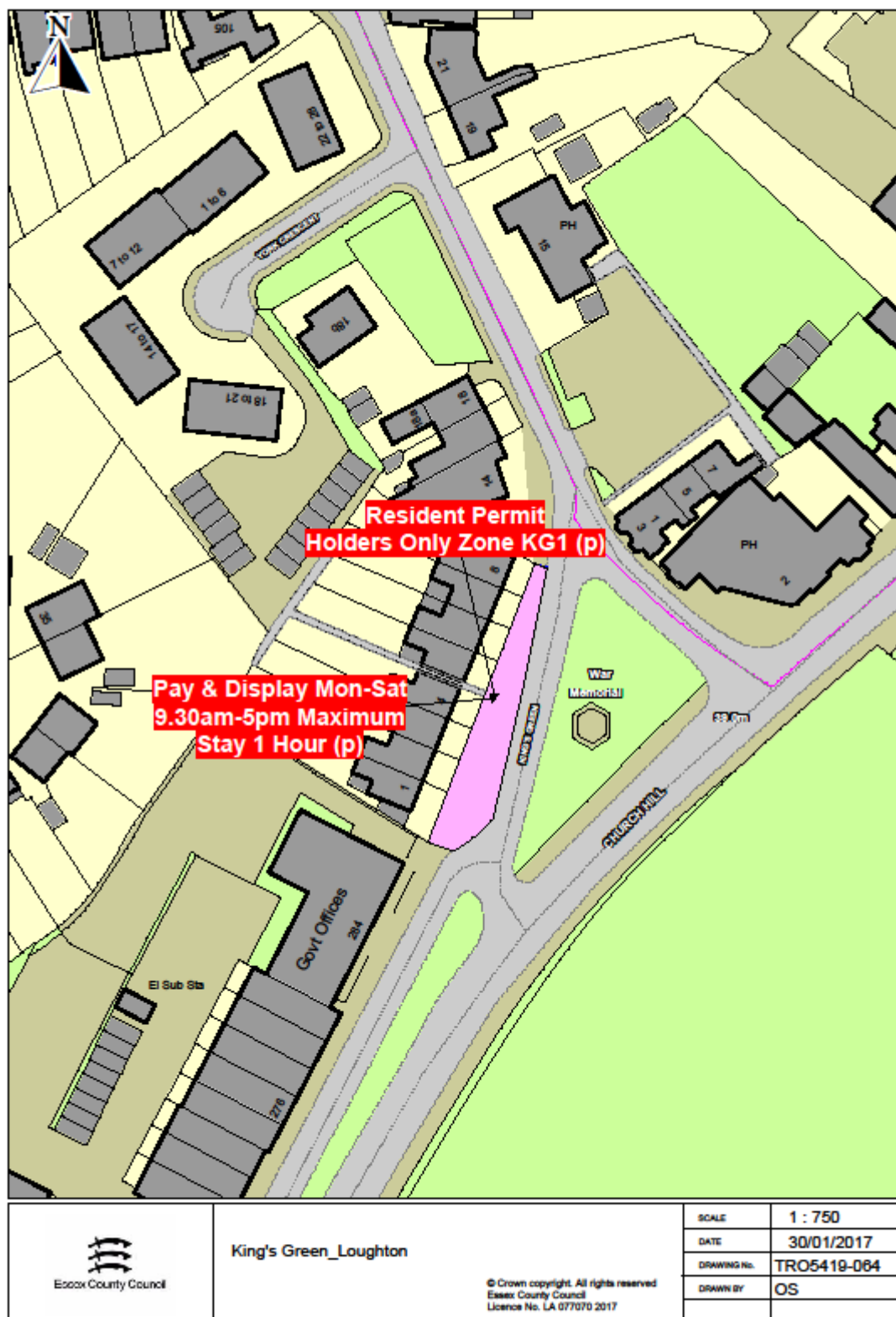
**Objections:** Anyone who wishes to object to the proposed Orders should send their grounds for objection in writing to TRO Comments, North Essex Parking Partnership, PO Box 5575, Colchester, CO1 9LT or by e-mail to [parking@colchester.gov.uk](mailto:parking@colchester.gov.uk) by Friday 31 March 2017.

