



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

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

Wednesday 3 April 2019

at Lopping Hall, High Road, Loughton IG10 4LF

to transact the business shown in the agenda.

Mark Squire
Town Clerk
27 March 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.

This meeting will be preceded at 7pm by the presentation of
‘Honorary Reeve’ title to Richard Morris

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 14 November 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. 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

Plot inspections are planned for Friday 5 April 2019 to ensure all tenants have begun work on their plots this season. Those showing little or no progress will receive a letter of concern.

Status Report

	April 18	March 19
Income banked to date	£2,407.57	£2,614.79
Outstanding rent	£0.00	£0.00

There are currently 3 vacant full plots, 3 vacant half plots and 2 overgrown full plots.

5.1.1.2 A verbal report on Trees will be provided by the Service Manager, including some current requirements.

5.1.1.3 The Committee is asked to confirm that the meeting room at Willingale Road Allotments is available for use as a classroom by GROW community allotment project, run by Anne Redelinghuys, on an ad hoc basis.

5.1.2 Willingale Road Buildings – Min No 113.1.3

For information the work has been completed on the repair to the two damaged garage roofs at a cost of £250 insurance excess plus £86.28 + VAT

5.1.3 Best Allotment 2019

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

It is also proposed that the Loughton Horticultural Show be held in The Murray Hall on Saturday 7 September 2019, with free entry to the public from 2pm – 4pm.

The Committee is asked to confirm that

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

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

5.1.4 Pyrles Lane Allotments – Restore Community Garden

Town Clerk to report on Licence being agreed in principle and request for an Easter Egg Trail on Saturday 20 April, 11am – 12.30pm.

5.2 Bus Services

The Chairman will provide a general update at the meeting regarding current consultation. The Committee is asked to NOTE that Transport for London (TFL) has revised route 20 and the new service began on 23 March 2019.

5.3 Christmas Windows Competition 2018

* A report is provided on page 6.

5.4 Flower Baskets

The Committee is asked to NOTE that

- six companies, including the existing contractors, were asked to submit quotes for the 2019 planting scheme. Three companies were discounted immediately as they could not offer a watering and maintenance service, and of the three quotes received; the council's existing contractors were once again the preferred option.
- A modest over budget of £190.

5.5 Heritage Plaques

A request has been submitted from The Loughton Club. The Committee is asked to consider this request and any other suggestions.

* See attached page 7.

5.6 Light up a Life

The Committee is asked to note that the 2019 ceremony, to be held in partnership with St Clare Hospice, has been arranged for Saturday 30 November 2019.

For information, £238.27 was raised at the 2018 event in Loughton through selling the badges, tea lights and general donations.

5.7 Loughton Open Gardens – Min no 103.11

Following a meeting with St Clare Hospice the Committee is asked to note 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. The Committee is asked to confirm that Willingale Road Allotments may be 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.

5.8 Loughton Cemetery – Min no EH103.8

For information the second phase of the memorial testing inspection took place during the week 11-15 March 2019. The contractors also repaired the memorial on Grave 27A at a cost of £150 + VAT. The Committee is asked to agree that final inspections may take place at the end of April beginning of May 2019.

* Also see report on page 8.

5.9 Signage

5.9.1 Finger Posts

The Committee is asked to consider taking the ownership and responsibility of the black and white finger posts located in Loughton from Essex County Council (ECC) Highways, to be maintained by the District Council. The posts could also be added to the Local List.

5.9.2 Boundary signage

For information, the missing boundary signs at Rangers Road and Loughton Lane have been reported to ECC. Both have been given low priority status by ECC.

6 Financial Position

* The current financial position is attached together with details of the funds available from earmarked reserves – see pages 9-10.

7 Street Lighting

For information, no further background information/data has been forthcoming from ECC. A similar request has been made by Chigwell Parish Council.

A public consultation exercise is to be undertaken by Waltham Abbey Town Council before a decision is taken over whether to pay for all-night street lighting in the town or fund additional police cover. This would cost Waltham Abbey Town Council £27,236.75

In their survey for residents, the town council is asking whether the town's residents would be happy to pay an additional £5.20 a year to keep the lights on all night or whether they would prefer the money went towards increased police cover, funded by the town council

Essex County Council has given town and parish councils in the district the option of paying for the county council's street lights to be left on between 1am and 5am.

The Committee is asked to consider the above.

8 Highways - Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane

* A report is provided on page 11. The Committee is asked to consider whether a Local Highways Partnership request may be appropriate.

9 Essex County Council Highways Devolution

The details of this proposal have been widely circulated previously and a copy of the ECC PowerPoint presentation has been circulated to members under separate cover.

