

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Wednesday 22 June 2022 at 7.30pm

Present

Councillors: C C Pond (in the Chair)
B Cohen
S Fontenelle (from Min no. 4)
K Valentine
C Davies (as substitute for P Beales)
C P Pond
G Wiskin

Also in attendance

Councillor: D Wixley

Officers: Mark Squire (Town Clerk)
Paul Hoy (Services Manager)

EH102 Apologies

The Town Clerk reported that Cllr Davies had been nominated as substitute for Cllr Beales for this meeting.

EH103 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities.

EH104 Confirmation of Minutes

The Minutes of the meeting held on 29 March 2022 were CONFIRMED as a correct record and was signed by the Chairman. The Chairman did however point out that Councillor Fontenelle's name had been misspelt in the apologies section of that meeting (Min no EH83).

Councillor Fontenelle joined the meeting.

EH105 Public Representations

None were received.

EH106 Town Clerk's / Chairman's Report

The Town Clerk Reported the following:

1. Following the Ride London Cycle event, held on the weekend of 27-29 May; no issues had been reported to the Town Council.
2. Following a recent staff departure at the City of London (CoL), there had been some confusion from CoL as to whether the two benches, removed from York Hill Green due to anti-social behaviour, were to be put back in place. The Town Council had received strict instructions previously from CoL not to put the benches back until the local Community Resilience Team (CRT) advise otherwise. The Town Clerk will further investigate with the CRT and report back at the next meeting.

3. Work to clean and repair damaged sections of the war memorial at Kings Green had commenced. The contractors would return shortly to continue and the initial results were very impressive.
4. The best course of action for the replacement of the cemetery front perimeter wall was still being considered. The Town Clerk will report back at the next meeting.

The Chairman reported that he had been contacted by a senior Loughton lawyer who was proposing to take legal action in order to have the York Hill Green benches returned.

EH107 Allotments

107.1 Willingale Allotments Report

107.1.1 Status Report

	12 May 2022 – date of inspection
Total plots on site (full and half plots)	91
Plots tenanted (full and half plots)	90
Plots vacant and available	1
Plots vacant but extremely overgrown	1
Income banked to date	£3,481
Outstanding rent	£0.00

The Committee NOTED the report.

107.1.2 Annual Rent Review

The Committee considered the proposal and AGREED to the rent increase (below) for the period 1 September 2022 – 31 August 2023

Plot type	1 September 2021 – 31 August 2022 £	1 September 2022 – 31 August 2023 £
Full	45.00	48.00
Half	30.00	33.00
Shed	15.00	18.00

EH108 Signage

108.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 90.1

The Committee NOTED the report. Officers expected that the installations would take place before the next meeting.

108.2 Broadway Noticeboard - Min no EH 90.2

The Services Manager reported that this matter remained in the hands of the legal departments of both EFDC and Superdrug. Relevant information pertaining to the contractor who will be installing the noticeboard has been forwarded to EFDC officers and it is hoped that this matter can now be resolved.

108.3 Alleyway Project

The Committee NOTED that the Chairman was working to secure grant funding which would be allocated towards installing signage to a number of alleyways in Loughton. The Services Manager provided the Committee with a list of the alleyways and will await the outcome of the grant funding application before seeking permission for the works from the relevant landowners. A report will be provided at the next meeting.

EH109 Requests from Epping Forest District Council's (EFDC) - The Broadway Loughton (Debden)

109.1 Planters - Min no EH 91

The Committee NOTED that EFDC is still awaiting approval from Essex Highways for the placement of the planters.

109.2 Major Works at the Broadway Proposal

The Committee NOTED the Chairman's report of a Zoom meeting held with EFDC officers and LTC Broadway Ward members, to outline EFDC's intention to embark on a series of external maintenance and repair works at The Broadway within the next 12-18 months. The works will include roof replacements, window replacements, walkway and balcony upgrades, Anti-social behaviour upgrades and compliance works. Consultation with residents will conclude by the end of June 2022. More information on this matter will be provided following the conclusion of the consultation and a report would be provided at a subsequent meeting.

EH110 Salt Bins

110.1 Salt Bag Partnership Scheme for Winter 2022/23

The Committee AGREED that the Town Council will participate in the 2022/23 Winter Salt Bag Partnership Scheme.

