



# ENVIRONMENT AND HERITAGE COMMITTEE

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

**Wednesday 12 June 2019**

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD  
to transact the business shown in the agenda.

**Mark Squire**  
**Town Clerk**  
6 June 2019

**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 3 April 2019.
- 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. The Town Clerk may also give an update on any significant developments.

**5.1 Allotments**

**5.1.1 Willingale Road Allotments**

**5.1.1.1 Status report – June 2019:**

	April 19	June 19
Total plots on site (full and half plots)	89	89
Plots tenanted (full and half plots)	83.5	86.5
Plots vacant and available	5.5	2.5
Plots vacant but extremely overgrown	2	2
Plot vacant full of rubbish	1	1
Income banked to date	£2,433	£2,629
Outstanding rent	£0.00	£0.00

Following a full plot inspection on 5 April 2019, fifteen letters of concern were sent out with five responses to date. The next inspection will take place on 12 June 2019, and, with the annual tenancy renewal due on 1 September 2019, any of those plots showing little or no improvement will be sent a final warning letter.

**5.1.1.2 Annual Rent Review 2020-21**

The Committee is asked to consider and agree the rent increase for the period 1 September 2020 – 31 August 2021 so that the required twelve months' notice can be given to all tenants.

\*

See pages 6-7 attached for price comparison with Epping Forest District Council (EFDC) town and parish councils, recent Loughton Town Council (LTC) charges and recommendation from the Town Clerk.

#### **5.1.1.3 Allotment Clearing**

The previous tenant of plots 13, 14 and 15 relinquished all plots earlier in the year. All three plots had been left in a poor condition, with a large amount of accumulated waste material in need of disposal. Two plots (13 and 14) were soon let, with the waste from both plots being moved onto plot 15. This was carried out with the permission of officers. In addition to this waste, it has also become apparent that other plot holders have taken advantage of the situation and added their own items of waste material to the subsequent waste mound. This has also now spread to the neighbouring (vacant) plot 16. Signage was displayed asking that plot holders refrain from adding to the waste, and no further incident of this nature has occurred. Prices have been sought for the removal of all waste, and the best value would see a cost to the council in the region of £2,000.00.

#### **5.1.1.4 Ban on the use of metaldehyde slug pellets**

The Environment secretary has announced that a ban on the outdoor use of metaldehyde, a pesticide used to control slugs in a range of crops and gardens is to be introduced across the UK from 30 June 2020. We will inform our plot holders accordingly.

#### **5.2 Christmas Windows Competition 2019 – Min no EH 124.3**

Further to the detailed report provided at the last meeting on the 2018 Competition, the Committee is asked if it wishes to make any amendments to the scheme before the launch in early September 2019 and to decide who will be on the judging panel .

#### **5.3 Christmas Lights outside St Marys Church**

The Town Clerk and officers recently met with members of St. Mary's Church who asked if it was possible for the town council to fund Christmas lighting to the large Plane tree outside the front entrance to the church. The Services Manager has received a costing for this work which would amount to c£450.00 for 30 no. 1m sets of LED lights, which would be consistent in number with the amount of lights in the tree at Kings Green. Installation would cost in the region of £300.00 and costs to carry out any necessary infrastructural work are yet to be established. Members to consider whether to fund or part fund this potential installation.

#### **5.4 Flower Baskets**

The Committee is asked to NOTE the arrangements should now have been emplaced on 9 June 2019.

#### **5.5 Heritage Plaques**

**5.5.1** The request is being processed for the Blue Plaque to commemorate William Dawson at the Loughton Club.

**5.5.2** The Committee is asked to consider a further request (see attached) and make any other suggestions.

\*

See attached page 8.

**5.5.3** LIDL / old Homebase retail site. The Senior Consultant–Acquisitions (North/East London LIDL has confirmed that Lidl will ensure the Blue Plaque which commemorates the London General Omnibus Company garage (currently affixed to the front elevation), will be safely stored whilst works to the front elevation are on-going and will fix it in its existing location once all works are completed.

