



ENVIRONMENT AND HERITAGE COMMITTEE

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

Wednesday 4 March 2020

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

**Mark Squire
Town Clerk**

27 February 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 22 January 2020.
- 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 Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members.
- 6 Heritage Plaques – Min no EH 163.2**
 - 6.1.1 Rudyard Kipling & Stanley Baldwin / Goldings Hill – Min no EH 179.1.2**
The plaque order is being duly processed.
 - 6.1.2 Barbara Harmer / Staples Road – Min no EH 179.1.3**
The plaque order is being duly processed.
 - 6.1.3 London General Omnibus Company / old Homebase store /Church Hill – Min no EH 179.1.4.**
A representative of Lidl has collected the replacement blue plaque.
 - 6.1.4 Holmhurst Plaque – Min no EH 179.1.5.**
Awaiting further updates from Carly Hammond, Museum, Heritage & Culture Specialist, Community, Culture & Wellbeing, Epping Forest District Council, (EFDC) and Liz Petyt–Start, Clerk of Buckhurst Hill Parish Council.
- 7 Signage – Min no EH 179.2**
To further review the lack of appropriate action from Essex County Council (ECC) regarding (i) ownership and responsibility for the maintenance of the two Finger Posts in the High Road and (ii) the replacement of the two missing boundary signs at Rangers Road and Loughton Lane.

The Town Council would now like to undertake this work, but it is a prerequisite for any highway related maintenance work, that the operator would need prior 'NRSWA' training. NRSWA stands for the 'New Roads and Street Works Act' 1991, a law that was introduced to regulate works carried out by statutory undertakers in the street. The issue of neglected fingerposts was also raised at the Essex Association of Local Councils Epping Forest Branch meeting on 24 February 2020.

The Chairman and Town Clerk will provide further updates.
- 8 Highways – Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane – Min no EH 179.3**
The Chairman will be taking this matter to the next meeting of the Local Highways Panel meeting.

- 9 Loughton Town Council (LTC) Tree Survey Report – Min no EH 179.4**
A comprehensive survey report was conducted dated 17 December 2019. No concerns were raised relevant to this Committee’s general mandate, i.e. allotments, cemetery and Lady Whitakers Mead. Copies of the full report will be available at the meeting.
N.B. the majority of this report has already been assessed at the Recreation Committee meeting on 19 February 2020 with areas relevant to this Committee. The Services Manager will provide a verbal update.
- 10 Community Initiative Fund (CIF) – Heritage Trail - Min no EH 179.5**
The Assistant Town Clerk is currently working on QR codes for the blue plaques and on the development and production of ‘Heritage Trail’ leaflets.
- 11 Loughton Wombles – Min no EH 179.6**
The number of volunteers has now reached 30. Litter pickers and protective gloves are now in stock and Hi Viz vests have been ordered. A risk assessment will be completed and the Town Clerk will host an initial meeting for the volunteers. It is envisaged that the initiative will be launched over the next month.
- 12 Loughton Day / Heritage Day – Saturday 19 September 2020 – Min no EH 179.7**
An invitation has just been sent to circa 100 different community groups/organisations in Loughton. An initial meeting is to be held at Loughton Library and Town Hall at 7pm on Thursday 12 March. The first meeting is purely to gauge initial interest for the event and also to set the general parameters for the Day. It is envisaged that there may be up to a further two meetings to build up more detailed instructions and guidance nearer the date.

The ethos of Loughton Day is that it is a community day, drawing together all the groups and societies to benefit their own organisation in some way, whether it be recruitment, publicity or fund raising. There is no entry fee. It is envisaged that the event may also build stronger working relationships between all our various organisations.
- 13 Loughton Cemetery – Installation of benches – Min no EH179.8**
A site visit was arranged for 21 February 2020. The Services Manager will provide an update at the meeting.
- 14 Green Infrastructure / Re-greening of Loughton – Min no EH179.9**
There are a number of issues to discuss and review
- i Cycle routes – further to the Epping Forest Transport Action Group (EFTAG) presentation made at the Town Council meeting on 11 February 2020. To influence future green cycle and walking route designations
 - ii The Green Infrastructure Workshop, held by EFDC on Wednesday 12 February 2020 to discuss proposals for a Green Infrastructure Strategy for the District
 - iii Protection of Local Plan 1998 designation of Urban Open Space

To note that on 7 February 2020, a number of Councillors together with the Assistant Town Clerk attended a tour of the Roding Valley Recreation Ground provided by the EFDC Land Drainage Engineer, Trevor Baker. The remit was to understand in greater detail the forthcoming project to re-landscape and replant key areas adjacent to the River Roding in order to provide some limited additional flood relief in the longer term.

