

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 Tuesday 30 January 2024  
at 7.45pm**

**Present**

**Councillors:** C C Pond (in the Chair)  
B Cohen S Fontenelle  
K Valentine G Wiskin  
T Downing (as substitute for P Beales) D Wixley (as substitute for C P Pond)

**Also in attendance**

**Councillor:** C Davies

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

**EH257 Apologies**

Apologies for absence had been received from Cllrs P Beales and C P Pond. The Town Clerk reported that Cllr T Downing had been nominated as substitute for Cllr P Beales and Cllr D Wixley had been nominated as substitute for C P Pond for this meeting.

**EH258 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.

**EH259 Confirmation of Minutes**

The Minutes of the meeting held on 15 November 2023 were CONFIRMED as a correct record and signed by the Chairman.

**EH260 Public Representations**

None were received.

**EH261 Town Clerk's / Chairman's Report**

The Committee NOTED the update on repair to the surface pipe leading to one of the taps at the Town Council cemetery.

The Town Clerk reported that the annual 'Light up a Life' service would be held at Kings Green on Saturday 30 November 2024.

**EH262 Weekly Markets – Min no EH244**

The Committee NOTED that discussions have commenced with Hughmark regarding the due diligence and processes needed to be in place, in order to grant a market licence.

**EH263 Heritage Plaques – Min-no-EH245**

The Committee NOTED that officers are awaiting a response from the resident at Connaught Avenue to arrange a dedication ceremony in respect of the plaque for Charles Frederick Clark (1876 -1945), Industrialist and Philanthropist.

**EH264 Allotments**

**264.1 Willingale Road Allotments Report**

The Committee NOTED the report and AGREED to go ahead with the Town Mayor's Best Allotment Competition this year. It was further NOTED that the Loughton Horticultural Show has been confirmed for Saturday 7 September 2024 at Murray Hall, and a judge for the show has been confirmed.

**264.2 Roding Road Allotment and Leisure Gardens Association (RRALGA) Allotments Report – Min no EH246.2**

The Committee NOTED the report of the meeting held with the Chairman and Secretary of the RRALGA on 22 November 2023, and attended by the Town Clerk, Services Manager and Allotments Officer.

**EH265 Signage**

**265.1 Signage to the Forest from Loughton Station / Town centre – Min no EH247.1**

The Committee NOTED that a new 'Epping Forest' interpretation board has been placed by the City of London Corporation as part of the partnership project, at the Shaftesbury end of Staples Road to the left of the Staples Road storage pond, facing the gate 85 entrance.

**265.2 Alleyway project – Min no EH247.4**

The Committee NOTED that

- Transport for London (TFL) has approved two signs for the alleyway by the station, named "Gillingham Path," and an installation date is pending
- the remaining 'Bayliss Path' alleyway sign (lower part of Church Hill) is proving more difficult, as owners of the access way are not responding to Town Council requests and the Office will continue to chase.

**EH266 Events**

**266.1 Loughton Wombles**

The Committee NOTED the most recent litter-pick by two groups of Wombles on Saturday 13 January 2024. The next litter picks are scheduled for Saturday 10 February 2024 and Saturday 23 March 2024.

**EH267 Closed Churchyard – Min no EH250**

The Committee NOTED the report and that the dialogue with St John the Baptist Church continues. The Town Clerk will provide a further update at the next meeting of this Committee.

**EH268 Christmas Window Competition 2023**

The Committee considered the report and AGREED that any changes to the judging grid will be held over until the formation of the new Town Council in May 2024, following the local Town Council elections.

**EH269 Meeting with the City of London Corporation (COLC)**

The Committee NOTED the report.

**EH270 Spring Bulb Display on Borders Lane**

The Committee NOTED Cllr Davies' report and AGREED that the Town Clerk would write to the developers, Fairview Homes, asking that they reinstate this section of grass verge, to also include the planting of spring bulbs as before.

**EH271 Consultation update on proposed changes to bus routes**

The Committee NOTED the report. The Committee Chairman reported that the new buses to cross Loughton would be powered by electricity.

**EH272 Loughton Station Disability access**

The Committee NOTED the report and AGREED that it would be beneficial to include an article in the next edition of Think Loughton highlighting this matter. It was further AGREED that the Town Clerk would write to Transport for London to ask if they can address this situation.

**EH273 Financial Position**

**Current Financial Position**

The Committee NOTED the current financial position as at 30 November 2023, together with current details of the funds available from earmarked reserves.

**EH274 Budget 2024/25**

The Committee NOTED the budget that was passed at the preceding Town Council meeting. The £5K earmarked funds for salt-grit bins, (an item that affects this Committee), was NOTED.

**EH275 Environmental Issues**

No issues were raised.

**EH276 Future Work of the Committee**

No matters were raised.

**Signed:** .....

**Date:** 26 March 2024