A budget allocation needs to be made for request 5.6.1 and 5.6.2. The last standard sized heritage plaque was purchased at a net cost of £264.75.

**5.6 Loughton Open Gardens – Min no EH 124.7**

Members are reminded that the Loughton Open Garden Scheme will take place on the weekend of 22 and 23 June 2019 to coincide with the flower festival taking place at St John the Baptist Church, Church Hill, Loughton. All proceeds will go direct to St Clare Hospice. Willingale Road Allotments have been included in the scheme and open on Saturday 22 June from 10am – 4pm. Refreshments will be provided with all donations given to St Clare Hospice.

**5.7 Loughton Cemetery – Min no EH 124.8**

Cemetery memorial testing will need to be completed for the third and final phase of the cemetery and a budget allocated accordingly.

**5.8 Signage**

**5.8.1 Finger Posts – Min no EH 124.9.1**

EFDC have advised that request for ownership and responsibility for the black and white finger posts located in Loughton, has to be made to Essex County Council (ECC) Highways. The office will make appropriate enquiries.

**5.8.2 Boundary signage – Min no 124.9.2**

We continue to chase ECC regarding the missing boundary signs at Rangers Road and Loughton Lane. Both have been given low priority status by ECC.

**5.9 Street Lighting – Min No EH 126**

No further information has been forthcoming from ECC. The Town Clerk will provide a verbal update.

**5.10 Highways - Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane – Min no EH 127**

To note that a reply is awaited following a formal letter of complaint made to Cllr Kevin Bentley at ECC.

**5.11 Essex County Council Highways Devolution – Min No 128**

To note that the Assistant Town Clerk attended the Highways Devolution meeting at the Essex Association of Local Councils, (EALC), Great Dunmow on 4 June 2019, presented by ECC Cabinet Member, Cllr Kevin Bentley.

The six month trial starts on 10 June 2019. There will be no final decisions until after the trial. There are only 16 Town and Parish Councils taking part in the initial trial. There has been no commitment to the funding continuing after the trial and this will not be decided until after the six months has expired. Currently there is no decision to make joining this scheme compulsory and at present it will not be mandatory for councils to join in the initiative.

**5.12 War Memorial – Cleaning Min no EH 131**

Further professional advice has been sought.

**5.13 Cycle Route Signs- Min no EH 133.1**

\* To discuss the way forward (see attached report pages 9-13). The issue will be raised at the next Epping Forest Highways Panel meeting on 10 June 2019.

**6 Financial Position**

**6.1 End of Year Report**

The accounts for 2018/19 were approved by full Council on 15 May 2019, but subsequently each committee is given the opportunity to examine its income and expenditure in detail.

The end of year Environment and Heritage report for 2018/19 is attached together with details of the transfers to and from earmarked reserves (see pages 14-15).

**6.2 Current Financial Position**

The current financial position is attached together with details of the funds available from earmarked reserves (see pages 16-17).

**6.3 Future Budgeting Provision**

The Town Clerk will expand on some concepts and ideas for future workings.

**7 Tree Survey**

The Services Manager is arranging for a full inspection of the council's tree stock including a report with health and safety recommendations, to be carried out by Place Services, a traded service of ECC, at all the main town council sites. The cost to this committee will be £580.00 + VAT. A full inventory of all the council's trees at all sites was carried out in April 2017.

**8 Climate Change and the Environment**

Rev'd Elizabeth Price of St Michael and All Angels, Loughton, is involved in a project concerning the effects of climate change and the environment. The Chairman will provide a verbal update.

**9 Air pollution / Air quality**

The Chairman will update the Committee. Members of St Mary's Church are campaigning on a number of issues including working on an action plan to combat air pollution and improve air quality.