Whilst there was initially a large response from parish councils to register an interest in the scheme, there has been generally little appetite thereafter to take forward, given limited funding made available over a short timeline and lack of resources. The Committee is to consider that Loughton Town Council officers have expressed concerns that there would be significant resource implications and issues with raising public expectations.

* See attachment on page 12.

10 Community Initiatives Fund (CIF)

The Town Council had previously been awarded a CIF grant of £1,800 for an Environmental Improvement Project. The project was to install an interpretation panel and produce a heritage trail leaflet. The official deadline for completion was 31 March 2019. The Town Clerk will provide a verbal update.

11 Village Green

Following the recent withdrawal of Epping Forest District Council's plan to build over Marlescroft Green, the Town council may wish to support an application to designate this area as a village green and potentially other areas in Loughton. The Committee is asked to consider this application.

12 War Memorial - Cleaning

The Committee is asked to consider the offer received to clean the war memorial.

* See attached page 13.

13 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.

14 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.

14.1 Cycle route signs

The Committee is asked to consider making an application to the Local Highways Panel (LHP) for improved cycle route signs. Fixed and secure attached signs above ground or markings on the road could be viable options.

Mark Squire
TOWN CLERK
27 March 2019

Agenda Item 5.3

Christmas Window Competition 2018

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

Class	Winning businesses	£100 charity donation
LOCAL/INDEPENDENT		
Winner	Hazelwood Interiors, 4 Valley Hill, IG10 3AA	Little Princess Trust
Runners-up	Cafelicious, 57 The Broadway, IG10 3SP	
Runners-up	Classic Travel, 152 High Road, IG10 4BE	
Highly commended	Bababoom, 255 High Road, IG10 1AD	
Highly commended	Bizara, 2 Lower Road, IG10 2RS	
Highly commended	Molens, 209d High Road, IG10 1BB	
Highly commended	Zest, 194 High Road, IG10 1DN	
MULTIPLE/CHAIN STORE		
Winner	Magnet, 215 High Road, IG10 1BB	National Autistic Society
Runner-up	Woodbury Homes, 244 High Road, IG10 1RB	
Highly commended	Strawberry Glow, 289 High Road, IG10 1AH	
CHARITY SHOPS		
Winner	St Clare Hospice 72 The Broadway	St Clare Hospice
Runner-up	St Clare Hospice, 271 High Road, IG10 1AH	
Highly commended	Haven House, 192 High Street, IG10 1DN	

The judges chose: Hazelwood Interiors for its “sophisticated visual impact”; Magnet for its “artistic merit and inventive use of materials”; and St Clare Hospice Debden branch for its “use of recycled items”.

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

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

Report by Debra Paris
 Planning Committee Clerk & Administrative Officer

Agenda Item 5.5
Heritage Plaques

From: Loughton Club [<mailto:loughtonclub@gmail.com>]

Sent: 21 March 2019 14:59

To: Mark Squire

Subject: Blue Plaque Suggestion - The Loughton Club (The Dawson Building)

Hi Mark,

You may already know The Loughton Club is run inside the building that was left by The Reverend William Dawson in 1900,s. This is at 8 Station Road Loughton IG10 4NX.

I believe it was donated to the community in 1910 and at one point it may have been a Sunday school and then became a "working men's club". This over the years has been changed to "The Loughton Club" to welcome all members of the community including men women and children. (members fee applies). We are hoping to make great changes to the building (grant/match funding) to provide a more welcoming space for our community groups as well as those that use the facilities of the function rooms and social areas and it would be great to pay homage to the person who left the building. At some point we may even consider renaming it The Dawson Building.

I would like to put forward a request to have a blue plaque awarded to the building to mark its part in English Heritage within Loughton.

Please let me know if there is anything else we would need to do to make this happen.

Tracy Braniff
Treasurer (The Loughton Club Committee)

Agenda Item 5.8
Loughton Cemetery

The memorial safety inspection phase 2 took place during week commencing 11 March 2019. Of the 324 headstones and tall memorials checked, 22 had been laid flat and 3 discreetly staked and banded. The net cost of this work had been £1,453.30.

The Burial Clerk was to write to the last known address of the owners informing them that it had been necessary to take safety measures and providing advice on the options open to them.

The memorial stone on double Grave nos 154 and 155 failed the inspection. It was agreed that the memorial stone was of valuable interest to the cemetery. As the memorial inspection team were already on site they quoted £120.00 + VAT to make a basic repair to the stone to make it safe.

The Town Clerk authorised for the work to take place. The Burial Clerk will make every endeavour to locate the owner of the Exclusive Right of Burial to recoup the money.