- 15 Central Line – Min no EH179.10**
See the formal response from Transport for London (TFL) dated 6 February 2020 in respect of our concern about the reduction to the Debden service. See page 5.
- 16 Environmental Nuisance – Min no EH179.11**
Photo evidence now sent to Chris Smith, Environmental Enforcement Officer, EFDC regarding the industrial-style bins being left on the pavement in The Drive, Loughton. However both EFDC officers and the supermarket deny it's their responsibility. The approach road from The Drive to Morrisons' shop remains problematic e.g. lack of lighting and sweeping etc. To discuss and review.
- 17 Electric Bus Towns – Min no EH179.12**
At the Town Council meeting of 11 February 2020 Cllr CC Pond reported that work was still ongoing with regard to Loughton being included as an Electric Bus town. However Loughton may be lower down the list in terms of selection criteria.
- 18 Essex-wide Bus Shelter Project**
To receive and note email correspondence from EFDC dated 19 February 2020 and 24 February 2020. See page 6.
- 19 Environmental Issues – Derelict Shop – Min no EH179.14**
It has now been established that Morrisons supermarket own the premises of the former 'Cakes and Shakes' shop, which has been left in an unsightly state. Committee members to suggest a suitable way forward. A formal letter of complaint to Morrisons' Head Office is recommended.
- 20 Remembrance Service – Min no EH181**
The suggestion has been made to use poppy arrangements to enhance the event. One idea could be to decorate lampposts along the parade route with poppies. Another idea could be to request members of the public to donate 'knitted poppies' to display at Loughton Library. The Town Clerk will elaborate on these concepts.
- 21 Apprenticeship Scheme**
The Town Council needs to take forward the Apprenticeship scheme. See report pages 7 – 8.
- 22 Epping Forest Verderer Elections**
Elections for the 'Verderers of Epping Forest' (organised by the City of London) are held every seven years. Cllrs CC Pond, CP Pond and the Town Clerk attended the nomination meeting for North parishes at Lopping Hall, Loughton on Monday 24 February 2020. As there were four candidates for two positions, elections were then held on Wednesday 26 February 2020. An update on the proceedings will be provided at the meeting.
- 23 VE Day - 8 May 2020**
There have not been any specific plans forthcoming to mark the occasion as yet. One recommendation could be to request local residents to write to LTC with their memories of this historic day. LTC could then compile a record of the community's recollections of this important landmark in the country's history. The Town Clerk will provide a further update.
- 24 Cemetery fees 2020/21**
Recommend that Cemetery fees for financial year 2020/21 are increased by 2.6% (as per the September 2019 Retail Price increase). This is in line with general

historical practice and also with general increases as agreed more recently at the Recreation Committee.

25 Financial Position

Current Financial Position

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

26 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.

27 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.

An item which should be included in a future agenda is the ongoing problem of fly tipping. Increasingly and for a variety of reasons, EFDC are not always able to clear certain sites. Subsequently, LTC are required to use external contractors at some considerable cost to clear the fly tipping.

Mark Squire

TOWN CLERK

27 February 2020

**Agenda item 15
Central Line**

Transport for London
London Underground



6 February 2020

10 FEB 2020

Mark Squire
Town Clerk
Loughton Town Council
Loughton Library & Town Hall
Traps Hill
Loughton
IG10 1HD

Andrew Lord
Managing Director

London Underground
11th Floor
Palestra
197 Blackfriars Road
London SE1 8NJ

www.tfl.gov.uk/tube

Dear Mr Squire,

Central line - Debden

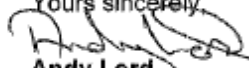
Thank you for your letter dated 10 January about the timetable we currently have in place for the Central line.