110.2 Request for Salt Bin at the top of Smarts Lane, Loughton.

The Committee NOTED that a deliberation is still awaited from the Epping Forest Local Highways Panel.

EH111 Loughton Cemetery

111.1 Closed Churchyard

Members NOTED that St John's Church Cemetery would at some point become a Closed Churchyard. A site visit, involving St John's representatives would be arranged in the next few weeks to allow for Officers to familiarise themselves with the layout. The Town Clerk reported that any transfer of the Churchyard to LTC would place additional demands on existing Town Council staff regarding both the administration and grounds maintenance of the site.

111.2 Request for Memorial Bench at Loughton Cemetery

The Committee AGREED to the request received from a local resident to have a bench installed (at own expense) in Loughton Cemetery, on the mound near Section F. Officers will attend to this matter.

EH112 Community Events

112.1 Loughton Day 17.9.22 – Min no 93.1

The Committee NOTED that the organisation of this event was progressing well with 17 stalls signed up and a number of performers committed already. The main marketing drive will take place after the Jessel Green Fun Day on 26 June. An initial site visits was made to Loughton Cricket

Club on 14 June 2022. Logistic concerns regarding stall holders vehicles entering the site and leaving were allayed as there are two gates, (wide enough for vehicles), one along Church Hill and one along Traps Hill. The Town Council will be hosting a 'strawberry and cream stall and also publicising Town Council activities.

Cllr Davies requested that visitors to the Jessel Green event be asked for feedback on what they like most about Jessel Green.

112.2 Loughton Wombles – Min no 93.2

The Committee NOTED that a sixth Wombles community litter pick had been scheduled to take place at the Jessel Green Fun Day on Sunday 26 June 2022.

112.3 Future Public Events

The Committee NOTED that there had been some comments regarding the lack of Platinum Jubilee bunting in Loughton High Road during the recent celebrations. This is not strictly a Town Council responsibility as local retailers can deck their shop frontages as they wish and various licensing and highways permissions need to be obtained at District and County Council levels.

The Committee AGREED to consider its role in town centre involvement in future events and celebrations.

EH113 Lopping Hall Clock and repair costs

Members NOTED the report and AGREED that next year's budget for the Lopping Hall Clock should be increased to £250 p.a. and that any residue funds left in this budget category at the end of the financial year should be transferred to Earmarked Reserves.

EH114 Loughton Market Policy - Min no EH95

The Chairman reported that interest from Market providers with plans to set up markets in Loughton, including a weekly Food Market, were currently being assessed.

EH115 Planning / Boundary Commission

The Committee AGREED to adopt the Chairman's draft letter as a response to declare opposition to the boundary change proposals. The draft will be presented to the Resources and General Services Committee to be endorsed at its next meeting on 5 July 2022.

EH116 Christmas Lights 2022-24

The Committee NOTED that the tender process had been successfully completed and that Aylseford Electrical Contractors had been chosen for the three-year contract between 2022 and 2025 at a cost of £48,562,20 spread over the three-year period.

EH117 Christmas Windows Competition 2022

The Committee considered a way forward for the competition and AGREED to revert to the terms and conditions employed in 2019 (pre-Covid). It was further AGREED that a Town Mayor special award be instigated, and that participation stickers would be issued to entrants earlier, prior to the judging process.

EH118 Essex Wildlife Trust (EWT) annual subscription fees

The Committee considered the sharp increase to the annual membership fee and AGREED to refer this matter to the Resources and General Services Committee with a recommendation to cancel the subscription.

EH119 Waste Recycling issues

Cllr Davies addressed the Committee on issues relating to the re-cycling of waste items. It was AGREED that the Town Council should encourage EFDC, as the local waste collecting authority, to broaden the scope of its waste re-cycling capability and AGREED that LTC District Councillors would take this matter forward on behalf of the Town Council.

EH120 Financial Position

Current Financial Position

The Committee NOTED the current financial position.

EH121 Future Work of the Committee

The Town Clerk said that a report would be made to the next meeting regarding the scanning of burial registers.

EH122 Environmental Issues

No issues were raised.

Signed:

Date: 20 September 2022