

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Monday 2 October 2023 at
7.30pm**

Present

Councillors: C C Pond (in the Chair)

B Cohen

C P Pond

K Valentine

S Fontenelle

J Riley (as substitute for G Wiskin)

D Wixley (as substitute for P Beales)

Also in attendance

Councillor: W Kauffman

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

One member of the public

EH217 Apologies

Apologies for absence were received from Cllrs P Beales and G Wiskin. The Town Clerk reported that Cllr D Wixley had been nominated as substitute for Cllr P Beales, and Cllr J Riley had been nominated as substitute for Cllr G Wiskin for this meeting.

The Chairman apologised on behalf of himself and the Vice-Chairman for the cancellation of the previous meeting due to their ill health, and the resultant unavailability of substitutes for the meeting.

EH218 Leave of Absence

Members AGREED to an extended leave of absence from all Town Council and Committee meetings for Cllr Beales until the end of the current Town Council term ending 24 May 2024 due to exceptional prevailing health circumstances.

EH 219 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. Cllr Wixley declared a non-pecuniary interest in agenda item 9.3, as he has made representations to Qualis on this matter previously, and agenda items 12.1 and 12.2 as a member of ECC's Local Highways Panel. Cllrs S Fontenelle and W Kauffmann declared pecuniary interest in agenda item 11, as part of their aspirations to set up a company to bid to run the proposed weekly market.

EH220 Confirmation of Minutes

The Minutes of the meeting held on 14 June 2023 were CONFIRMED as a correct record and signed by the Chairman.

EH221 Public Representations

None were received.

EH222 Town Clerk's / Chairman's Report

The Town Clerk confirmed that this year's 'Light up a Life' service at Kings Green was to be held on Saturday 25 November 2023, with the usual format and timings to be observed.

The Town Clerk also reported that Thames Water were to investigate a possible water leak at the cemetery. The Services Manager was due to meet with Thames Water engineers on Tuesday 3 October 2023 to review.

The Committee AGREED to bring the following agenda item forward.

EH223 Weekly Markets – Min no EH210

Cllrs S Fontenelle and W Kauffman addressed the Committee with a short presentation, outlining their vision of weekly markets in Loughton High Road under the umbrella of a company to be formed as Loughton Markets Ltd. They informed the Committee that the company would be set up to make modest income with the intention to feed some funding back to charitable institutions. Members took the opportunity to question the Councillors on their presentation.

Thereafter Cllrs Fontenelle and Kauffman and the local resident (a direct relative of Cllr Fontenelle) withdrew from the meeting.

The Committee considered the presentation and thereafter Cllrs Fontenelle and Kauffman rejoined the meeting, together with the local resident.

The Town Clerk reiterated his concern over potential conflict of interests.

The Committee AGREED that

- the other interested party would be given the opportunity to address the Committee, on a further date to be arranged.
- Cllrs S Fontenelle and W Kauffman should submit a written report detailing their business plan in full, with a comprehensive list of action points to be completed and a time frame stating when each element would be actioned.

EH224 Heritage Plaques – Min EH202

The Clerk reported that the plaque for Charles Frederick Clark (1876 – 1945), Industrialist and Philanthropist, had been received, and that a suitable installation date is currently being sought with the homeowner at 8 Connaught Avenue.

EH225 Essex County Council (ECC) The Public Health Accelerator Bids (PHAB) programme

The Committee NOTED the report and AGREED that this matter was better suited for the Recreation Committee, which would be consulted in this regard.

EH226 Allotments

**226.1 Willingale Road Allotment Site
Status Report**

The Committee NOTED the report.

**226.2 Roding Road Allotment and Leisure Gardens Association (RRALGA)
Allotments Report
Status Report**

The Committee NOTED the report.

Cllr Fontenelle declared a non-pecuniary interest in the next item.

**226.3 GROW Community Garden (Hillyfields) – Min no 203.3
Status Report**

The Committee NOTED the report and the subsequent response from Qualis.

EH227 Signage

227.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH187.1

The Committee NOTED that the interpretation sign had now been installed near to the Loughton Underground Station forecourt. It was also NOTED that the Epping Forest Heritage Trust has arranged a launch event at 10.30am on Thursday 18 October 2023.

227.2 Broadway Noticeboard – Min no EH187.2

The Committee NOTED that the installation of this noticeboard is imminent.

227.3 Oakwood Hill Noticeboard – Min no EH187.3

The Committee NOTED that the installation of this noticeboard is imminent.

227.4 Alleyway Project – Min no EH187.4

The Committee NOTED that the installation of name plates had been carried out on seven hitherto unmarked alleyways around the town on 19 June 2023. An eighth, Bayliss Path, remains outstanding whilst the necessary permissions are being sought.

EH228 Correspondence with Essex County Council

228.1 Salt Bin provision – Min no EH205

The Committee NOTED the report.

228.2 Bus shelter – Min no EH205.2

The Committee NOTED the report and AGREED that this matter could not be progressed, as no available budget had been set aside for new bus shelters during financial year 2023/24.

[The Chairman informed the Committee that Essex County Councillor Tom Cunningham would be taking over the role of Portfolio Holder for Highways Maintenance and Sustainable Transport from Cllr Lee Scott].

EH229 Events

229.1 Loughton Day – Min no EH206.1

The Committee NOTED the Community Manager's report. The Town Clerk reported that the event had been very well received by visitors and participants alike, with very positive feedback coming back to the Town Council from members of the public. The budget for this inaugural event was likely to be exceeded but the excess would be covered by bank interest received, which is exceeding original expectations. The office had held a comprehensive debrief meeting to work towards another successful event in 2024.

The Committee AGREED to the staging of the event next year, likely to be 14 or 21 September 2024.

229.2 Horticultural Show

The Committee NOTED the report on this popular annual event.

229.3 Loughton Wombles

The Committee NOTED the report of the previous Wombles litter pick held Saturday 16 September 2023, at the Loughton Day event. Further dates were planned for the remaining months of 2024.

EH230 Chigwell Lane Bench – Min no EH207

It was AGREED that due to budgetary constraints, no further action would be taken on this matter during financial year 2023/24.

EH231 Oak Processionary Moth (OPM)

The Committee NOTED the report and that the same exercise will be carried out next year unless the protocol, as set by the Forestry Commission, is altered.

EH232 Closed Churchyard – Min no EH209

The Town Clerk reported that the matter was progressing and that the Town Council awaited further instruction from officials at St John the Baptist Church.

EH233 World Suicide Prevention Day

The Committee NOTED Cllr Davies' request but AGREED that a direct liaison between Redbridge Samaritans would be the most beneficial outcome. Officers would make the necessary introductions.

EH234 Hedgehogs R Us Project

The Committee NOTED the report. Unfortunately, whilst recognising the merits of the scheme, most requirements would be for private land and there is no budget available for this project currently.

EH235 Financial Savings – Min no EH208

The Committee NOTED that an onsite meeting at the Roding Valley Recreation Gound will be arranged soon with the Chaiman of the Environment & Heritage Committee, the Chairman of the Recreation Committee and other interested parties including a representative from Qualis.

**EH236 Financial Position
Current Financial Position**

The Committee NOTED the report.

EH237 Environmental Issues

No issues were raised.

EH238 Future Work of the Committee

No matters were raised.

Signed:

Date: 15 November 2023