

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 26 March 2024 at  
7.30pm**

**Present**

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

**Also in attendance**

**Councillor:** C Davies (from Min no EH281)

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

**EH277 Apologies**

Apologies for absence had been received from Cllrs P Beales and B Cohen. The Town Clerk reported that Cllr Wixley had been nominated as substitute for Cllr Beales and Cllr Riley as substitute for Cllr Cohen for this meeting.

**EH278 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.

**EH279 Confirmation of Minutes**

The Minutes of the meeting held on 30 January 2024 were CONFIRMED as a correct record and signed by the Chairman.

**EH280 Public Representations**

None were received.

Cllr Davies joined the meeting during the following item.

**EH281 Town Clerk's / Chairman's Report**

The Committee NOTED that the £2,100 sourced by Cllr Pond from the Essex County Council (ECC) Locality Fund for an electric charging point at Murray Hall for the community van had now been received before the financial year end.

**EH282 Unwanted and Neglected Banners left in Town Centre, The Drive and around Loughton**

The Committee NOTED the report. The Town Clerk reported that EFDC Enforcement Officers have now agreed to assign the District Council's Highway Rangers to remove the offending advertising banners from around the town.

**EH283 Samaritans' Signs in Epping Forest**

Cllr Davies asked the Committee to consider the placement of Samaritans' support signage to Loughton Town Council (LTC) owned benches, and to benches in and around the forest, which would be the property of the City of London Corporation.

Permissions would need to be granted by the City of London Corporation, who own Epping Forest  
AGREED that the Town Clerk would write to the Superintendent of the City of London Corporation in this regard.

**EH284 Weekly Markets – Min no EH262**

The Committee NOTED the report.

**EH285 Heritage Asset and Conservation Areas**

**285.1 Extension and Protection of areas within Loughton**

The Committee discussed ways in which the built environment of Loughton might be afforded extra protection, and it was AGREED that this important matter would be discussed further following the instatement of the new Council after 2 May 2024. The new Council should place more emphasis and resources on considering specific areas and also focus on the Local List.

**285.2 Heritage Plaques**

The Committee NOTED the report and AGREED to install a plaque for Diana Kennedy, the authority on all things Mexican, especially cuisine, who was born in 1923 at 19 York Hill.

AGREED that the current owners of 19 York Hill, at their own request, would be invited to purchase a plaque for Edward Manley Cummings, Clerk of the works at St Pauls Cathedral, who also resided at this property. The Committee NOTED that following installation of these two plaques during the Council year 2024/25, 19 York Hill would display an unprecedented four blue heritage plaques.

It was NOTED that as no further response has been received from the Connaught Avenue resident (Min noEH263 refers), there will not now be an official dedication ceremony.

**EH286 Signage**

**286.1 Alleyway project – Min no EH265.2**

The Committee NOTED that the 'Gillingham Path' name plates have been successfully installed at either end of the alleyway linking the entrance to Loughton Station with Roding Road. The Customer Experience Manager (Design, Heritage & Planning) LU Customer Insight, Strategy & Experience, TFL, had been thanked for his assistance in this matter.

The Committee AGREED that a further attempt would be made to contact the owners of Bayliss Path, Church Hill to Queens Road, although this may prove too difficult. Officers had made three previous attempts to initiate contact, but all had proven fruitless.

**EH287 Events**

**287.1 Loughton Wombles**

The Committee NOTED that Loughton Wombles is now well into its second year of operations and continues to thrive and attract new members. The Town Clerk reported on the most recent litter pick on 23 March 2024, when two groups attended to litter in Englands Lane (through to Debden Lane), and Hillyfields (through to Pyrles Lane), respectively. A further litter pick has been scheduled for Saturday 20 April 2024, location(s) to be arranged.

**287.2 Loughton Day – Saturday 21 September 2024**

The Committee NOTED that organisation of this year's event is already in an advanced stage. Following the success of the 2023 event, many of the previous exhibitors and stallholders have asked to return, with interest from new participants coming forward. It was AGREED that New City College would be approached, with a view to participating in this year's event.

