



# ENVIRONMENT AND HERITAGE COMMITTEE

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

**Wednesday 22 January 2020**

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

**Mark Squire**  
**Town Clerk**  
16 January 2020

**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 27 November 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 Heritage Plaques – Min no EH 163.2**
    - 5.1.1 William Dawson / Loughton Club – Min no EH 163.2.1**

The Deputy Town Mayor and other Town Council members have been invited to an official dedication ceremony (at the Loughton Club at 3.15pm on Tuesday 21 January 2020) for the heritage plaque to commemorate the Reverend William Dawson who gave the Loughton Club to the people of Loughton in 1901. Members who attended the event may wish to provide a verbal report at the meeting.
    - 5.1.2 Rudyard Kipling / Stanley Baldwin / Goldings Hill – Min no EH 163.2.2**

Consent for the new plaque has been provided by the property owner. The installation of the plaque will now be progressed. The Chairman and Services Manager will provide a verbal report regarding their recent site visit in early December 2019.
    - 5.1.3 Barbara Harmer / Staples Road – Min no EH 163.2.3**

Consent has been provided for installation of the Concorde pilot plaque (on the same property as an existing plaque) which will now be progressed.
    - 5.1.4 London General Omnibus Company / old Homebase store /Church Hill – Min no EH 163.2.4.**

A representative of Lidl has undertaken to collect the replacement blue plaque.
    - 5.1.5 Holmehurst Plaque – Min 163.2.5**

Cllr C C Pond, the Town Clerk, and Planning Clerk met with Carly Hammond, Museum, Heritage & Culture Specialist, Community, Culture & Wellbeing, Epping Forest District Council, (EFDC) and Liz Petyt–Start, Clerk of Buckhurst Hill Parish Council to discuss the project. Epping Forest District

Museum wish to mark the 75th anniversary of the end of the Second World War, exploring the stories of Holocaust survivors sent to Holmehurst hostel following the liberation of concentration camps in 1945 with a commemorative plaque. Whilst the site is within the Buckhurst Hill Parish boundary, advice and guidance was provided by Loughton Town Council (LTC) given the wealth of experience in respect of heritage plaques. Subsequently the owner of the building has given permission for the plaque and discussions are ongoing as to appropriate placing, sizing and wording of the plaque.

**5.2 Signage – Min no EH 163.3**

No feedback has been received from Essex County Council (ECC) regarding either

- (i) ownership and responsibility for the maintenance of the two Finger Posts in the High Road
- (ii) the replacement of the two missing boundary signs at Rangers Road and Loughton Lane.

It is suggested that one more attempt is made for responses on these issues. Failing a satisfactory response, LTC to investigate costings with a view to carrying out the work ourselves, subject to informing ECC.

**5.3 Highways – Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane – Min no EH 163.4**

To discuss and review the response from Cllr Kevin Bentley, Deputy Leader and Cabinet Member for Infrastructure, Essex County Council (ECC), dated 2 December 2019. (See attached page 6).

**5.4 Tree Survey – Min no EH 163.5**

The survey has only recently been received and further work is required to fully dissect and analyse the information provided. The Services Manager will provide a verbal update with a full report at the next Committee meeting on 4 March 2020.

**5.5 Community Initiative Fund (CIF) – Heritage Trail - Min no EH 163.6**

With reference to the report provided at the last meeting

- (i) recommend the first step would be to set up the website and generate a QR code for the plaques with a view to placing them at the relevant sites. Once finalised, the new date needs to be put onto the new website
- (ii) recommend production of new heritage leaflets, if the old leaflets are not traceable.

**5.6 Loughton Wombles – Min no EH 163.7**

The number of volunteers has now reached 26. E-mails have been sent to respondents to cover data protection issues and Hi Viz requirements.

An order will be placed shortly for litter pickers and Hi Viz vests. An inaugural meeting will be held thereafter and the group can start their project. It may be advisable to purchase some protective gloves?

**5.7 Loughton Day / Heritage Day – Min no EH 163.8**

A list of community group invites has been prepared and once the initial level of interest has been gauged, the first community meeting will be held to explain the parameters and requirements for Loughton Day.

A 'save the day' notice will appear in the next edition of the newsletter 'Think Loughton'.

The Heritage Open Days Festival is between 11 to 20 September 2020, last registration date being 1 August 2020. It was hoped that a number of 'heritage' related features could be incorporated into the Loughton Day on 19 September 2020 and elsewhere in the town. Members are requested to provide input on what 'heritage' related features that they would like to see on the day? Concerns have been raised on whether there will be sufficient levels of staff resources to cover areas beyond the main event at Loughton Cricket Ground. To discuss and review.