**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.

**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.

**Mark Squire**  
**TOWN CLERK**  
6 June 2019

**Agenda Item 5.1.2  
Willingale Road Allotments**

Council – parish/town	Fees year	Full Plot	Half Plot	Water	Other
Aythorpe Roding Parish Council	Same fee for last several years increased from £7	£10 per plot inclusive of water		Included	
Epping Town Council	From 1 April 2020	£62.00 (£56.00 for seniors) Senior citizens from the age of 65)	£31.00 (£28.00 for seniors)	Included	
Nazeing Parish Council	April 2019-20	16p per square meter This council has not increased for a number of years and would like comparison		Included	
North Weald Parish Council	2020-21	Under 50sqm = Extra Small £24.00 Between 51sqm & 100sqm = Small £26.00 Between 101sqm & 150sqm = Average £27.00 Between 151sqm & 200sqm = Large £31.00 Over 201sqm = Extra Large £33.00		Included	
Ongar Town Council	Current fee	£45	£22.50	Included	Deposit of £50 per tenant 55 plots 100% occupancy
Theydon Bois	2020-21	£40 pa regardless of size this also includes water rates and includes grass cutting and strimming of paths and have regular bonfires to clear rubbish		Included	
Waltham Abbey Town Council	2019-20	£51.00 per annum	£25.50 per annum		Rotivate Plot £112.00 + vat
Loughton Town Council Willingale Road Allotment fees already agreed	2019-20	£39.00	£26.00		Shed £13.00

The annual rent for plots with effect from 1 September 2019 as shown below was based on a recommendation for the following year based on the then Retail Price Index RPI rate of 3.3%, as follows:

Plot type	1 September 2019 – 31 August 2020 £	1 September 2020 – 31 August 2021 £
Full	39.00	
Half	26.00	
Shed	13.00	

### Calculation

Increase applied to full plot  
 Divide full plot by 2/3 = half plot charge  
 Divide full plot by 3 = shed plot charge

Year	Full Plot*	Half Plot 2/3 of cost*	Shed Plot 1/3 of cost*
	£	£	£
14/15	30.00	20.00	10.00
15/16	30.00	20.00	10.00
16/17	36.00	24.00	12.00
17/18	36.50	24.33	12.17
full plot increase by 1.4%			
18/19	37.85	25.23	12.62
19/20	39.00	26.00	13.00
20/21	42.00	28.00	14.00

The provision of town council allotments is a statutory service for the benefit of local residents. Although a vital community service, LTC will incur a financial loss due to the high maintenance costs, administration costs and substantial staff time and resources costs. E.g. at the end of the financial year 2019, LTC Willingale Road Allotment costs incurred were £4,904.93 (maintenance costs - £3,985.68) and income gained was £3,157.08 (allotment rents -£2,627.87). This resulted in a negative net loss of £1,747.85. The annual maintenance costs are varied and not likely to diminish in the future.

It is noted that LTC is on the lower end of the spectrum (in comparison with neighbouring parishes) as regards allotment fees, despite providing additional services such as a meeting room and toilet facilities.

Although the current RPI is only 2%, a very modest price increase to £42 – full plot, £28 - half plot and £14 - shed plot is RECOMMENDED for year 2020/21. Members are asked to consider.

There are from time to time, quite large clearance jobs that are ultimately left to the Town Council to sort out and clear once a plot holder has decided to abandon his/her plot for whatever reason. Therefore a £50 deposit is RECOMMENDED, chargeable to new allotment holders, to be returned when he/she vacates the plot and leaves it in a satisfactory state. Members are asked to consider.

It is also RECOMMENDED that in all new allotment tenancy agreement wording it is now included that features such as car tyres are not permissible. This is due to the possible toxicity, but mainly because of the disposal issues - they can no longer go to landfill and not all domestic recycling centres will accept them. Such measures are in keeping with advice received from the National Allotment Society and allotment officers across the district. Members are asked to consider.



**Agenda Item 5.5.2**  
**Heritage Plaques**

**Comments**

Detail of the comments can be seen below:

Name: Miss Janice Lingley

Organisation: The Kipling Society

Telephone: [REDACTED]

Consent: True

Email: [REDACTED]

**Comments**

An article titled 'Some Childhood Memories of Rudyard Kipling' by Trix Fleming, the writer's sister, which appeared in Chambers's Journal in March 1939, is going to be published in the December 2019 issue of the Kipling Journal. The article describes in some detail an idyllic six months Rudyard and Trix spent as children staying at Goldings Hill Farm in Loughton in the summer of 1877. I am writing to you as a member of The Kipling Society, and the editor of the article, to enquire if the Council would be willing to consider commemorating the Kipling children's holiday with a blue plaque on the still extant wall behind the former location of the farm. I shall be pleased to send you further details of the article if that would be of interest.

