

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 14 November 2018 at 7.45pm at Loughton Library & Town Hall.

Present

Councillors: C C Pond (in the Chair)
P Beales T Cochrane C Davies
T Owen C P Pond
T Downing (as substitute for Cllr Pewsey)

Also in attendance

Councillors: D Wixley

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

1 member of the public

EH109 Apologies

Apologies for absence were received from Cllr Pewsey. The Town Clerk reported that Cllr Downing had been nominated as his substitute for this meeting.

EH110 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council and Essex County Council as a member of these authorities.

Cllr Wixley declared a non-pecuniary interest in agenda item 9, Broadway Parking Review as a member of the District Council's Review Panel.

EH111 Confirmation of Minutes

The Minutes of the meeting held on 12 September 2018 were CONFIRMED as a correct record and signed by the Chairman.

EH112 Public Representations

None were received.

EH113 Matters for Report

113.1 Allotments – Min no EH103

113.1.1 Willingale Road Allotments

113.1.1.1 Status report

The Committee NOTED that of the total 92 plots currently there were 8 full plots and 7 vacant half plots available to rent.

It was also reported that the total plot income as at 7 November 2018 was £2,599.64 of a possible £3,128.84 when fully tenanted.

113.1.1.2 Polytunnels

The Committee AGREED to amend the Building and Structures section of the Allotment Management Policy to include reference to the maximum size of polytunnel allowed per plot as 3m x 4m with secure anchorage.

113.1.1.3 'GROW' project

The Committee NOTED the report that the Grow project had moved to a group of five plots on the Willingale Road allotment site but would continue to be run by Anne Redelinghuys. With the current number of vacant plots this was considered good use of the land. However, should the situation change significantly, it had been agreed with GROW that the number of plots may need to be reduced to accommodate new tenants. It may also become necessary to enforce the maximum 2 plots per tenant policy.

113.1.2 Pyrles Lane Allotments

It was reported that following the relocation of the GROW project referred to in Min no EH113.1.1.3, the project on the Pyrles Lane site had been renamed the 'Restore Community Garden'.

The Committee AGREED to grant permission for the installation of a compostable toilet on this site.

113.1.3 Willingale Road Buildings

Officers reported on the recent attempted break-in at the site which had damaged two garage roofs. This would be dealt with under the Council's insurance.

113.2 Heritage Plaques – Min no EH103.4

The Committee NOTED that, following the September unveiling of the plaque to commemorate the Oriolet Fruitarian Hospital in Staples Road, an order had been placed for a blue plaque to record the home of Lionel, Lord Murray of Epping Forest, in The Crescent at a net cost of £264.75.

113.3 Bus Services – Min no EH103.5

The Chairman provided a general update on local bus service issues. The Committee AGREED to write to Arriva expressing concern that the 87 service was not well used. This could increase if timetables were provided at bus stops including those in Langston Road and the route number was displayed on the flags.

113.4 Winter Service – Min no EH94.12

The Committee AGREED to support a request from residents, previously submitted to the Local Highways Panel, for the installation of a new salt/grit bin at the junction of Mannock Drive and Goldingham Avenue as this was used as a quicker route to schools.

113.5 Loughton Cemetery – Min no EH103.8

The Committee NOTED the report on the recent memorial safety testing exercise and that, of the 257 headstones and tall memorials checked, 18

had been laid flat and 2 discreetly staked and banded. The net cost of this work had been £1,158.15.

The Burial Clerk was to write to the last known address of the owners informing them that it had been necessary to take safety measures and providing advice on the options open to them. Further inspections would be carried out in late February 2019.

The Town Clerk also reported that resurfacing works had been carried out at and nearby the entrance to the Cemetery with the main gates locked overnight to protect the work surfaces from vehicle movements.

113.6 Oakwood Hill Estate improvements – Min no EH96

The Committee NOTED that the new signage paid for by the Town Council was to be installed around the Estate on 20 November 2018.

113.7 Milestones

The Chairman reported on recent correspondence regarding the painting of milestones on Forest land. Originally owned by the Essex and Ongar Turnpike Trust, these stones were now owned by the highway authority.

The Town Clerk was asked to write to the City of London in this regard.

EH114 Financial Position

The Committee NOTED the report.

EH115 Committee Priorities

115.1 As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list and AGREED on the following:

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2018/19		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	September events + heritage trail/leaflets - 2020
High	Registration of Village Greens	Applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Oakwood Hill Estate improvements	Partnership with ECC and EFDC New Estate signage (completed 18/19)
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Vehicle speed reduction measures	Community speed watch scheme to be developed
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation panels	Locations to be identified
Medium	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Heritage street lights	Awaiting funding

On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance Rules and Regulations review
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

115.2 The Committee is also requested to review the items proposed to the Planning and Licensing Committee last year, as being suitable for a developer's Section 106 contribution should the opportunity arise:

- i. Public toilets
- ii. Town and other signs
- iii. Bus shelters and bus informatics
- iv. Replacement of non-conforming street lights

EH116 Estimates for 2019/20

The Committee considered its Estimates for 2019/20.

