LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the Meeting held on Tuesday 9 June 2026 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
Cllr D Wixley (as substitute for Cllr Valentine)

Officers: M Squire (Town Clerk)
L Petyt Start (Town Clerk designate)
D Taylor (Services Manager)
O Drew (Community and Services Officer)

EH206 Apologies
Apologies for absence were received from Cllr's Valentine, Obaseki & Ubah. Cllr Wixley had been nominated as substitute for Cllr Valentine for this meeting.

EH207 Declarations of Interest
Cllr Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC). Cllr Fricker declared a non-pecuniary interest in items relating to Roding Road allotments as he has an allotment at this site, and Loughton Athletics Club as he is a member.

EH208 Confirmation of Minutes
The minutes of the meeting held on 25 March 2026 were CONFIRMED as a correct record and signed by the Chairman.

EH209 Public Representations
None were received.

EH210 Town Clerk's / Chairman's Report

- The online form for supply of salt for the Salt Grit Volunteer scheme for winter 2026, has been applied for.
- Organisation of both the Horticultural Show on 5 September 2026 and Loughton Day 19 September 2026 are on schedule. The Town Mayor has chosen Haven House Children's Hospice for his designated charity, and any proceeds raised from these two events will go to this charity.
- Fields in Trust status for Jessel Green – Members noted this has been passed to the incoming Clerk, Liz Petyt Start to proceed with.
- The bulbs planted in the grass verge on the corner of Borders Lane/Academy Way did not emerge/flower as the grass was rotavated by a third party, unknown to us. The Town Council will plant further bulbs in the coming autumn.
- As this was the Town Clerk's last meeting, the Chairman thanked Mark Squire for his contribution to Loughton Town Council over his seven and a half years' service.

EH211 Bench on the Corner of Church Lane / Church Hill – Min no EH192

The Committee NOTED quotes were still being sought for the hard stand base as Essex County Council (ECC) have supplied a specific specification. Prices to be presented at the next meeting.

EH212 Heritage plaques – Min no EH193

212.1 Existing Heritage Plaque criteria

The Committee AGREED to reinstate the existing Heritage Plaque criteria.

212.2 Heritage plaque for former Loughton Town Council (LTC) Councillor Joan Davis

The Committee AGREED to defer this item until Cllr Murray can be present to voice his views.

EH213 Allotments

Willingale Road Allotments

213.1 Allotments Report

The Committee NOTED the report and thanked the officers concerned for their hard work. The Committee AGREED no further action should be taken regarding the incident of theft on 9 April 2026 as the matter has been referred to the Police.

The recommended rent increase for the period 1 September 2027 to 31 August 2028 was AGREED

213.2 Updated Management policy

The Committee reviewed and AGREED the updated Management Policy.

213.3 Updated Tenancy Agreement

The Committee reviewed and AGREED the updated Tenancy Agreement.

213.4 Allotment Site Camera (CCTV & Wildlife Camera Policy (Draft))

The Committee reviewed and AGREED the draft policy and in addition asked the Allotment Officer to add to the Tenancy Agreement “plot holders should comply with the CCTV/Camera Policy”.

213.5 Willingale Road Allotments – WhatsApp Group Policy (Draft)

The Committee reviewed and AGREED the draft policy and in addition asked the Allotment Officer to add to the Tenancy Agreement “plot holders should comply with the WhatsApp Policy”.

Roding Road Allotments and Leisure Gardens Association (RRALGA)

213.6 RRALGA

The Committee NOTED the Town Clerk and RRALGA are currently working on a new lease/management agreement.

Members NOTED Cllr Fricker’s request that the fencing at Roding Road Allotments, the area near to Stonards Hill, requires repair.

General

213.7 National Allotment Society Launches First Nationwide Audit of UK Plots in 30 years

Members AGREED and will welcome being involved in the National Allotment Society (NAS survey) to establish a clear and up-to-date national picture of allotment provision, demand, and management.

EH214 Loughton Wombles
The Committee NOTED the report.

EH215 Cemetery Matters

215.1 Tree Fall
The Committee NOTED the report regarding the Atlas Cedar tree branch fall, the swift action and resolution achieved.

215.2 Cemetery – bin relocation
Members AGREED to the relocation of a bin from Loughton Cemetery to Colebrook Lane playground.

215.3 Memorial Testing Cemetery – Min no EH196.3
The Committee NOTED The Town Council's grave digging contractor has now completed the necessary qualifications to carry out memorial testing. The testing work will commence soon.

215.4 St John's Churchyard
Members AGREED to signage being put in place to distinguish between Loughton Cemetery and St John's Graveyard.

Cllr Wixley volunteered to seek information from Rev Davies regarding the gardening of the churchyard.

EH216 Tree Survey – Min no EH198
The Committee NOTED the necessary tree works already carried out and the further work to be actioned on the Recreation Ground and Cemetery.
The requirement to prune the tree in front of Loughton Athletic Clubhouse was also noted.

EH217 Heritage Lamp Post on School Green – Min no EH199
The Committee AGREED to putting a hold on the installation of posts until the Thames Water works have finished in this area.

EH218 Christmas Lights
The Committee AGREED not to have the Electrical Installation Condition Report (EICR) carried out by the Christmas Lighting contractor as no budget is in place this year for it.

EH219 Christmas Windows Competition 2026
The Committee AGREED to continue with the competition in its present format. An additional Member will be required to assist Cllr Dodd in the judging of this competition, later in the year, a volunteer will be asked for. Cllr Wixley suggested that hand delivering the runner up certificates worked well in 2025.

EH220 Part Night to All Night Street Lighting – Min no EH172
Members AGREED to review this again in one years' time.

EH221 Love your Bus Grant – Min no EH181
The Committee AGREED the contract. Members NOTED that there were minor typos found in the document which will be corrected.

The Town Clerk was asked to check the shortened route and frequency with the Responsible Financial Officer.

EH222 Proposal for Zebra Crossing Oakwood Hill (Roding Valley Recreation Ground River Way entrance)

Members NOTED a previous request for a Zebra Crossing at this location had been rejected. LTC again supports the need, but with no Local Highways Panel the Clerk was asked to write to Essex County Council and raise the need and concern again.

EH223 Financial Position

Current Financial Position

The Committee NOTED the report.

EH224 Environmental Issues

No issues were raised.

EH225 Future Work of the Committee

Members NOTED Cllr Wixley's thoughts that he does not think it is appropriate for political parties to have a stall at Loughton community events. This topic should be brought back to the next Resources and General Services meeting.

Signed: ……
Date: 22 September 2026