I am very sorry for the reduced service for Debden whilst we undertake crucial upgrades on our Central line trains. The steps we are taking to improve the fleet will result in benefits for Debden customers, such as a more reliable service, trains with CCTV and more space for wheelchair users – sadly it is major work and will take time.

The new timetable means there is now a slight reduction in morning and evening peak services at Debden, Theydon Bois and Epping stations - from eleven to nine trains per hour at Debden, and from ten to eight at Epping. In making the change we have tried to minimise reductions wherever possible.

The change in service has been planned to still benefit over 100,000 passengers each day, although I recognise about 15,000 passengers will be inconvenienced by a reduction in train frequency or by having to change trains at Hainault, for which I apologise.

Thank you again for writing to me.

Yours sincerely,

Andy Lord
Managing Director

MAYOR OF LONDON



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trading as London Underground
whose registered office is
55 Broadway
London SW1H 0BD

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Company Number 1900907

VAT number 756 2770 08

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authority within the meaning of
Part V Local Government and
Housing Act 1989. The controlling
authority is Transport for London.

Agenda item 18
Essex-wide Bus Shelter Project

From: Passenger Transport <Passenger.Transport@essex.gov.uk>
Sent: 19 February 2020 10:58
Subject: Essex-wide Bus Shelter project

Dear colleagues,

I write regarding a pioneering collaboration with colleagues from District, Borough and City councils across Essex which will give our residents better bus infrastructure and help support sustainable travel across Essex.

The Essex-wide Bus Shelter project will establish a long-term contract to create a better bus shelter estate, incorporating all maintenance, cleaning, replacement and supply of shelters – all paid for from the generation of income through advertising. A paper is being presented to Essex County Council's Cabinet next week on 25 February 2020 to approve this venture.

I am aware that many of you will be attending the Transport Meetings in March 2020. I have therefore arranged to present an overview of the project and to discuss how this will link with Parish and Town Council owned shelters. This presentation will take place between 12pm and 1pm, following on directly after the Transport Meetings, at the same venues. There is no need to further advise attendance for this.

Please note that a separate meeting will be arranged for the Chelmsford/Basildon and Epping areas and a date will be advised for this shortly.

I look forward to seeing as many of you as possible.

Kind regards,

James Hopkins | Business Development Manager
Integrated Passenger Transport Unit
Essex County Council

From: Passenger Transport <Passenger.Transport@essex.gov.uk>
Sent: 24 February 2020 11:34
Subject: Essex-wide Bus Shelter project

Dear Colleagues

This e-mail is addressed to colleagues in the Chelmsford/Basildon and Epping Forest areas and relates to the e-mail below dated 19 February. As I am unavailable to present details of the Bus Shelter Project following on from the Chelmsford/Basildon and Epping Forest/Harlow Transport Meetings on 11 and 10 March, I have arranged a separate meeting on Friday 20 March, 10am till 12pm at County Hall in Chelmsford, this meeting is solely to discuss the Bus Shelter Project.

Just to reiterate the Chelmsford/Basildon Transport Meeting 10.00 – 12.00 on 11 March and the Epping Forest/Harlow Transport Meeting 10.00 – 12.00 on 10 March will continue as planned, this is a separate meeting.

Please e-mail: James.Hopkins@essex.gov.uk to advise details of attendance to the meeting on Friday 20 March.

Agenda item 21 Apprenticeship Scheme

Loughton Town Council (LTC) has £10,000 earmarked funds to employ an outside apprentice. In December 2019, it was agreed to change the focus of the scheme to a 'groundsman' employee as opposed to a 'horticultural employee'. LTC is now under pressure from the Community Initiatives Fund (CIF) via the Essex Association of Local Councils (EALC) to spend the allocated funds.

The logistics of this project have proved difficult. Over a long period of time there has been close work with Writtle Agricultural College, Capel Manor College and Epping Forest District Council (EFDC) who work in tandem with the 'Country Care' team. All three institutions are very supportive of new environmental projects. EFDC are actively pursuing 'green infrastructure' projects in the District.

Paul Hoy, Services Manager has added his thoughts below:-

Appointment of Apprentice

Here are my thoughts on the work placement element that will be the major part of the role of the apprentice we hope to appoint in the coming months. If it would be helpful, please feel free to add this to the report that is to be included in the Environment and Heritage Committee Agenda for the meeting on 4 March 2020.

