

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the Meeting held on Wednesday 19 November 2025 at 7.30pm at  
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

**Present**

**Councillors**

C Pond (in the Chair)

W Dodd

J Obaseki

A Fricker

K Valentine

S Harriman

C Ubah

**Also present:**

**Officers:**

M Squire (Town Clerk)

D Taylor (Services Manager)

**EH140 Apologies**

No apologies were received.

**EH141 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. Cllr Fricker declared a non-pecuniary interest in items relating to Roding Road allotments as he has an allotment at this site.

**EH142 Confirmation of Minutes**

The minutes of the meeting held on 24 September 2025 were CONFIRMED as a correct record and signed by the Chairman.

**EH143 Public Representations**

None were received.

**EH144 Town Clerk's / Chairman's Report**

Members NOTED the Town Clerk's report and specifically, that

- the Deputy Town Clerk's written report on the EFDC briefing "Understanding Waste & Recycling" Epping Forest' would be presented to the full Town Council meeting on 10 December 2025.
- Further work would be carried out to incorporate any valid narrative that existed in the former "Environment, Sustainability and Climate Change Policy." Biodiversity requirements should be considered in all aspects of Town Council work.
- The Town Clerk would publicise on the Loughton Town Council (LTC) website and social media that LTC are not responsible for the salt grit bins (or maintenance of) but continue only with the LTC salt grit volunteer scheme in Loughton.

**EH145 Bench on the corner of Church Lane / Church Hill**

The Town Clerk read out the letters of complaint he had received from local residents living in the vicinity of the dilapidated bench. Members NOTED the familiar dilemma of providing seating facilities for the elderly / less able, set against anti-social behaviour. The Committee AGREED as a 'first step' that the adjoining owner

would be approached to see whether it is possible either to install a bench adjacent to the bus shelter, or to widen the space for the shelter such as to accommodate seating in it. The Committee would review again pending the response. The existing bench would be taped off, for the time being.

Additionally, members were shown photos of two recently renovated benches, (close to The Plume and Feathers Public House) which have been recently repaired by the Maintenance Assistant.

**EH146 Loughton Broadway Market**

The Committee AGREED to support the proposal for a street market. Members also NOTED that 'The Broadway Town Centre Partnership' (TBTCP) was to liaise with ECC for permissions to use the highway and were drawing up a site plan map as the starting point. LTC would provide a licence for a nominal fee, if all ECC stipulations were met. Negotiations for the market were otherwise a matter between ECC and TBTCP, not involving LTC.

**EH147 Heritage Plaques – Min no EH124**

The Committee NOTED the report.

**EH148 Christmas Lights – Min no EH125**

Members AGREED that if any flags caused obstruction / safety concerns for the LED Christmas lights, they would have to be removed and the cost absorbed by LTC, as ECC were not willing to revisit the issue.

**EH149 Part night to all night street lighting**

The Committee AGREED that a decision on this request would be deferred until the Town Clerk had obtained an up to date quotation for the potential costs to implement all night street lighting. An update would be provided at the next Committee meeting.

**EH150 Christmas Window Competition 2025 – Min No EH126**

Cllrs Dodd and Harriman AGREED to assist the Town Mayor in judging this year's Christmas Windows Competition. Members were thanked for volunteering to deliver the promotional flyers to retailers around Loughton.

**EH151 Allotments – Willingale Road Allotments**

**151.1 Allotments Report**

The Committee NOTED the report.

**151.2 Correspondence from an existing plot holder**

The Committee AGREED to officers organising a plot holders' meeting to attract more volunteers. A long term possibility could be to form an allotment society to run the site. Cllr Fricker offered to supply/email further information on 'devolved management for allotment associations' and 'tackling vandalism on allotment sites' (which has subsequently been received).

The Town Clerk would provide the plot holder with a breakdown of expenditure on the allotments over the past five years as requested.

**EH152 Events**

**152.1 Horticultural Show – Min no EH129.1**

The Committee NOTED the report.

**152.2 Loughton Day (community event) – Min no EH129.2**

The Committee NOTED the report and thanked the officers concerned for their hard work.

Cllr Fricker reiterated that he had sourced a disused ramp which may be suitable for better mobility access to Loughton Cricket Club clubhouse. The Town Clerk had also previously suggested to the cricket club chairman that they could apply for a grant for a ramp into the clubhouse. The Town Clerk would pursue these matters with the club.

**152.3 Loughton Wombles**

The Committee NOTED the report and the Loughton Wombles were thanked for their contribution in keeping the town litter free.

**EH153 Cemetery Matters**

**153.1 Memorial Bench Plaque – Min no EH130.1**

The Committee NOTED the report.

**153.2 ‘Dule /Dool tree at the Loughton Town Council Cemetery entrance – Min no EH130.2**

Members NOTED that the interpretation board for the Dule/Dool tree would be installed soon at a cost of circa £600, (the costs can be allocated from a number of relevant budget lines).

**153.3 Cemetery Theft**

The Committee NOTED the report.

**EH154 Request for safe crossing along Rectory Lane – Min no EH133**

The Town Clerk read out a response from ECC Highways Portfolio holder, Tom Cunningham, which did not provide a clear way forward but put emphasis on local schools to instigate an application, which did not seem appropriate. The Highways Panel have it on their list but have said it is not a high priority. ECC are only pursuing current projects which have already been funded and with pending devolution, there is no realistic opportunity for this project to be taken forward in the short to medium term.

Members NOTED the report.

**EH155 Locality Fund – Min no EH135**

The Committee NOTED the report.

**EH156 Assets of Community Value – Min no EH136**

The Committee NOTED the report.

**EH157 New Road signs at ‘Hilltop’, Loughton**

Members NOTED that three signs had been installed.

**EH158 Annual Tree Survey**

The Committee NOTED the report.

**EH159 Financial Position**

**Current Financial Position**

The Committee NOTED the report

**EH160 Fees for Financial Year 2026/27**

Members AGREED the new fee structure for 2026/27.

**EH161 Budget 2026/27**

**161.1 Committee Priorities**

The Committee AGREED to add in 'Street Lighting' as a priority and amend 'St John The Baptist – Closed Churchyard' and 'Registration of Village Greens' to medium priority.

**161.2 Budget 2026/27**

The Committee NOTED the draft 2026/27 Budget and that £10,000 would provisionally be added to Earmarked Funds for street lighting.

**EH162 Environmental Issues**

No issues were raised.

**EH163 Future Work of the Committee**

No issues were raised.

**Signed:** .....

**Date:** 28 January 2026