

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Tuesday 11 June 2024 at
7.30pm**

Present

Councillors:

C Pond (in the Chair)

A Fricker

S Harriman

W Dodd

K Valentine

Also

Present:

D Wixley

Officers:

Mark Squire (Town Clerk)

Paul Hoy (Services Manager)

One Member of the Public

EH1 Apologies

No apologies were received.

The Chairman reported on the passing of former Councillor Eddie Boatman, a founding member of Loughton Town Council in 1996. Members extended their condolences to the Boatman family.

EH2 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda item 20, as he is known to the member of the public who will be addressing the committee at tonight's meeting. Cllr Fricker declared a non-pecuniary interest in Agenda item 9 as he is an allotment holder at Roding Road Allotments. Cllr 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.

EH3 Confirmation of Minutes

The minutes of the meeting held on 30 March 2024 were CONFIRMED as a correct record and signed by the Chairman.

EH4 Public Representations

The Chairman reported that a member of the public wished to address the Committee on agenda item 20.

EH5 Town Clerk's / Chairman's Report

- The Town Clerk reported that the unwanted and neglected banners left in the Town Centre and around The Drive were successfully removed by the Highway Rangers.
- The Town Clerk reported that a draft policy to cater for indoor/outdoor car boot sales will be brought to the next committee agenda.
- The Chairman invited members to make suggestions for strategy/ issues to be taken up in the 2024-28 term of office.
- The Town Clerk relayed an email from Fabrizio Ferrari, Public Health Improvement Officer, Health Improvement Team Manager – Customer and the Community (EFDC), stating that ECC are at the initial stages of developing

Local Cycling and Walking Infrastructure Plans for Loughton, Buckhurst Hill, Chigwell and Waltham Abbey. These measures and application for grant funding could be publicised at both forthcoming Town Council major events, .i.e. Jessel Green and Loughton Day. Cllr Pond declared a non-pecuniary interest in this item, as he had been approached by the Head Teacher at Staples Road School regarding Staples Road being turned into a safer 'School Street.'

The Committee AGREED to bring the following agenda item forward.

EH6 Jessel Green – Fields in Trust

Mr Neil Bartlett, of the Save Jessel Green Campaign, was invited to speak and addressed the meeting in support of initiating Fields in Trust status for Jessel Green and all other eligible 'housing' greens on the Debden Estate. The Committee AGREED to the adoption of a joint approach with the Recreation Committee to EFDC to secure Fields in Trust status. The Town Clerk was asked to write to the Chief Executive of EFDC to this effect.

EH7 Samaritans' Signs in Epping Forest – Min EH283

The Committee NOTED the City of London response dated 30 March 2024.

EH8 Weekly Markets – Min no EH284

The Committee NOTED the report and the oral update from the Town Clerk and would await further developments.

EH9 Heritage Asset and Conservation Areas

EH9.1 Extension and Protection of areas within Loughton

The Committee AGREED to hold this item over to the next meeting.

EH9.2 Heritage Plaques

The Committee NOTED the progress report on proposed new plaques in York Hill. The request for a plaque for Percy Thompson at the The Uplands would be followed up in the next financial year.

The Services Manager reported that he had cut back vegetation that had been obscuring the William Wymark Jacobs plaque in Lower Road.

EH10 Allotments

EH10.1 Willingale Road Allotments Report

Members AGREED to the recommended increase of 3.3% in allotment fees, rounded up / down to the nearest pound. The Committee NOTED the report detailing an incident of vandalism on 31 May 2024, issues with the septic tank/cesspit and necessary electrical works.

The Town Clerk highlighted a meeting between officers and the Willingale Allotments Committee,(that very day) where a number of requests, from this committee would be reviewed by the office in due course.

EH11 Signage

EH11.1 Alleyway project – Min no EH286.1

The Committee NOTED that permission had finally been received for signage to be installed at Bayliss Path, which runs from Church Hill through to Queens Road.

EH12 Events

EH12.1 Loughton Wombles – Min no EH287.1

The Committee NOTED the report.

EH12.2 Loughton Horticultural Show – 2pm Saturday 7 September 2024

The Committee NOTED the report.

EH12.3 Loughton Day – Saturday 21 September 2024 - Min no EH287.2

The Committee NOTED the report and AGREED to run a second hand book stall with the proceeds to go to the Town Mayors charity of choice.

EH13 Cemetery Matters

EH13.1 Closed Churchyard – Min no EH288.1

The Committee NOTED the Chairman and Town Clerk's reports and AGREED to recommend that the Town Council takes over the St John the Baptist Church (SJBC) churchyard as a Closed Churchyard. The proposal will now be taken to the next Strategy & Staff Group meeting (with costings information) and ultimately to the next available Town Council meeting to ratify the decision made.

