

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 3 April 2019 at 7.45pm at Lopping Hall, High Road, Loughton IG10 4LF

Present

Councillors:

C C Pond (in the Chair)
T Cochrane T Owen S Pewsey
C P Pond S Murphy (substitute for P Beales)

Officers:

Mark Squire (Town Clerk)
Paul Hoy (Services Manager)

EH120 Apologies

Apologies for absence were received from Cllr Beales. The Town Clerk reported that Cllr Murphy had been nominated as his substitute for this meeting and the Chairman reported that Cllr Beales had been granted an extended leave of absence on medical grounds.

EH121 Declarations of Interest

Cllr C 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.

EH122 Confirmation of Minutes

The Minutes of the meeting held on 14 November 2018 were CONFIRMED as a correct record and signed by the Chairman.

EH123 Public Representations

None were received.

EH124 Matters for Report

124.1 Allotments

124.1.1 Willingale Road Allotments

124.1.1.1 Status report

The Committee NOTED that plot inspections are planned for Friday 5 April 2019 to ensure all tenants have begun work on their plots this season. Those showing little or no progress will receive a letter of concern.

Status Report

	April 18	March 19
Income banked to date	£2,407.57	£2,614.79
Outstanding rent	£0.00	£0.00

There are currently 3 vacant full plots, 3 vacant half plots and 2 overgrown full plots.

124.1.1.2 The Committee NOTED the verbal report given by the Services Manager on forthcoming tree works.

124.1.1.3 The Committee AGREED that the meeting room at Willingale Road Allotments would be available to the GROW community allotment project for use as a classroom on an ad hoc basis.

124.1.2 Willingale Road Buildings – Min No 113.1.3

The Services Manager reported on the repair to the two damaged garage roofs at a cost of £250 insurance excess, plus the additional cost of £86.28 + VAT to upgrade one of the roofs to board and felt.

124.1.3 Best Allotment 2019

The Committee NOTED that arrangements for this annual award scheme held in July 2019 are in hand and a suitable judge was being sought.

It was also AGREED that the Loughton Horticultural Show would be held in The Murray Hall on Saturday 7 September 2019, with free entry to the public from 2pm – 4pm.

The Committee AGREED that

- i. exhibitors in the horticultural show should pay a nominal entry fee of 50p per class (only 1 entry per class);
- ii. certificates will be presented to the class winners; and
- iii. the presentations to the Best Allotment award winners may take place during the show.

The terms and conditions and judging arrangements would be finalised with representatives from the three allotment sites, and sponsorship would be sought.

124.1.4 Pyrles Lane Allotments – Restore Community Garden

The Town Clerk reported that the draft Licence had been agreed in principle and would be signed off shortly.

The Committee AGREED to the request for an Easter Egg Trail on Saturday 20 April, 11am – 12.30pm, to be held partly on the Hillyfields Open Space, adjacent to the GROW Community Garden, as well as in the community garden itself.

The Committee AGREED to support the GROW Community Garden in a funding application process, by way of a letter of support by the Town Clerk.

124.2 Bus Services

The Chairman provided an update regarding the current consultation. The Committee NOTED that Transport for London (TFL) had re-tendered route 20 and the new service began on 23 March 2019. It was also reported that brand new diesel / hydroelectric hybrid buses were now being used on route 20.

124.3 Christmas Windows Competition 2018

The report on the winners was NOTED and the Chairman extended his thanks to the judges.

124.4 Flower Baskets

The Committee NOTED that six companies, including the existing contractors, had been asked to submit quotes for the 2019 planting scheme, and that the council's existing contractors were once again the preferred option. The Committee AGREED to an overspend of the 2019/20 budget of £190.00.

Officers were asked to consider provision for 4 new lamp column posts from the High Road, north of the Drive, to York Hill.

124.5 Heritage Plaques

The Committee AGREED to a request submitted by the Loughton Club for a plaque to commemorate the Reverend William Dawson to be erected on the building. It was considered that a larger plaque would be more appropriate and that Officers would proceed with the application.

124.6 Light up a Life

The Committee NOTED that the 2019 ceremony, to be held in partnership with St Clare Hospice, had been arranged for Saturday 30 November 2019.