**5.8 Loughton Cemetery – Min no EH167**

All preparatory work has been completed and a response is awaited from both applicants to confirm dates for site visits.

**5.9 Re-greening of Loughton – Min no EH168**

We are awaiting a convenient date from the Land Drainage Engineer EFDC for a site visit to the Recreation Ground.

The Town Clerk will make contact with those authorities that have responsibility for those affected areas not under the responsibility of LTC as and when necessary. It is recommended that a supply of wild flower seeds are purchased in advance of the works.

**5.10 Central Line – Min no EH170**

A formal response is awaited from Transport for London (TFL) in respect of our concern about the reduction to the Debden service.

**5.11 Environmental Nuisance – Min no EH171**

Chris Smith, Environmental Enforcement Officer, EFDC has responded regarding the industrial-style bins being left on the pavement in The Drive, Loughton. EFDC will look to monitor the situation and have requested photos showing how the bins are placed. The bins in question will not be EFDC bins but bins for the local business. They are allowed to put the bins on the pavement to aid waste collection but they should not be left stored on the pavement. LTC office staff have undertaken to take photos of the area when applicable.

**5.12 Electric Bus Towns – Min no EH172**

A response was received by ECC on 13 January 2020. ECC are aware of the proposal which was announced in principle last year. They are waiting to see what criteria are set by the Department for Transport (DFT). ECC will then work on a short list of possible towns for a bid – but the driver will be how well they meet the criteria set by DFT so they cannot make any commitments. In the meantime, ECC will add Loughton onto their list.

**5.13 Bee Hotels – Min no EH151**

The first of the six 'bee hotels' has been purchased with the rest on order. The Committee need to consider where best to place these bee and insect friendly habitats.

**5.14 Environmental Issues – Min no EH173**

The situation regarding the unsightly state of the disused premises, 244 High Road (formerly Cakes and Shakes), is ongoing. The build-up of

letters, leaflets etc on the shop floor, is unpleasant. The responsibility lies with the landlord and the ultimate owner is proving difficult to trace. LTC will check with the manager at Morrison's to see if the owner of the adjacent property can be located and contacted.

- 5.15 Commonwealth War Graves Commission (CWGC) – Min no EH154**  
LTC has now completed its own list of the 31 Commonwealth War Graves. The CWGC responded on 15 January 2020 with their own comprehensive list and thanked LTC for our support. Both lists will be available at the meeting. LTC had informed CWGC of the adjacent St John the Baptist cemetery and CWGC are also writing to churches and other organisations about this project. They report that in terms of the next steps, there is not much to do just yet as they are currently recruiting a volunteer coordinator for the area. They will know more in March 2020 and probably start volunteer activities in April 2020, once they've created some local volunteer groups, they or the volunteer leader will be in touch with LTC to discuss arranging a visit.

**6 Financial Position**

**Current Financial Position**

The current financial position is attached together with details of the funds available from earmarked reserves (see pages 7-8).

**7 Remembrance Service**

This year's remembrance parade and service at the War Memorial on Kings Green on 10 November 2019, was very well attended. Council staff and Councillors are thanked for their work which helped the occasion run smoothly. Loughton Town Council (LTC) is also grateful for the attendance (in large numbers) of Essex Police this year.

The two minutes silence and reading, conducted by the Town Mayor at 11am on Monday 11 November 2019 at Kings Green was similarly well attended and it was pleasing to see delegations from Staples Road School and Chrysalis Nursery School.

**8 Light up a life**

The annual Light up a Life service, in aid of St Clare Hospice, was held at Kings Green on Saturday 30 November 2019. The service was well attended and a total of £262.54 was raised for the hospice.

To note that this year's 'Light up a life' service, to be held at Kings Green, Loughton has been booked for Saturday 28 November 2020.

**9 Christmas Window Competition 2019**

See Report page 9. The Town Clerk will provide further feedback

**10 Roding Gardens Development Petition**

A petition, expressing concern about parking in the Roding Gardens area of Loughton was hand delivered to the Town Council offices on 15 January 2020, see relevant extracts enclosed (pages 10-11). The Town Clerk is endeavouring to find out further background information prior to this meeting.

**11 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.

**12 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**

16 January 2020

**Agenda Item 5.3**

**Highways - Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane – Min no EH 163.4**

Essex County Council  
Cabinet Office  
County Hall  
Chelmsford  
Essex CM1 1QH



Mr M Squire  
Town Clerk  
Loughton Town Council  
Loughton Library and Town Hall  
Traps Hill  
Loughton IG10 1HD

Date: 2 December 2019  
Our Ref: Ecc8056529 11 19  
Your Ref:

Dear Mr Squire

**Re: Highways in Loughton – Traffic light phasing at the junction of Rectory Lane with the Broadway and Borders Lane.**

Thank you for your letter dated 25 November 2019 regarding the traffic light phasing at the above location.

