

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the Meeting held on Wednesday 11 June 2025 at 7.30pm at 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

**Present**

**Councillors**

C Pond (in the Chair)	W Dodd
A Fricker	S Harriman
C Ubah	K Valentine
D Wixley (as substitute for Cllr Obaseki)	

**Officers:**

M Squire (Town Clerk)  
P Hoy (Services Manager)  
D Taylor (Community & Services, Assistant Manager)

**EH100 Apologies**

An apology was received from Cllr Obaseki. Cllr Wixley had been nominated as her substitute for this meeting.

**EH101 Declarations of Interest**

Cllr 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.

Cllrs Wixley & Fricker declared a non-pecuniary interest in agenda item 16 as members of Epping Forest Heritage Trust (EFHT).

**EH102 Confirmation of Minutes**

The minutes of the meeting held on 25 March 2025 were CONFIRMED as a correct record and signed by the Chairman.

**EH103 Public Representations**

None were received.

**EH104 Town Clerk's / Chairman's Report**

The Committee NOTED the reports.

Cllr Pond thanked all staff for their input with the arrangements for his wife's funeral which took place on 3 June 2025.

Debbie Taylor was congratulated on her promotion to Services Manager and best wishes and messages of gratitude were extended to Paul Hoy, upon his imminent retirement as Services Manager.

**EH105 Councillor Joyce Obaseki – see Town Council Min No. 100 – Town Clerk's Report**

Members AGREED to the request for a further month's leave of absence for Cllr Obaseki until 17 July 2025. She had informed the Town Clerk that she should be back to attend meetings as from 20 June 2025. The Town Clerk would send her a reminder in due course.

**EH106 Heritage plaques**

The Committee AGREED to proceed with the plaque for Percy Thompson as it was requested first and meets the criteria. Only one plaque will be installed annually until further notice. Consideration in the future will be given to the other two named in the report, i.e. Vernon Robertson and former Cllr Joan Davis.

**EH107 Weekly Markets – Min no EH90**

Members NOTED the frustrating bureaucracy and potential additional costs involved in obtaining approval from ECC Highways and/or the North East Parking Partnership (NEPP), which in turn may prohibit the market operator from establishing the weekly Sunday market. The Town Clerk was currently awaiting a response from the NEPP, Interim Engineering Manager, who is trying to achieve a workable solution going forward.

**EH108 Christmas Lights – Min no EH91**

Members NOTED the report and images of the proposed displays were circulated.

**EH109 Allotments – Willingale Road Allotments**

The Committee NOTED the report and

- AGREED to proceed with the Town Clerk's suggested financial options regarding virement of funds from other Environment and Heritage (E & H) Committee budget headings, to purchase a new cesspit (replacing the old one which is still taking in ground water).
- AGREED to increase the Annual Rent by 4.5%, in keeping with the most recent Retail Price Index indicator.

**EH110 Davenant Playing Fields – Min no EH91**

The Committee NOTED the report and would await a written response from the school.

**EH111 Pyrles Lane (former) Allotment Site – Min EH94**

The Committee NOTED that a letter had been sent to the Secretary of State and a response is awaited.

**EH112 Events**

**112.1 Loughton Wombles – Min EH95.1**

Members NOTED the report.

**112.2 Loughton Day (community event)**

Members NOTED the report and AGREED to run a 'strawberries and cream' stall.

**EH113 Cemetery Matters**

**113.1 Bench installation**

Members NOTED that a further bench was installed by the 'oak tree roundabout on 11 April 2025.

**113.2 Churchyard Cemetery Plot Endowment – Earmarked Reserve Funds (EMR) – £8,262**

Members NOTED the report and AGREED that the balance of £3,479 should be vired to another appropriate E & H Committee budget line, when a suitable project is identified.

**EH114 Benches owned by Loughton Town Council and the City of London Corporation, Epping Forest (CoLC) – Min no EH96**

The Committee NOTED the report.

**EH115 Epping Forest Heritage Trust – Strategy and Impact Report 2025 to 2030**

The Committee NOTED with interest the report from the EFHT and commended them on their good work.

**EH116 Financial Position**

**Current Financial Position**

The Committee NOTED the current financial position as of 31 May 2025 together with current details of the funds available from earmarked reserves.

**EH117 Environmental Issues**

No issues were raised.

**EH118 Future Work of the Committee**

Cllr Pond suggested the dead tree at the entrance to the Cemetery be kept in situ, (if safe) and to be recognised as a “dule /dool tree”(a symbol of sorrow and grief). Officers would liaise with contractors to assess the safety aspects.

Cllr Pond would also inform members of the availability of a new round of ECC Locality Fund monies, if and when this becomes available.

Cllr Wixley proposed the consideration of solar panels at Murray Hall. This would have to be reviewed by the Recreation Committee, although there is no budget for such a major project currently.

**Signed:** .....

**Date:** 24 September 2025