

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 20 June 2018 at 7.45pm at Loughton Library & Town Hall.

Present

Councillors: C C Pond (in the Chair)
P Beales T Cochrane T Owen
S Pewsey C P Pond

Also in attendance

Councillors: D Wixley (from Min no EH94.1.2)

Officers: E K Walsh (Town Clerk)
P Hoy (Services Manager)

EH90 Apologies

No apologies for absence were received.

EH91 Declarations of Interest

No declarations of interest were received.

EH92 Confirmation of Minutes

The Minutes of the meeting held on 11 April 2018 were CONFIRMED as a correct record and signed by the Chairman.

EH93 Public Representations

None were received.

EH94 Matters for Report

94.1 Allotments – Min no EH84

94.1.1 Willingale Road Allotments

94.1.1.1 Status report – June 2018:

The Committee NOTED that following a full plot inspection undertaken on 8 May 2018, eighteen letters of concern had been sent out to tenants whose plots were below standard. A further inspection was to take place in early July and, with the annual tenancy renewal due on 1 September 2018, any of those plots showing little or no improvement would be subject to a final warning letter.

The Committee CONFIRMED that arrangements for new high security padlocks and keys should be progressed with an estimated cost of £1,400.

94.1.1.2 Tenancy Agreements

The Committee reviewed the standard Tenancy Agreement with regard to Loughton residency status for tenants and AGREED to enforce the policy of doubling the rent for non-residents with effect from September 2019. Notice to this effect would be given to all tenants.

Cllr Wixley joined the meeting during the next item.

94.1.2 Annual Rent Review

The Committee AGREED the rent increase for the period 1 September 2019 – 31 August 2020 based on the published RPI figure for May 2018 of 3.3%, so that the required twelve months’ notice could be given to all tenants.

The annual rent for plots with effect from 1 September 2018 would be as follows:

Plot type	1 September 2018 – 31 August 2019 £	1 September 2019 – 31 August 2020 £
Full	37.85	39.00
Half	25.23	26.00
Shed	12.62	13.00

94.2 Heritage Plaques – Min no EH84.2

The Committee NOTED that the new plaque to commemorate the Oriole Hospital and its chief, Josiah Oldfield, on a property in Staples Road would be installed in early July and arrangements made with the property owners for a short ceremony in due course.

94.3 Bus Services – Min no EH84.3

The Chairman provided a general update on local services including bus service no 87 serving the Epping Forest Shopping Park in Langston Road that provided an hourly service to Harlow via Epping.

94.4 Bus Shelters – Min no EH84.4

The Committee NOTED that the installation of the new bus shelter in Traps Hill had been completed in mid-May 2018 at a net cost of £4,436.16. This cost had included the re-positioning of a litter bin.

The Committee asked the Resources and General Services Committee to consider the insurance of the four Town Council-owned bus shelters quoted at £23.09 per annum inclusive of Insurance Premium Tax.

94.5 Heritage Open Days – Min no EH84.7

The Committee NOTED that arrangements for the 2018 events in Loughton are being finalised. These would mainly centre on the weekend of the 8 – 9 September and include:

- Loughton Cemetery Chapel open from 1.30pm – 3.30pm on Saturday 8 September in conjunction with St John the Baptist Church which will open the bell tower;
- Classic Car Rally in Smarts Lane and High Beech Road car parks on Sunday 9 September 2018 from 10am – 4pm. The City of London had been asked to grant permission for afternoon teas to be served on Standard Green to raise money for Help the Heroes and Addenbrooke’s Hospital charities;
- The Epping Forest Centenary Walk on Sunday 9 September organised by the Epping Forest Heritage Trust.

94.6 Christmas Windows Competition 2018 – Min no EH84.8

The Committee AGREED to continue with the usual format for this annual competition and confirm the judges for 2018 at its next meeting.

94.7 Loughton Cemetery – Min no EH87

The Committee NOTED that the publicity process for the memorial safety testing exercise to be undertaken in the Autumn 2018 had begun.