I can confirm that we have checked the operation of the traffic signals again and have found that the junction is working correctly as designed, without any reported faults.

We will however arrange for a maintenance engineer to visit the site again to check the operation of the pedestrian detection.

I would suggest that if you still have the perception that the junction layout/design in itself is "dangerous", then this should be raised with Cllr Pond via the Epping Forest Local Highways Panel to carry out a road safety assessment.

Thank you again for writing to me and I trust the above information is of assistance.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Kevin Bentley".

**Cllr Kevin Bentley**  
**Deputy Leader and Cabinet Member for Infrastructure**

**Agenda Item 6  
Financial Position  
Current Financial Position**

**Agenda item 6**

**Loughton Town Council  
Summary Income & Expenditure by Budget Heading 14/01/2020**

**Month No: 10**

**Environment & Heritage Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Environment &amp; Heritage</u></b>							
Christmas Best Dressed Window	Expenditure	338	167	360	193	193	46.3%
Cemetery (Church Lane) (1)	Expenditure	49,859	28,530	73,900	45,370	45,370	38.6%
	Income	10,880	10,677	15,000	4,323		71.2%
Street Furniture	Expenditure	28,611	16,864	28,700	11,836	11,836	58.8%
	Income	270	0	0	0		0.0%
Allotments (2)	Expenditure	4,905	7,771	5,400	-2,371	-2,371	143.9%
	Income	3,157	3,131	3,075	56		101.8%
Cemetery (Debden Lane)	Expenditure	2,330	550	10,600	10,050	10,050	5.2%
Other Services (3)	Expenditure	0	6	1,000	994	994	0.6%
Service Re-charge (4)	Expenditure	89,000	0	97,000	97,000	97,000	0.0%
<b><u>INCOME – EXPENDITURE TOTALS</u></b>							
Environment and Heritage Expenditure		<b>175,043</b>	<b>53,887</b>	<b>216,960</b>	<b>163,073</b>	<b>163,073</b>	<b>24.8%</b>
Income		<b>14,307</b>	<b>13,808</b>	<b>18,075</b>	<b>4,267</b>		<b>76.4%</b>
Net Expenditure over Income		<b>160,736</b>	<b>40,079</b>	<b>198,885</b>	<b>158,806</b>		

Notes:

- (1) Actual cemetery expenditure to date including the grounds maintenance contract costs totals £40,148. The budget includes £23,000 for wall repairs.
- (2) The allotment expenditure was higher this year to additional expenses on waste removal and tree works. Income has increased due to more plots being rented, we are nearing 95% capacity.
- (3) Other services budget is a £1,000 contingency sum.
- (4) Service re-charge for 20019/20 is £97,000 – position at 31 December 2019 £72,750



**Agenda Item 6**  
**Financial Position**  
**Current Financial Position**

**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>

**Agenda Item 9**

**Christmas Window Competition 2019**

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. This year a new category of eateries (cafes, pubs and restaurants) was added to the three existing classes of entry – local/independent businesses, multiples/chain stores and charity shops. To minimise costs the charity donation was reduced to £75 for each sector. The judges were town mayor, Stella Murphy, assisted by councillors Tessa Cochrane and Judy Jennings. The results were as follows:

<b>Class</b>	<b>Winning businesses</b>	<b>£75 charity donation</b>
<b>LOCAL/INDEPENDENT</b>		
<b>Winner</b>	<b>Elliott James</b> , 165 High Road, IG10 4LF	<b>Haven House Children's Hospice</b>
Runner-up	Bababoom, 255 High Road, IG10 1AD	
Highly commended	Lo Bella, 7 Forest Road, IG10 1DR	
<b>MULTIPLE/CHAIN STORE</b>		
<b>Winner</b>	<b>Magnet</b> , 215 High Road, IG10 1BB	<b>National Autistic Society</b>
Runner-up	Ginger Pig, 165A High Road, IG10 4LF	
Highly commended	Space NK, 291 High Road, IG10 1AH	
<b>CHARITY SHOPS</b>		
<b>Winner</b>	<b>Haven House</b> , 192 High Street, IG10 1DN	<b>Haven House Children's Hospice</b>
Runner-up	St Clare Hospice 72 The Broadway	
Highly commended	Cancer Research UK, 246 High Road, IG10 1RB	
<b>EATERIES</b>		
<b>Winner</b>	<b>The Olive Tree</b> , 258 High Road, IG10 1RB	<b>CRY (Cardiac Risk in the Young)</b>
Runners-up	Efezade, 12-14 The Broadway, IG10 3ST	
	Tom, Dick & Harry's 153 High Road, IG10 4LF	
Highly commended	Molens, 209d High Road, IG10 1BB	

The judges chose: Elliott James for its "Wow Factor"; Magnet for its "artistic merit including all the handmade items"; Haven House Children's Hospice, for its "creativity and inventive use of materials"; and The Olive Tree for its "overall impression".