**Agenda Item 5.13**  
**Green Route – High Road Bypass Cycle Signs**

The following report relates to Minute no. EH133.1 - Cycle route signs. To add context, I have included details of the original cycle sign project (EH 61.1 – Green Routes – dated 8 April 2009), which states the following:

**“61.1 Green Routes – Min no EH24**

The Committee NOTED that the grant application had been successful and £5,000 would be made available from Essex County Council’s Community Initiatives Fund (Highways) to provide signage for a cycle route bypassing the High Road, and to mark the walking routes to the Roding Valley Recreation Ground from the Debden and Loughton stations.”

An inspection of all cycle sign locations on the High Road bypass element of the project was carried out by officers on 21 May 2019, and photos taken, for reference see below:

**1. Junction of High Road and Warren Hill**



Sign post not straight, and the blades have been moved, so pointing in incorrect direction. I would suggest that the sign post be relocated to the rear of the litter bin, to protect from high-sided traffic turning the corner.

**2. Junction of Warren Hill and Nursery Road**



Wakes Arms Roundabout sign damaged beyond repair – to be replaced.

**3. Junction of Nursery Road and Smarts Lane**



Sign pointing in the direction of Shaftesbury previously damaged beyond repair and removed from site. To be replaced. I would suggest that the sign post be relocated to a position further from the junction than at present, as evidence would suggest the damage was caused by high-sided vehicles and close proximity to the road.

**4. Junction of Forest Road and Shaftesbury**



Sign pointing in the direction of Wakes Arms roundabout damaged beyond repair. To be replaced. I would suggest that the sign post be relocated to a position further from the junction than at present, as evidence would suggest the damage was caused by high-sided vehicles and proximity to the road.



5. **Shaftesbury**



2 x signs missing from lamp column – removed by ECC when lamp column replaced. To be replaced.

6. **School Green, junction of York Hill and Staples Road**



The sign post has been hit and is leaning. It was reinstated in July 2018 following a collision with a large vehicle (evidence in the shape of very wide indented tyre tracks), and because if this I would suggest that the sign post be relocated to a position further from the junction than at present, to give added protection.

**7. Pump Hill Green, junction of York Hill and Pump Hill**



Signs correct, no issues.

**8. Junction of Baldwins Hill and St. Johns Road**



Signs correct, no issues.

**9. Junction of Golding Hill and Baldwins Hill**



Signs and post buried in vegetation, making it difficult to get an assessment of condition of either. Contractor to be approached with a view to cutting back the vegetation. Alternatively seek permission from Essex County Council Highways to site a post on a small area of land on the Baldwins Hill side of Goldings Hill.

**Action to be Taken**

Quotes to supply and install new signage and posts, as well as straightening of some existing posts being sought.

Advice to be sought from Environment and Heritage Committee re whether an application for funding is possible – the project had been C.I.F. funded originally in 2008/9.

Paul Hoy  
6 June 2019

Summary Income & Expenditure by Budget Heading 31/03/2019

Month No : 12

Environment & Heritage Committee End of Year 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	351	338	375	38	38	90.0 %
Cemetery (Church Lane) (1)	Expenditure	46,360	49,859	71,800	21,941	21,941	69.4 %
	Income	15,211	10,880	22,500	-11,620		48.4 %
Street Furniture (2)	Expenditure	23,002	28,611	33,610	4,999	4,999	85.1 %
	Income	0	270	0	270		0.0 %
Allotments	Expenditure	2,749	4,905	5,270	365	365	93.1 %
	Income	2,774	3,157	2,970	187		106.3 %
Cemetery (Debden Lane)	Expenditure	2,110	2,330	10,600	8,270	8,270	22.0 %
Other services (EH) (3)	Expenditure	0	0	1,000	1,000	1,000	0.0 %
Service Re-charge (EH)	Expenditure	87,000	89,000	89,000	0	0	100.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Environment and Heritage Expenditure		<b>161,572</b>	<b>175,043</b>	<b>211,655</b>	<b>36,612</b>	<b>36,612</b>	<b>82.7 %</b>
Income		<b>17,985</b>	<b>14,307</b>	<b>25,470</b>	<b>-11,163</b>		<b>56.2 %</b>
Net Expenditure over Income		<b>143,587</b>	<b>160,736</b>	<b>186,185</b>	<b>25,449</b>		