**EH288 Cemetery Matters**

**288.1 Closed Churchyard – Min no EH267**

The Committee NOTED the report from the meeting that the Town Clerk, Cemetery Clerk and Services Manager held on site, with the Church Warden of St John the Baptist Church (SJBC) on 8 March 2024, to conduct a comprehensive survey of the area, which the SJBC wishes to transfer to LTC. A decision will need to be made by the Environment & Heritage Committee, and subsequently full Council at some point soon as to whether they wish to proceed with taking over the responsibility of the Closed Churchyard. However it was AGREED that no further comment would be made until a response had been received from SJBC, regarding a series of maintenance questions that had previously been raised by LTC.

**288.2 Tree damage**

The Committee NOTED that overnight on 26 February 2024 during one of the recent storms, a large tree went over a pathway near the entrance to the cemetery.

**288.3 Rough Sleeper**

The Services Manager reported that during late January / early February 2024, evidence of a rough sleeper was found at the cemetery. A referral was made to 'Street Link' and two outreach workers from CHESSE Outreach Team attended the cemetery to investigate. This issue would appear to have gone away, but the site continues to be monitored for any such evidence.

There had been evidence of a rough sleeper along the Great Eastern Path, near Loughton Underground Station. The office was asked to monitor any subsequent reports of any further such incidents of rough sleepers in the underpass and contact the appropriate authorities accordingly.

**EH289 Tree Report**

The Committee NOTED the Tree Survey Report, which was completed on 8 January 2024 by Place Services, ECC, with minimal follow-up work required to trees on sites that are the responsibility of this committee.

**EH290 Spring Bulb Display on Borders Lane – Min no EH270**

The Committee NOTED that no response has been received from the request sent to Fairview Homes on 13 February 2024, and it was AGREED that the Town Clerk will continue to chase.

**EH291 Loughton Station Disability Access – Min no EH272**

The Committee NOTED that the contact for this area of responsibility had been sourced from Transport for London (TFL) and that Town Clerk will continue to chase a response.

**EH292 Removal of seven Loughton Salt Grit Bins by ECC – Town Council Min no 235**  
The committee NOTED that a further holding e-mail had been received from the ECC Cabinet Member for Highways, Infrastructure and Sustainable Transport dated 23.2.24. Following an office survey, only one salt bin on the Golding Manor Estate has been replaced and filled up. The Town Clerk will endeavour to obtain a further update, prior to the next Committee meeting.

**EH293 Indoor / Outside Boot Sales – Loughton Lawn Tennis and Bowling Club (LLTBC) request**  
The Committee NOTED that a request dated 1 March 2024 had been received from LLTBC (based in Eleven Acre Rise, Loughton) to be allowed to hold Indoor/Outside Boot Sales. It was AGREED that as a one off request and as per common practice from local authorities, the request would be allowed without the granting of a licence, but LLTBC would need to produce a risk assessment and give consideration for their parking arrangements. For future regular such requests a 'car boot policy' would need to be provided and a draft policy would be brought to the next committee meeting for members to consider.

**EH294 Drinking Fountain, High Road Loughton**  
The Committee NOTED that one of the ridge tiles has detached from the roof and has left a gap, although the roof appears to be sound. A trusted roofing contractor visited the site on 22 March 2024, and a quote is awaited, before the works can be progressed.

**EH295 Hanging flower baskets, Loughton**  
The Committee AGREED to continue with the annual planting, maintenance and watering of hanging baskets in Loughton, namely 38 hanging baskets in The Broadway, 31 wraparound baskets for The High Road, and 11 wraparound baskets for Old Station Road, for the period 20 May 2024 to 22 September 2024 – 18 weeks. Officers will now make the necessary application to ECC Highways.

**EH296 Financial Position**  
**Current Financial Position**  
The Committee NOTED the current financial position as at 31 January 2024, together with current details of the funds available from earmarked reserves.

**EH297 Environmental Issues**  
No items were raised.

**EH298 Future Work of the Committee**  
No specific items were raised, although it was noted that the LTC website should be reviewed and updated to feature any items of interest that may attract tourists to Loughton.

**EH299 Closing Remarks of the Committee Chairman**  
As this is the last Environment & Heritage Committee meeting of this current Town Council administration, the Chairman took the opportunity to thank the Officers, Committee members and substitute members for all their hard work during the past three years.

**Signed:** .....  
**Date:** 11 June 2024