Each category winner received an engraved silver cup and framed certificate. Their nominated charities each received a £75 cheque donation from the Council.

Due to the additional class of entry a further trophy was purchased this year for the Eateries category, and engraved accordingly. All four cups will be retrieved at the end of November, as is the practice, to be awarded to the winners of the following year's competition.

Report by Debra Paris  
 Planning Committee Clerk & Administrative Officer

**Agenda Item 10**  
**Roding Gardens Development Petition**

Dear Sir

Roding Gardens development parking petition

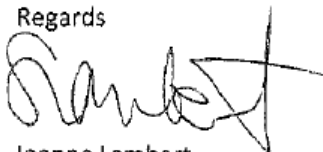
Please find attached parking petition signed by the residents of Roding Gardens development. As stated within the petition, commuters using the Loughton TFL Underground services are causing numerous problems in our area by blocking drives, actually parking on residents drives, damaging vehicles, blocking pavements which also prevents the council refuse collections being undertaken. Emergency services are also having restricted driving down the development which should not be happening.

Commuters parking down the entire development is producing issues for young, elderly and disabled house owners as they are being forced to walk in the road due to the lack of space on the paths. .

Verbal abuse is also being provided by commuters when they are politely asked not to block drives. As this is now getting worse and numerous requests for parking regulations to be considered by the council has not yet been actioned, a petition has had to be undertaken to show the total residents who are requesting this issue to be addressed as soon as possible.

I look forward to receiving a response to this request.

Regards



Joanne Lambert

Essex Town Council  
cc Stephen Murray

**Agenda Item 10  
Roding Gardens Development Petition – continued**

**RESIDENTS PARKING PETITION**

**Roding Gardens, Catherine Close, Boleyn Close, Cleves Close, Aragon Close, Lancaster Drive, Howard Close, The Sidings, Lukintone Close, Tewkesbury Close, Seymour Close**

The Residents of Hanbury Park estate support this petition to request the local authority of Epping Forest Council to consider residents only parking in this area. All roads included in the estate are as detailed above.

In August 2004 a request for restricted parking measures was submitted to Epping Forest Council, Local authorities, the Traffic Engineer, Ward Councillor, Loughton Residents Association and the ‘House of Commons Member of Parliament’ Eleanor Lang, yet no action appears to have taken effect. A further request was issued in February 2018 but still no guarantee that action will be undertaken soon has been received.

In 2007/2008 the LRA’s Loughton Life journal stated the District Council was making changes to the parking regime around Epping Forest as part of the enhancement scheme. It indicated that roads in Loughton would be represented. The South area of Loughton town centre was not considered despite residential proposals.

The 2004 request asked for residents only parking restrictions to be considered for the roads closest to Loughton TFL Underground station as commuters park in this area every day. Commuter parking is causing endless problems for residents as they are unable to park outside their own property – despite the residents paying their council tax. Commuter vehicles frequently park across residential drives causing obstructions, also on the pavement which causes problems for elderly residents on mobility scooters and for parents with young children. They have caused damage to residents’ vehicles, littering the area throwing unwanted items on the street and putting items in residents waste bins. Commuters regularly park overhanging the apex of side roads which limits the access for council refuse vehicles requiring them to manoeuvre in to side roads to enable collection of domestic waste.

An article in the Evening Standard on 12 June 2019 revealed that house prices were an average £43,000 higher than similar properties nearly a mile away if they were within a five-minute walk of a Tube or railway station. Why should property owners near a TFL station provide free parking for commuters when they have paid additional costs for purchasing their homes?

In 2020, an additional 1500 new employees will be moving to an office in Stratford. This will increase resident’s problems, preventing the council from gaining funds from commuter parking.

Due to no considerations being raised by the authorities since the 2004 request, a residents’ petition has now been prepared to trigger a discussion within the Council. To assist residents being able to park at their own properties, a total of 2 to 3 resident only permits are requested to be registered per each property; depending on how many vehicles are held at each home. A visitor’s pass is also required to be available per property.

NAME	ADDRESS	SIGNATURE	COMMENTS
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