**Notes**

- 1) Cemetery (Church Lane) – included within the budget is £20,000 for the boundary wall repairs, £3,000 for path repairs not yet carried out with the funds to come from earmarked reserves. Expenditure was slightly higher as we paid £3,000 for memorial testing. 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.
- 3) Other Services is the budget heading for a £1,000 contingency.



**Agenda item 6.1**

**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:

Schedule of Earmarked Reserves	2018/19		
	1.4.18	Net transfers to/from reserves	31.3.19
<b>Environment &amp; Heritage Committee</b>			
Street furniture	5,850	0	5,850
Christmas lights	1,000	0	1000
Oakwood Hill Estate improvements	4,000	-4000	0
Community toilet scheme	1,000	0	1,000
Allotments	3,000	1000	4,000
Cemetery	30,265	-3,000	27,265
Cemetery plot maint endowment (restricted fund)	8,262	0	8,262
Lady Whitaker's Mead/new cemetery	42,000	-3,330	38,670
Tree strategy	500	0	500
Roding Hub	500	0	500
<b>Total</b>	<b>96,377</b>	<b>-9,330</b>	<b>87,047</b>



Summary Income & Expenditure by Budget Heading 05/06/2019

Month No : 2

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	338	0	375	375	375	0.0 %
Cemetery (Church Lane) (1)	Expenditure	49,859	4,991	71,800	66,809	66,809	7.0 %
	Income	10,880	1,306	22,500	-21,194		5.8 %
Street Furniture (2)	Expenditure	28,611	6,967	33,610	26,643	26,643	20.7 %
	Income	270	0	0	0		0.0 %
Allotments (3)	Expenditure	4,905	346	5,270	4,924	4,924	6.6 %
	Income	3,157	416	2,970	-2,554		14.0 %
Cemetery (Debden Lane)	Expenditure	2,330	0	10,600	10,600	10,600	0.0 %
Other services (EH) (4)	Expenditure	0	0	1,000	1,000	1,000	0.0 %
Service Re-charge (EH) (5)	Expenditure	89,000	0	89,000	89,000	89,000	0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Environment and Heritage Expenditure		<b>175,043</b>	<b>12,305</b>	<b>211,655</b>	<b>199,350</b>	<b>199,350</b>	<b>5.8 %</b>
Income		<b>14,307</b>	<b>1,722</b>	<b>25,470</b>	<b>-23,748</b>		<b>6.8 %</b>
Net Expenditure over Income		<b>160,736</b>	<b>10,583</b>	<b>186,185</b>	<b>175,602</b>		

**Notes:**

- (1) Actual cemetery expenditure to date including the grounds maintenance contract costs totals £8,747. The budget includes £23,000 for wall repairs
- (2) The Street Furniture budget includes £15,000 for Christmas lights and £7,400 for flower baskets.
- (3) Annual plot rental & fees to date is £416. The yearly invoices are sent out in September.
- (4) Other services budget is a £1,000 contingency sum.
- (5) Service re-charge for 20018/19 is £89,000 – position at 31 March 2019 is £14,833
- (6) Further work needs to be evaluated on the current budgets

**Agenda item 6.2 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:

<b>Environment &amp; Heritage Committee</b>	<b>1.04.19</b>
Street furniture	5,850
Christmas lights	1,000
Community toilet scheme	1,000
Allotments	4,000
Cemetery	27,265
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead/new cemetery	38,670
Tree strategy	500
Roding Hub	500
<b>Total</b>	<b>87,047</b>