124.7 Loughton Open Gardens – Min no 103.11

The Committee NOTED that following a meeting with St Clare Hospice the Loughton Open Garden Scheme will take place on the weekend of 22 and 23 June 2019 to coincide with the flower festival taking place at St John the Baptist Church, Church Hill, Loughton. All proceeds will go direct to St Clare Hospice. The Committee AGREED that Willingale Road Allotments may be included in the scheme and open on Saturday 22 June 2019 from 10am – 4pm. Refreshments will be provided with all donations given to St Clare Hospice.

The Committee also AGREED that the council should publicise the event as widely as possible through the website, 'Think Loughton' and notice boards.

Members were encouraged to ask their colleagues, friends and neighbours to participate.

124.8 Loughton Cemetery – Min no EH103.8

The Committee NOTED that the second phase of the memorial testing inspection had taken place during the week 11-15 March 2019, and that whilst on site, the contractors also repaired the memorial on Grave 27A at a cost of £150 + VAT. The Committee AGREED that final inspections should take place at the end of April and beginning of May 2019.

124.9 Signage

124.9.1 Finger Posts

The Chairman reported that part of the wording in the agenda for this item had been incorrect and should have stated "to be maintained by 'Loughton Town Council', and not 'the District Council'".

The Committee AGREED that the council should investigate taking ownership and responsibility of the black and white metal finger posts located in Loughton from ECC Highways. It was AGREED

that the posts should also be added to the Local List, and EFDC should be contacted to this end.

124.9.2 Boundary signage

The Committee NOTED that the missing boundary signs at Rangers Road and Loughton Lane have been reported to ECC, and that their re-instatement have both been given low priority status. The office would continue to chase progress.

124.10 Broadway Parking Review

The Chairman reported that a Junction Protection Assessment should have been undertaken first, which NEPP will do prior to any implementation of the parking review.

EH125 Financial Position

The Committee NOTED the report.

EH126 Street Lighting

The Committee noted that no further background information/data had been forthcoming from ECC. It was AGREED that the Town Clerk would make contact with the Chief Executive of EFDC, in charge of liaison between Parish/Town Councils and ECC, to attempt to establish a way forward. No further action would be taken until a definite reply from ECC was forthcoming.

EH127 Highways - Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane

The Committee AGREED that the Town Clerk would write a letter of formal complaint to the appropriate cabinet member of ECC regarding the risk to pedestrians, caused by unsuitable traffic light phasing, at this busy junction.

EH128 Essex County Council Highways Devolution

The Committee AGREED to take no further action at this time and that this issue would be revisited later in the year.

EH129 Community Initiatives Fund (CIF)

The Town Clerk reported that the Town Council had previously been awarded a CIF grant of £1,800 for an Environmental Improvement Project, to install an interpretation panel in Baldwins Hill and to produce a heritage trail leaflet. The official deadline for completion had elapsed on 31 March 2019, but it was reported that if the committee reiterated its commitment to the project, and set a deadline for the works, the Community Initiatives Fund Panel would agree to a special dispensation. The Committee AGREED to commit to the project, and set a deadline of 30 September 2019 for completion of the works.

EH130 Village Green

The Committee AGREED to support any application to designate Marlescroft Green as a village green, following the recent withdrawal of EFDC's plan to build on the land.

EH131 War Memorial - Cleaning

The Town Clerk reported that an offer has been received from a local builder to clean the war memorial free of charge, with the only costs to the council being the hire of necessary cleaning machinery. The Committee AGREED that the Town Clerk would seek professional advice on the proposed cleaning

method, and seek the informal advice of Graham Tite who had worked with the council on the last major war memorial cleaning project.

EH132 Environmental Issues

No issues had been raised at the current time.

EH133 Future Work of the Committee

133.1 Cycle route signs

It was AGREED that officers would obtain prices for new cycle route signage, and alternatively for road surface ground marking signage, by 10 June 2019, and that an application would be submitted to the Local Highways Panel for funding of the project. Some liaison with cyclist user groups may be appropriate.

Signed:

Date: 12 June 2019