

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the Meeting held on Wednesday 24 September 2025 at 7.30pm at  
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

**Present**

**Councillors**

C Pond (in the Chair)  
A Fricker  
K Valentine

W Dodd  
S Harriman  
C Ubah

**Also present:** Cllr D Wixley

**Officers:** M Squire (Town Clerk)  
D Taylor (Services Manager)

**EH119 Apologies**

No apologies were received.

**EH120 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. The Town Clerk declared a non-pecuniary interest in Agenda item 6, as he is known to the homeowner.

**EH121 Confirmation of Minutes**

The minutes of the meeting held on 11 June 2025 were CONFIRMED as a correct record and signed by the Chairman.

**EH122 Public Representations**

None were received.

**EH123 Town Clerk's / Chairman's Report**

Members NOTED the Town Clerk's report and specifically:

- Litter along Station Approach – Min no EH81 refers. The office had received confirmation from the Area Waste Officer, EFDC that this area will be litter picked on a weekly basis. Town Council officers will continue to monitor.
- The annual supply of salt for the Salt Grit Volunteer Scheme was delivered; two pallets had been requested but only one received. However, there is still a good supply in stock from last winter.
- Fields in Trust status for Jessel Green – Members noted the preparation for the digital flyer for the forthcoming consultation which will commence in late autumn and were appreciative of Cllr K Valentine's work in this respect.

**EH124 Heritage Plaques**

Members NOTED the report and the contents of a complimentary letter, received from Caroline Boyle, which was read out by the Town Clerk.

**EH125 Christmas Lights – Min no EH108**

The Committee AGREED to the extra cost of £1,462 + VAT for an additional set of warm static LED lights to go on the Kings Green tree. The additional lights would be placed higher and wider which would enhance the general appearance of the tree.

**EH126 Christmas Window Competition 2025**

The Committee AGREED to continue with the competition in its present format. Town Councillors will be requested at a later date to distribute flyers. Certain Members would be asked to assist the Town Mayor in the judging of this competition, later in the year.

**EH127 Allotments – Willingale Road Allotments**

The Committee NOTED the report. It was AGREED that a meeting should be called for Plot Holders to fill the gap of limited volunteers on the site and collectively improve the allotments with the volunteers' assistance. In the longer term, there is the potential that allotment volunteers be appointed to manage the site. The Town Clerk reported further on the incident of 12 September 2025. The Committee AGREED the matter should be left in the hands of Essex Police.

**EH128 Pyrles Lane (former) Allotment Site – Min EH94 refers**

Cllr Wixley declared a non-pecuniary interest in this item as he was formerly a District Councillor. The Committee NOTED the contents of the letter from the Ministry of Housing Communities & Local Government dated 22 August 2025 and also NOTED that there may be some impasse in the delivery of this development project as a whole.

**EH129 Events**

**129.1 Horticultural Show**

The Committee NOTED the report. Final income and expense figures would be available at the next Environment & Heritage Committee meeting.

**129.2 Loughton Day (community event)**

The Committee NOTED the report. The Town Clerk recalled a highly successful event with an increased number and variety of stalls and footfall despite the less favourable weather conditions. 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. Councillors who assisted on the 'Strawberry and Cream' stall were thanked as were the volunteers and officers involved in the planning and working of the event. There has been a subsequent office debrief into areas that worked well and those that did not work so well. Members also added their own observations.

Final income and expense figures would be available at the next Environment & Heritage Committee meeting.

**129.3 Loughton Wombles**

Members NOTED the report.

**EH130 Cemetery Matters**

**130.1 Memorial Bench Plaque**

The Committee AGREED to the request for a proposed plaque to be added to an existing bench in the Town Council cemetery and for future memorial plaques to be placed on this bench, which has no specific owner.

The Committee AGREED for the officers to use their discretion to implement plaque requests without formal submission to the Committee (unless there is anything controversial in the actual request).

**130.2 'Dule /Dool tree' at the Loughton Town Council Cemetery Entrance**

The Committee AGREED to the implementation of the dule tree on the basis submitted and that an appropriate description board should be added.

**EH131 Benches owned by Loughton Town Council and the City of London Corporation, Epping Forest (CoLC) – Min no EH114**

The Committee NOTED the report.

**EH132 Environmental Sustainability – Min no EH59**

The Committee AGREED the new draft Environmental Policy proposal, as prepared by Cllr Fricker. On paragraph iv 'Sustainable Travel' the wording 'where appropriate' should be added to the text – 'Promote and support modern working practices, such as remote working, amongst staff and councillors.' Any other minor changes would also be added if necessary.

Cllr Fricker expressed the importance of promoting the 'Bee Friendly Award.'

**EH133 Request for Safe Crossing along Rectory Lane**

Members AGREED that a safe crossing was required at this location following Cllr Obaseki's report. However, given

- that this request had been lodged already many years ago with the Local Highways Panel (and nothing had come of it)
- the looming decentralisation of ECC and County unitary bodies

it is unlikely that realistically any action will be taken for the foreseeable future.

However, the Committee AGREED to support the request for a crossing and asked the Town Clerk to write to the ECC Highways Portfolio holder, Tom Cunningham to request that this scheme is implemented.

**EH134 New Road signs at 'Hilltop', Loughton**

The Committee NOTED the report.

**EH135 Locality Fund**

Members mooted various ideas to use the Locality Fund for various community orientated projects. However, some of these suggestions would vastly exceed the funding amount available; or were too major a project to realistically meet the tight deadline.

One option was to replace the deteriorating wooden decking at the Murray Hall which is widely used by the community. The Town Clerk would check with the ECC officer to ascertain whether this is a plausible project.

This item will also appear on the Resources and General Services agenda for 8 October 2025 to seek further suggestions.

**EH136 Assets of Community Value**

These assets are specifically Debden House and Debden House campsite.

The Committee AGREED that the Town Clerk should apply to protect those assets as Assets of Community Value (AVC).

**EH137 Financial Position**

**Current Financial Position**

The Committee NOTED the current financial position as of 31 July 2025.

**EH138 Environmental Issues**

Cllr Dodd raised concerns about the number of weeds growing in the pavements, and also the problematic bins at the top of Deepdene Road. She was advised to report to EFDC directly.

**EH139 Future Work of the Committee**

The lack of treatment of weeds on the pavements should be brought back to the next Environment & Heritage Committee meeting.

**Signed:** .....

**Date:** 19 November 2025