94.8 Flower Baskets – Min no EH84.10

It was reported that the installation of the summer flower baskets in The Broadway, High Road and Old Station Road had been completed. However, officers would closely monitor those displays, particularly in the High Road, as they were not as impressive as in previous years.

94.9 Drinking Fountain

The Services Manager reported that repairs to the water tap had been carried out by the Council's contractor.

Cllr C C Pond declared a non-pecuniary interest in the following item as a member of Essex County Council.

94.10 Local Highways Panel

The Committee NOTED the report and AGREED the following:

- i. to express support for the request made by the Hills Amenity Society for a 20 mph speed limit zone throughout the conservation areas in Loughton and nearby roads.
- ii. to submit an application to the LHP requesting the refurbishment of the two heritage fingerpost signs in the High Road; works to include cleaning and repainting and the resetting of the directional fingers.
- iii. to make a request to Highways England for new direction signs to Loughton to be installed on the southbound carriageway of the M11 motorway as motorists could be unaware that Junction 5 provided no southbound exit to the town.

94.11 Christmas Lighting – Min no EH86

The Committee NOTED the report and that, following completion of the tender process, a 3-year contract had been offered to Blachere. The details were being finalised to create a scheme with the maximum impact under the limited budget available.

Officers also confirmed that following advice from the British Epilepsy Association this was to be a static display to avoid any possible impact on people with photosensitive epilepsy.

Cllr C C Pond declared a non-pecuniary interest in the following item as a member of Essex County Council.

94.12 Winter Service

The Committee CONFIRMED that

- i. the Town Council would participate in the 2018/19 Winter Salt Bag Partnership Scheme; and
- ii. a request may be submitted to Essex County Council for permission to install a new salt/grit bin at the junction of Spareleaze Hill and

Tycehurst Hill with Goldings Road junction with England's Lane as a reserve location. This assumes that the bin previously agreed by ECC for Shaftesbury, junction with Staples Road, was to be installed.

94.13 Alleyway Naming

The Committee AGREED to add Path 26, Rochford Avenue to 72 Etheridge Road to the list of proposed sites, to be named Clydesdale Path after the former public house at the end of Etheridge Road.

Members also CONFIRMED the renaming of Oatley Path as Ash Green Path.

94.14 Town Sign

The Committee NOTED that the former Royal Oak public house sign and post had been donated to the Town Council by Higgins and was currently stored by the car park at the Roding Valley Recreation Ground.

Members discussed the re-use of this sign to create a new town centre sign. Officers were asked to arrange for an Underground Utility Stats Search to be undertaken in order to identify a suitable location in the High Road near the junction with Forest Road.

94.15 Epping Forest Consultative Committee

The Committee NOTED that the City of London, in partnership with Essex Highways, had brought forward a proposal for an experimental traffic regulation order to close the remainder of Fairmead Road, High Beach. The Town Clerk advised that once the ETRO was in force the Council would have only six months to lodge any objections.

94.16 Essex Highways

The Town Clerk drew members' attention to an Essex Highways' proposal to introduce a 'No Entry to Southbound Traffic' prohibition on Lower Road, Loughton. To meet the response deadline this would be included in the agenda for the next Planning and Licensing Committee meeting on 2 July 2018. Noting that this proposal had the support of local residents, Members had no objection.

EH95 Financial Position

95.1 End of Year Report

The accounts for 2017/18, approved by full Council on 9 May 2018, together with details of the transfers to and from earmarked reserves, were NOTED.

95.2 Current Financial Position

The current financial position was NOTED.

EH96 Oakwood Hill Estate improvements

The Committee AGREED to release the £4,000 earmarked fund to Housing Services at Epping Forest District Council towards the estimated cost of new signage as detailed in the Agenda report.

The Committee also requested that in order to reflect this contribution, the signs should include the Town Council logo.

EH97 Environmental Issues

No issues were raised.

EH98 Future Work of the Committee

98.1 Open Gardens

The Committee AGREED to consider a suggestion that the Council should sponsor an open gardens day in June 2019, with any proceeds devoted to the Town Mayor's charity.

Signed:

Date: 12 September 2018