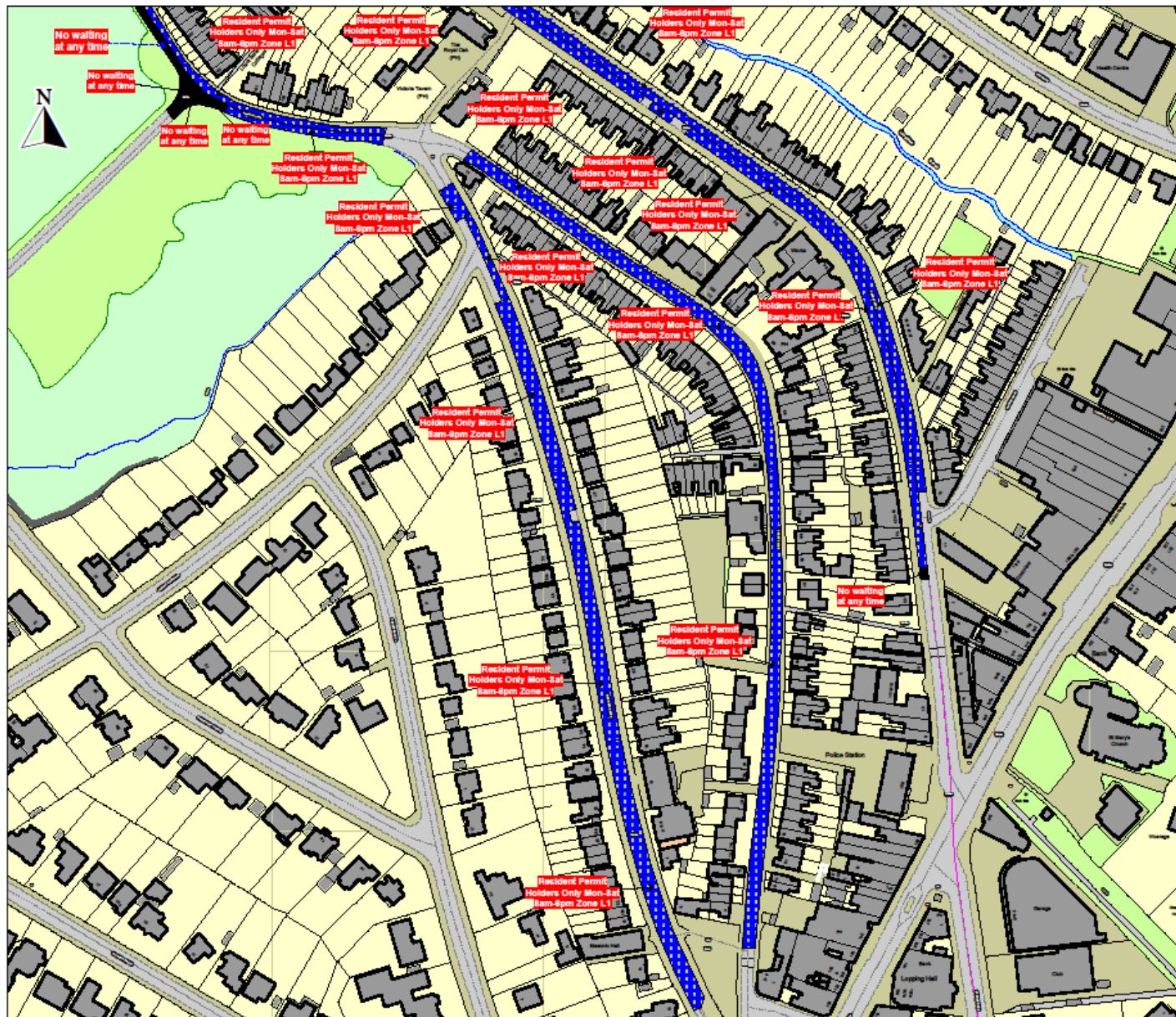
Dated: Thursday 9 March 2017

Richard Walker, North Essex Parking Partnership Group Manager, Rowan House, 33 Sheepen Road, Colchester, CO3 3WG

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The following pages show the three plans.