I have voiced my concerns as to the suitability of appointing an apprentice working as part of our outdoor team, so I do not intend to revisit that, instead I will focus on what I consider to be a way forward.

I feel that there is an opportunity to make the apprentice appointment work, based on preliminary contact that both Brent and myself have had with external agencies – Grow Community Garden, EFDC Parks Dept. and EFDC Countrycare respectively. Forming partnerships with all, or some, of the above named will be essential, especially in light of the forthcoming change of staff soon to occur in the cemetery, where it had been the intention for the apprentice to work alongside Alex Wilson (Cemetery Attendant). As acknowledged, Alex had the requisite skills needed to assist the apprentice to consolidate the learning they will acquire in college, but with Alex's notice period terminating on 31 March there is now uncertainty over this important element of the process. Given the high level of interest in the Cemetery Attendant post since it has been advertised, I am hopeful that a suitable person will be appointed, but how that fits in with the time frame of the commencement of the apprentice is unknown at present. With this in mind, meetings to discuss potential work placement arrangements have been arranged with GROW on 4 March and Countrycare on 13 March.

In conclusion, we will be going into the unknown as we have not had an apprentice working for the council before, and I am concerned about the key element of the process, namely providing relevant work site experiences. This is because as a stand-alone body we are limited in this regard, primarily outsourcing the majority of the grounds maintenance at our sites. However, if we are able to access skills-based work opportunities via partner agencies, as well as working with the new Cemetery Attendant, when appointed, I am hopeful that we can fulfil our part of the process by way of affording the apprentice relevant work based experience to consolidate what they learn in college. Going forward, the success of the scheme will benefit both the apprentice and the council.

Paul Hoy
Services Manager
21 February 2020

The Town Clerk has responded to the EALC as follows. The new apprentice will be employed in 3 key areas which will benefit the local community

1. Roding Valley Recreation Ground – a long green corridor adjacent to the River Roding. Areas of natural beauty and wildlife co- exist with recreational activities .e.g. football pitches, athletics etc.
2. GROW Community Group – this is a local community garden run by the local community which has made enormous strides over the last year. There are many side benefits (mental health and wellbeing) which positively impact local residents.
3. Town Council Cemetery – this is a large area requiring landscaping and horticultural skills.

Timeline is as follows

- Job Descriptions now vetted by respective colleges. Nb We are currently tweaking the wording on the cemetery work as our long standing cemetery attendant has just announced his retirement.
- Mid-March 20 we will advertise the post.
- Early April 20 will assess applications.
- End of April 20 employ the successful candidate.

The Town Clerk would prefer that the new apprentice is directly affiliated to the Town Council as far as possible.

The Town Clerk will expand on recommended way forward at the meeting

MS 27.2.20

Agenda item 25

Loughton Town Council
Summary Income & Expenditure by Budget Heading 24/02/2020

Month No: 11

Environment & Heritage Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Environment & Heritage</u>							
Christmas Best Dressed Window	Expenditure	338	367	360	-7	-7	102%
Cemetery (Church Lane) (1)	Expenditure	49,859	31,274	73,900	42,626	42,626	42.3%
	Income	10,880	12,282	15,000	2,718		81.9%
Street Furniture	Expenditure	28,611	26,191	28,700	2,509	2,509	91.3%
	Income	270	0	0	0		0.0%
Allotments (2)	Expenditure	4,905	7,854	5,400	-2,454	-2,454	145.4%
	Income	3,157	3,251	3,075	-176		105.7%
Cemetery (Debden Lane)	Expenditure	2,330	924	10,600	9,676	9,676	8.7%
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%
<u>INCOME – EXPENDITURE TOTALS</u>							
Environment and Heritage Expenditure		175,043	66,616	216,960	150,344	150,344	30.7%
Income		14,307	15,533	18,075	2,542		85.9%
Net Expenditure over Income		160,736	51,183	198,885	147,702		

Notes:

- (1) Actual cemetery expenditure to date including the grounds maintenance contract costs totals £44,276 which would be 59.9%. 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 31st January 2020 £80,833

Agenda Item 25

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	1.04.19
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
Total	87,047