

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 12 June 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD

Present

Councillors: C C Pond (in the Chair)
 T Cochrane T Downing (substitute for S Pewsey)
 J Jennings (substitute for P Beales) C P Pond
 D Wixley (substitute for C Davies)

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

EH134 Apologies

Apologies for absence were received from Cllrs Beales, Davies and Pewsey. The Town Clerk reported that Cllrs Downing, Jennings and Wixley had been nominated as their substitutes for this meeting.

EH135 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.

EH136 Confirmation of Minutes

The Minutes of the meeting held on 3 April 2019 were CONFIRMED as a correct record and signed by the Chairman.

EH137 Public Representations

None were received.

EH138 Matters for Report

138.1.1 Willingale Road Allotments
138.1.1.1 Status report – June 2019:

	April 19	June 19
Total plots on site (full and half plots)	89	89
Plots tenanted (full and half plots)	83.5	86.5
Plots vacant and available	5.5	2.5
Plots vacant but extremely overgrown	2	2
Plot vacant full of rubbish	1	1
Income banked to date	£2,433	£2,629
Outstanding rent	£0.00	£0.00

The Committee NOTED the status report.

138.1.1.2 Annual Rent Review 2020-21

The Committee considered the report containing price comparisons with neighbouring councils and AGREED to increase the annual charge to

- £42.00 per annum for a full plot

- £28 per annum for a half plot
- £14 per annum for a shed plot

for the period 1 September 2020 – 31 August 2021. Under the council's terms and conditions, all tenants would receive the required twelve months' notice of the increase.

The Committee also AGREED to introduce a £50 deposit chargeable to new allotment holders, to be returned when he/she vacates the plot and leaves it in a satisfactory state.

The Committee also AGREED to add wording to all new allotment tenancy agreements, to the effect that bringing on to allotment sites materials such as tyres and other similar products are no longer permissible because of potential toxicity and disposal issues.

138.1.1.3 Allotment Clearing

The report detailing the large amount of accumulated waste material in need of disposal on plot 15 was NOTED. The Committee AGREED that the Services Manager should seek to have the waste material removed at the lowest possible cost, commensurate with a quality service and subject to the chosen contractor being licensed to carry and dispose of waste material.

138.1.1.4 Ban on the Use of Metaldehyde Slug Pellets

The Committee NOTED the report on the ban on the outdoor use of metaldehyde, a pesticide used to control slugs, to be introduced across the UK from 30 June 2020. Plot holders would be informed of the ban accordingly.

The Town Clerk reported that plot inspections had taken place that morning, and NOTED that twelve letters of concern would be sent (some six tenants having been written to before). It was also NOTED that the Allotments Officer attended the National Allotment Society, East of England, Allotment Officers Forum on 4 April 2019.

138.2 Christmas Windows Competition 2019 – Min no EH 124.3

The Committee AGREED that Councillors Cochrane and Jennings would be on this year's judging panel. It was also AGREED that a new category would be introduced for the 2019 competition, for restaurants, cafés and public houses, and that as there were to be four categories, the prize money for each winner would be £75.00 towards their chosen charity.

138.3 Christmas Lights Outside St Marys Church

The Committee Noted the Town Clerk's report on a meeting that he and officers had attended with members of St. Mary's Church. It was AGREED that the council would contribute £350 towards Christmas lighting for the large Plane tree outside the front entrance to the church. However, the Committee AGREED that any necessary costs for infrastructural works to the power supply to the tree should be met by the Church.

The Town Clerk was also asked to seek clarification of any remaining funds being held by the now defunct High Road Town Centre Partnership, which could be used to contribute towards this and other Christmas lighting in the High Road in the future.

138.4 Flower Baskets

The Committee NOTED that the flower baskets were now in place at all three locations, and that as in previous years, it may take time for the plants to become established.

138.5 Heritage Plaques

138.5.1 The Committee NOTED that the Blue Plaque to commemorate William Dawson at the Loughton Club is being arranged by officers.

138.5.2 The Committee considered the request from the Kipling Society, for a plaque to commemorate the six month stay at Goldings Hill Farm enjoyed by Rudyard Kipling and his sister in the summer of 1877. It was AGREED that the criteria for installing plaques would be altered in the special circumstances of this request, and that permission would be sought for the plaque to be erected on a suitable position within Goldings Manor Estate.