Summary Income & Expenditure by Budget Heading 21/03/2019

Month No : 12

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	338	375	38	38	90.0 %
Cemetery (Church Lane (1)	Expenditure	46,360	33,917	71,800	37,883	37,883	47.2 %
	Income	15,211	10,934	22,500	-11,566		48.6 %
Street Furniture (2)	Expenditure	23,002	28,543	33,610	5,067	5,067	84.9 %
	Income	0	270	0	270		0.0 %
Allotments (3)	Expenditure	2,749	4,930	5,270	340	340	93.6 %
	Income	2,774	3,240	2,970	270		109.1 %
Cemetery (Debden Lane)	Expenditure	2,110	2,330	10,600	8,270	8,270	22.0 %
Other services (EH) (4)	Expenditure	0	0	1,000	1,000	1,000	0.0 %
Service Re-charge (EH) (5)	Expenditure	87,000	0	89,000	89,000	89,000	0.0 %
<u>INCOME – EXPENDITURE TOTALS</u>							
Environment and Heritage Expenditure		161,572	70,057	211,655	141,598	141,598	33.1 %
Income		17,985	14,444	25,470	-11,026		56.7 %
Net Expenditure over Income		143,587	55,613	186,185	130,572		

Notes:

- (1) Actual cemetery expenditure to date including the grounds maintenance contract costs totals £46,744. 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.
- (3) Annual plot rental & fees to date is £3,040 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 February 2019 is £81,583

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 8

Highways - Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane

“Could I ask if I can instigate a formal complaint from the Town Council in respect of the Traffic lights arrangement at junction of Broadway and Borders Lane.

Having spent a couple of hours observing the traffic and pedestrian use of the lights at crossings on Sunday, I think that the arrangement is defective.

Pedestrians on average take 6.5 mins to cross the road having to wait 4 mins plus on the traffic island.

I also witnessed two near accidents where drivers turning right from the Broadway were unsure where to stop as the lights are some way from the crossing point, and impatient overtaking almost caught a pedestrian.

The frustration of drivers coming from two sets of lights from Langston Road is also a factor, leading to speeding and dangerous lane changing approaching the Broadway/Borders lane crossing point.

Lorraine will confirm the number of complaints I received from pedestrians.”

Cllr Tom Owen

Agenda item 9 Highways Devolution

Following an introduction given by Cllr Bentley, Peter Massey (Head of Commissioning for ECC who oversees the Ringway Jacobs' contract) and David Arty (Business Improvement Manager for ECC) spoke in more detail about the proposals to devolve some highway responsibilities to parishes and councils.

The scope of the works under consideration is as follows:

1. Winter Maintenance Salt Bags Scheme (Snow clearance and salting of footways and paths).
2. Minor repairs to footways and off-road cycle ways.
3. Highway verge cutting including special roadside verges.
4. Weed control.
5. Tree and hedge maintenance.
6. Public Rights of Way (PRoW) maintenance.
7. Passenger transport infrastructure maintenance (bus stop flags and shelters).
8. Repair and maintenance of road signs.

This was to be initially a pilot project for 'volunteer' councils, but ECC's clear intention was for all local councils to takeover some of the highway works in due course.

The officers were keen to stress the level of responsibilities that came with the devolution particularly with regard to health and safety, insurance, environmental legal compliance, COSHH regulations, Construction (Design and Management) Regulations 2015, waste management to name a few.

Issues raised by local councillor representatives included:

- Communication with highways – how would this improve?
- Liability – despite Cllr Bentley's assurance that the 'buck stops with ECC' the reality was that it would fall to the parish and town councils as soon as they took over the responsibility for a service.
- When asked for details of the current levels of service in each parish, officers admitted that it was not possible to provide this information as this was not how the contract with Ringway Jacobs operated.
- Work on the highway, such as kerbstone repairs, was specifically excluded as local councils were not licensed to work on the highway.
- Finance – ECC was offering 68p per head of population based on 2011 census figures – these were considerably out of date in many parts of the county where large scale development had taken place in the interim. This would be subject to a minimum payment of £500 per parish (since increased to £1,000). Lists displayed suggested Loughton would be allocated £21,188.82.

Agenda Item 12
War Memorial - Cleaning

From: James Mills
Sent: 1 February 2019 13:22
To: Paul Hoy
Subject: Loughton War Memorial Steam Cleaning

Good Afternoon Paul,

Further to our conversation today I am writing to confirm that I would like to clean the War Memorial on York Hill free of charge. I am currently in construction management and working on the development behind Papa Johns in the High Road, I am a Stone Mason by trade. The doff cleaning system which you will find on the links below is a high pressured steam cleaner. Once finished the memorial will look almost brand new. Please see attached picture (below).

All I would ask is that the council hire the machine, which is a relatively low cost. I am a lifelong resident of Loughton and would consider it an honour to clean the memorial for the brave men who adorn the placards, free of charge.

I look forward to hearing back from you.

