

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the Meeting held on Wednesday 28 January 2026 at 7.45pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors

C Pond (in the Chair)

W Dodd

A Fricker

S Harriman

K Valentine

C Ubah

Also present:

Cllr D Wixley, Cllr S Fontenelle

Officers:

M Squire (Town Clerk)

D Taylor (Services Manager)

The Committee noted that the meeting would not be recorded.

EH164 Apologies

An apology for absence was received from Cllr Obaseki.

EH165 Declarations of Interest

Cllr 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 agenda item 15 as a member of Loughton Athletic Club.

EH166 Confirmation of Minutes

The minutes of the meeting held on 19 November 2025 were CONFIRMED as a correct record and signed by the Chairman.

EH167 Public Representations

None were received.

EH168 Town Clerk's / Chairman's Report

There were no formal reports.

EH169 Bench on the corner of Church Lane / Church Hill - Min no EH145

The Committee NOTED that the Town Clerk and Services Manager, had visited the resident of the adjoining property, who confirmed that he wanted the dilapidated bench removed from outside his property but also said other neighbours should be consulted too. An idea was that seats could be installed at the existing bus stop, but the Chairman confirmed that this had been vetoed on a previous occasion due to the width of the footway required at the bus stop. A further suggestion would be to install seating on the verge adjoining the property.

Members AGREED that

- the office should seek permission from ECC (the landowner) to dig into the verge where the seating could be positioned off of the pavement.
- the remaining stumps of the existing obsolete bench should be removed on health and safety grounds.

EH170 Loughton Broadway Market – Min no EH146

The Committee NOTED that further input was still awaited from The Broadway Town Centre Partnership (TBTCP).

Cllr Fontenelle declared a non-pecuniary interest in this item as interim Chairman of the TBTCP.

EH171 Heritage plaques – Min no EH147

The Committee NOTED the office had received provisional dates from the homeowner for the dedication ceremony for the Percy Thompson plaque for either the 19, 20 or 23 February 2026. The Chairman asked to be advised once a date is finalised.

EH172 Part night to all night street lighting – Min no EH149

After some review Members AGREED that any such request to operate all night lighting would be deferred and revisited again for discussion later, in the summer of 2026.

Cllr Dodd asked if the underpass at Loughton Station should have all night lighting? Officers to speak to Transport for London (TFL) and enquire whether there was a fault with these lights.

EH173 Christmas Window Competition 2025 – Min No EH150

The Committee NOTED the winners' report. The Town Mayor, Cllr Wixley, reported how enjoyable it had been to make the presentations, and how well they had been received. Thanks were expressed also to Cllrs Dodd and Harriman for their participation and also to Debra Paris, (the officer responsible for organising the competition) for all their hard work.

EH174 Allotments – Willingale Road Allotments

The Committee NOTED the report and that a meeting was to be held on the evening of 24 February 2026, primarily to

- encourage a wider allotment volunteer group
- hear the views of allotment holders
- and to explain the financial position of the Town Council in relation to the allotments.

The Committee AGREED to the expenditure to produce covers for the 13 water tanks at the allotments for safety, hygiene and compliance reasons.

The Committee OBJECTED to the use of anti-climb paint on the top of the allotment gates as concerns were raised about the effects this could have on wildlife.

EH175 Loughton Wombles

The Committee NOTED the report and AGREED to the next litter pick to be staged at Willingale Road Community Orchard.

EH176 Cemetery Matters

176.1 Tree of Grief

The Committee NOTED that the interpretation board had now been delivered in respect of the Tree of Grief at the Loughton Cemetery. The recent tree survey report highlighted that further work is needed on this tree. The Town Clerk will make further enquires with the contractor who undertook the survey to advise of our plans and enquire about its safety.

176.2 Cemetery WC Flood

Members NOTED an oral report that the Cemetery WC had recently flooded and that a local plumber had been called out to stem the water flow. The building had been partially sealed off and once the area has dried out, the Maintenance Assistant would carry out any necessary repairs.

176.3 Cemetery Paths

Members NOTED that Qualis staff had recently been hoeing the edges of the Loughton Town Council (LTC) cemetery paths. Although this work was welcomed, this work was not scheduled in and LTC had not been notified. This aspect would be raised alongside other items at a forthcoming meeting, scheduled with the Town Clerk, Services Manager and Qualis on 20 February 2026.

EH177 Assets of Community Value – Min no EH156

The Committee NOTED that a decision as to whether or not to cite Debden House and Debden House campsite as an Asset of Community Value (ACV) was still awaited from EFDC.

EH178 Tree Survey

The Committee NOTED that the office would work through the list in priority, obtaining relevant quotes and informing the Committee at future meetings, of work carried out and the impact on tree budget allocations. Cllr Fricker requested that consideration should also be given for replanting of replacement trees for those which had been felled. He also suggested introducing a Memorial tree policy which could assist financially with replacement of those trees felled. The office would take this forward.

Members AGREED that for the 2027/28 budget, separate 'tree allocations' should be made for each of the LTC cemetery, allotments and Lady Whitakers Mead budget projections.

Cllr Fricker reported that the tree which is growing adjacent to Loughton Athletics Club was not mentioned in the report. This tree requires felling to avoid anyone climbing up on it to gain access to the building.

EH179 Hanging Baskets

The Committee NOTED that the hanging baskets order will be sent out in due course to the current contractors. Later this month ECC will be contacted for their usual permission to hang the baskets on the lamp columns in The Broadway, High Road and Old Station Road.

The Committee AGREED to add additional columns to the display using columns from The Drive to Traps Hill. The budget for hanging baskets has been approved and as long as the quote is within this range, officers will proceed with the order.

Cllr Fontenelle left the meeting during this item.

EH180 UK Town of Culture – Loughton is where I live

The Committee AGREED that

- officers should explore further to ascertain what is exactly involved in entering Loughton into the Town of Culture competition.
- it was a good proposal in principle but would be largely dependent on the amount of work involved for the office.

EH181 ECC – Love your Bus – grant scheme

The Committee NOTED that Cllr Pond was working alongside the Responsible Financial Officer (RFO) to meet this tight deadline and to pursue this grant scheme in relation to achieving enhancements to ‘route 397’.

Cllr Fontenelle returned to the meeting.

EH182 Recycling Briefing

The Committee NOTED the report about food and garden waste being collected separately by different waste vehicles, as from 31 March 2026.

EH183 Loughton Town Council - Introducing Treasure Trails, EFDC Initiative

The Committee AGREED that

- whilst they had no objection to this fun children’s project
- it was perceived as a commercial operation
- it did not really meet LTC’s perception and wish to achieve an in depth heritage and historically accurate trail, involving a wider scope of Loughton
- LTC should not participate and this should be a stand-alone project between the company concerned and EFDC
- the Town Clerk would convey the above to EFDC and the company concerned.

Cllr Fontelle left the meeting during this item.

EH184 Financial Position

The Committee NOTED the report.

EH185 Environmental Issues

The Committee NOTED Cllr Fricker’s report of excessive litter in Clays Lane. The Town Clerk would check whether this area had been cleared.

EH186 Future Work of the Committee

Cllr Dodd enquired whether anything could be done to reduce the speed of vehicles on the roads (particularly Goldings Hill) to avoid endangering wildlife? Road signage is the responsibility of ECC, and motorists speeding is a matter for Essex Police. Members AGREED however, that awareness could be raised on LTC’s social media platforms.

Signed:

Date: 25 March 2026