138.5.3 It was NOTED that the Blue Plaque which commemorates the London General Omnibus Company garage (currently affixed to the front elevation of Homebase), had now been removed from the building and was to be safely stored whilst works to the front elevation were on-going. The developer has promised that the plaque will be returned to its former location once all works are completed.

A budget allocation was AGREED for request 5.6.1 and 5.6.2. The last standard sized heritage plaque was purchased at a net cost of £264.75.

138.6 Loughton Open Gardens – Min no EH 124.7

The report was NOTED.

138.7 Loughton Cemetery – Min no EH 124.8

It was NOTED that the third and final phase of the Cemetery memorial testing programme was being arranged by officers. The Town Clerk reported that there should be enough budget allocation to complete this outstanding work.

138.8 Signage

138.8.1 Finger Posts – Min no EH 124.9.1

The committee NOTED that the Town Clerk was seeking to establish contact with officers from ECC with regards to the request for ownership and responsibility for the black and white finger posts, located in the High Road.

138.8.2 Boundary signage – Min no 124.9.2

The Services Manager reported that there has been no change to the low priority status afforded by ECC

Highways' in regard to the missing boundary signs at Rangers Road and Loughton Lane.

- 138.9 Street Lighting – Min No EH 126**
The Town Clerk reported that no further information had been forthcoming from ECC.
- 138.10 Highways - Traffic Light Phasing at the Junction of Rectory Lane with The Broadway and Borders Lane – Min no EH 127**
The Town Clerk reported that the formal letter of complaint made to Cllr Kevin Bentley at ECC had been acknowledged, and that a formal reply was anticipated.
- 138.11 Essex County Council Highways Devolution – Min No 128**
It was reported that the Assistant Town Clerk attended the Highways Devolution meeting at the Essex Association of Local Councils, (EALC), Great Dunmow on 4 June 2019, presented by ECC Cabinet Member, Cllr Kevin Bentley.

The Committee AGREED that contact should be established with the 16 Town and Parish Councils taking part in the initial trial, at the end of the trial period, to establish their opinion of the success or otherwise of the scheme.
- 138.12 War Memorial – Cleaning Min no EH 131**
The Committee NOTED that further professional advice had been sought.
- 138.13 Cycle Route Signs- Min no EH 133.1**
The Committee NOTED the report provided by the Services Manager. The Chairman reported that this issue was still to be considered by the Epping Forest Highways Panel, having been deferred at its last meeting on 10 June 2019. The Committee AGREED to defer this matter to its next meeting.

EH139 Financial Position

- 139.1 End of Year Report**
The Committee NOTED the report.
- 139.2 Current Financial Position**
The Committee NOTED the report.
- 139.3 Future Budgeting Provision**
The Town Clerk provided the Committee with some concepts and ideas for future workings, which would be discussed in greater detail at the next Resources and & General Services Committee meeting.

EH140 Tree Survey

The Services Manager reported that a full inspection of the council's tree stock including a report with health and safety recommendations, would be carried out by Place Services, a traded service of ECC, at all the main town council sites in the autumn. The cost to this Committee will be £580.00 + VAT. A full inventory of all the council's trees at all sites was carried out in April 2017.

EH141 Climate Change and the Environment

The Chairman reported on a project concerning the effects of climate change and the environment by the Reverend Elizabeth Price of St Michael and All Angels Church, Loughton.

EH142 Air pollution / Air quality

The Chairman updated the Committee on the campaign by members of St Mary's Church on a number of issues including working on an action plan to combat air pollution and improve air quality. The Committee was asked to provide ideas that would allow the Town Council to contribute towards the campaign. The Committee AGREED that this matter should be referred to the Planning and Licensing Committee, and suggested that applicants submitting planning applications for new homes be encouraged to factor in energy saving measures such as solar panels, and the installation of water harvesting and heat exchange systems.

EH143 Environmental Issues

No issues were raised.

EH144 Future Work of the Committee

The Chairman reported that Councillor Pewsey would be requested to submit a report to the next Committee meeting in relation to 'Bee Hotels'.

Signed:
Date: 2 October 2019