116.1 Income – Fees and Charges

The Committee AGREED that fees and charges for the following should be increased by 3.3%, September's RPI figure:

- i. Cemetery
- ii. Licence for vehicle access to Roding Road allotment site

The increase for the allotment rents at the Willingale Road site had been previously agreed and formal notice given to tenants that rent for a full-sized plot with effect from September 2019 would be £39 per annum (see Min no EH94.1.2).

116.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of a £4,000 budget for town signs.

116.3 Estimates for 2019/20

The Estimates for 2019/20 as presented in the Agenda were AGREED such that the net figures were as follows:

Environment and Heritage Committee	£
Total budget expenditure**	221,960
Income	-18,075
Net expenditure	203,885
Transfers from earmarked reserves*	-32,500
Total net expenditure	£171,385
<i>*Details of transfers from earmarked reserves:</i>	
<i>Cemetery wall and path repairs</i>	<i>20,000</i>
<i>Lady Whitakers Mead</i>	<i>10,600</i>
<i>Salt & grit bins replacement</i>	<i>400</i>
<i>War memorials</i>	<i>1,500</i>
	<i>32,500</i>

** **NB:** The total budget expenditure currently included a service recharge of £89,000 (the 2018/19 figure). The 2019/20 figure would be confirmed by the Resources and General Services Committee at its meeting on 9 January 2019 and a revised budget provided to the Environment and Heritage Committee at its next meeting if appropriate.

EH117 Broadway Parking Review

The Committee NOTED the detailed proposals issued by the North Essex Parking Partnership forming the current consultation. Members had also had sight of over 25 emailed comments from residents.

The Committee expressed its support for the views of those residents and others who had contacted them directly that:

- a) parking permits should not be imposed in any roads in the zone unless absolutely necessary; and
- b) the quality of the consultation was regrettable with evidence of poor communication and typographical errors in the documentation.

Members acknowledged that the final decision would be made by the District Council portfolio holder with technical input from NEPP, but offered the following advice:

- i. Junction safety measures where proposed were supported.
- ii. The Committee backed the views of residents particularly in the outer parts of the proposed zone by offering strong resistance to the imposition of permits in roads where there was currently no parking displacement.

Whilst recognising the benefits of obtaining a single Traffic Order for the larger area, NEPP was strongly urged to hold such areas in reserve. Additional restrictions in the outer parts of the zone should not be activated until such displacement and/or resident complaints were evident and further consultation undertaken.

- iii. In respect of The Lindens, Alderton Close and Alderton Rise, the Committee endorsed their complete removal from the Order, as members considered overspill there to be a very remote possibility.
- iv. All of the zoned streets proposed in the Fairmead and St Mary's wards should be held in reserve, as in item ii above.

- v. In Alderton ward, the Committee saw no present need for imposition of permits to the west of Deepdene Road nor to the north of Honeycroft/Homecroft Gardens. This area should also be held in reserve.
- vi. In Broadway Ward, permits should not be necessary now north and west of the block of roads bounded by Willingale Road / Ibbetson Path / Doubleday Road / Barrington Road / Green Close / Paley Gardens / Mornington Road. The rest of the zoned roads in Broadway Ward should be held in reserve.
- vii. Highwood Lane had presumably been included in error and should be removed from the Order.
- viii. A small section of Barrington Green had evidently been omitted. All of this street should be in the permit zone.
- ix. Nos 54 to 64 Lawton Road should be included in the Traffic Order as part of the reserve zone.

The Committee also reminded the decision makers that some 370 new dwellings were consented or planned in the Alderton and St Mary's ward part of the proposed zone and asked for this to be taken into account. Additional preventative measures may be required to protect green spaces and verges.

EH118 Environmental Issues

118.1 Land behind nos 228-232 High Rd and others

To address this problem area, the Committee AGREED to write to the Planning Authority requesting that a notice under Section 215 of the Town and Country Planning Act 1990 (as amended) should be served as soon as possible.

118.2 York Hill / Shaftesbury

The Committee recognised the work of the volunteer litter pickers in this area. It was AGREED to ask Environmental Services at Epping Forest District Council to supply the appropriate street refuse collection bags for use by the volunteers to fill and place by the litter bins for collection.

118.3 Station Road

It was reported that no 26 Station Road had been removed from the enforcement list by the District Council but that as the problem had not improved, this site also required a Section 215 notice.

EH119 Future Work of the Committee

No items were raised for future discussion.

Signed:
Date: 16 January 2019