Forest Road, LOUGHTON

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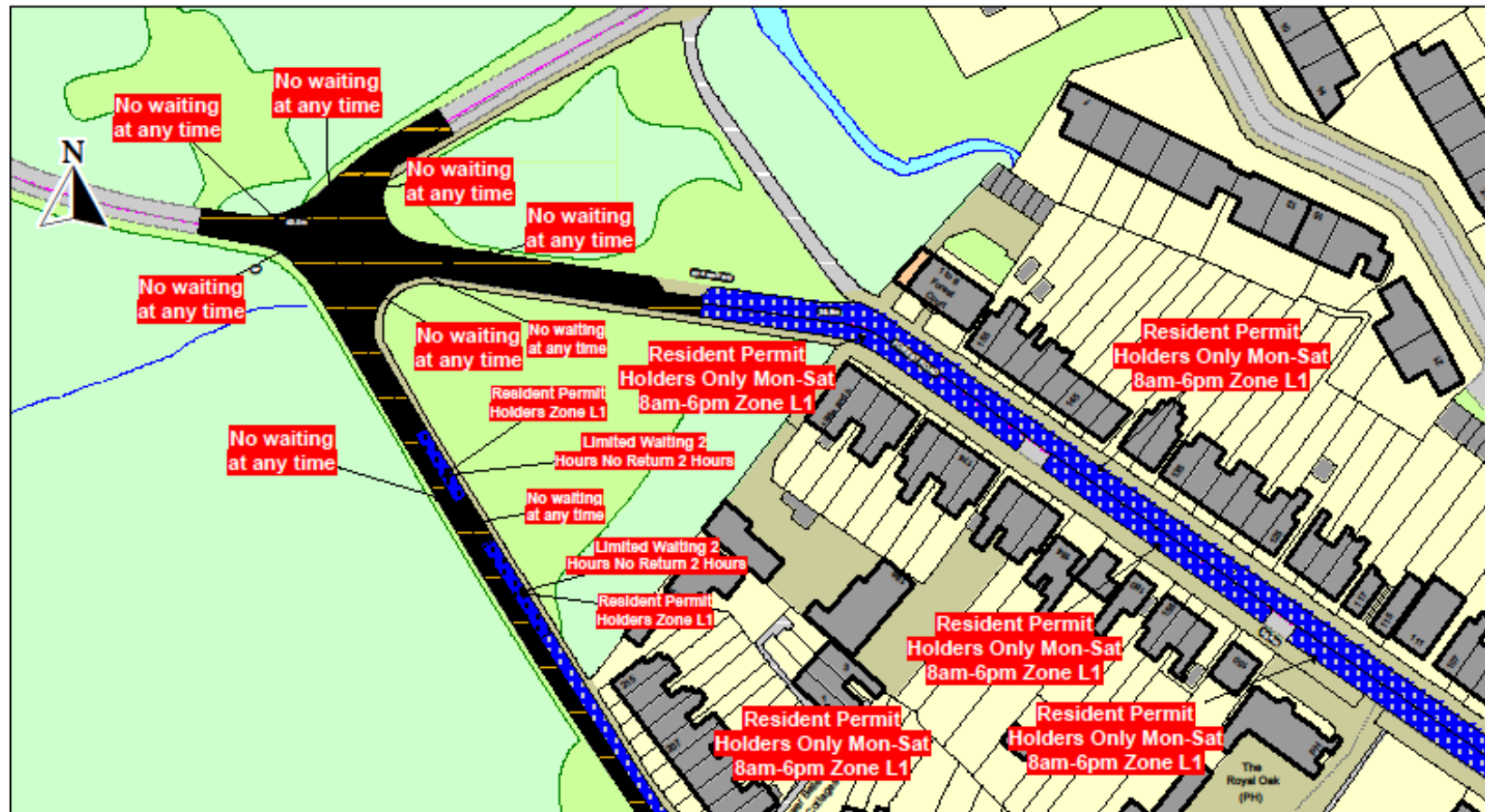
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