EH13.2 Holm Oak – Min no EH281.3 - 23 June 2021 refers

The Committee NOTED the report and AGREED that works, as carried out previously in 2021, is repeated this year.

EH14 Tree Report – Min no EH289

The Services Manager reported that all essential tree works at sites within the remit of this committee have now been completed.

Additionally, Members NOTED that the Services Manager will conduct a visual survey of oak trees across all Town Council sites in June 2024, to look for any signs of Oak Processionary Moth (OPM) and will report back accordingly, at a future meeting of the Environment and Heritage Committee.

EH15 Spring Bulb Display on Borders Lane – Min no EH290

The Committee NOTED the report and AGREED that the Town Clerk should contact ECC Highways to seek permission for re-planting the missing bulbs; with Fairview Homes to contribute to the funding.

EH16 Loughton Station Disability Access – Min no EH291

The Committee NOTED that a response from Transport for London (TFL) on this matter, whereby a significant amount of funding was requested from the Town Council, way above the Town Council's budgetary capacity. However, this issue along with other Central Line issues has been taken up by the EFDC's Overview and Scrutiny committee.

EH17 Removal of seven Loughton Salt Grit Bins by Essex County Council (ECC) – Min no EH292

For the benefit of new members, the background history of this situation was repeated. There is still no response from ECC.

Members AGREED that LTC gives ECC a time ultimatum, then proceeds to orders new salt bins, requesting that ECC continue to fill them up. Unless LTC hear from ECC otherwise, by a designated date, LTC will assume that ECC have acceded to the request. The Town Clerk was asked to take this forward.

EH18 Drinking Fountain, High Road Loughton – Min no - EH294

The Services Manager reported that work to replace the missing ridge tile and damaged hip iron was due to be carried out on Friday 14 June 2024, and the contractor would also remove all moss from the roof. The Committee also NOTED that the water supply was reconnected in April 2024 and that the fountain is now in good working order.

EH19 Hanging flower baskets, Loughton – Min no EH295

The Committee NOTED the report.

EH20 New Essex County Council Climate Action Advice Packs-30 May 2024

The Committee NOTED the report and AGREED to review the council's own 'green' practices from a business perspective, and to forming a plan going forward. A report will be made at the next Environment and Heritage Committee meeting.

EH21 Christmas Windows Competition

The Committee NOTED the report and AGREED to implement the changes recommended therein.

EH22 Financial Position

Current Financial Position

Members NOTED the current financial position together with current details of the funds available from earmarked reserves.

Changes to the way the grounds maintenance contract was invoiced by Qualis was NOTED and it was AGREED that the Services Manager should contact Phil Hawkins (EFDC) to complain about the quality of grass cutting, carried out by Qualis, throughout the town.

EH23 Environmental Issues

Officers were asked to contact TFL to establish if they own the small area of land at the right hand side of the front elevation of the station entrance, as this land is in dire need of being tidied up.

EH24 Future Work of the Committee

No new items were raised.

Signed:

Date: 18 September 2024

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Wednesday 18 September
2024 at 7.30pm**

Present

Councillors:	C Pond (in the Chair)	
	W Dodd	A Fricker
	S Harriman	J Obaseki (from Min No EH28)
	C Ubah (from Min No EH29)	K Valentine

Councillors

also Present: D Wixley
R Brookes

Officers: Mark Squire (Town Clerk)
Pippa Bryce (Community Manager)

Member of the Public Simon Forsdyke

EH25 Apologies

No apologies were received.

EH26 Declarations of Interest

Cllr 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. Cllr Wixley declared a non-pecuniary interest in Agenda item 5, Speed Watch Presentation, as he knew the member of the public who addressed the committee meeting.

EH27 Confirmation of Minutes

The minutes of the meeting held on 11 June 2024 were CONFIRMED as a correct record and signed by the Chairman.

Cllr J Obaseki joined the meeting during the next item.

EH28 Public Representations

None were received.

Cllr C Ubah joined the meeting during the next item.

EH29 Speed Watch Presentation

The Committee thanked Mr Simon Forsdyke, who organises a local Speed Watch Group, for his highly informative presentation and concerns over speeding motorists in general and specifically in the Roding Valley / Valley Hill area. The Committee AGREED to put an article in Think Loughton, Ward Councillors were asked to put forward some proposals and the Town Clerk will include in the next Recreation Agenda.

EH30 Town Clerk's / Chairman's Report

The Committee NOTED the updates on the following.

- Alleyway project – Min no EH11.1 -
 - Tree Report - Min no EH14 -
 - Spring Bulb Display on Borders Lane - Min no EH15 -
- Also, the recent correspondence regarding, anti-social behaviour and parking problems, in and around the new housing developments along Borders Lane and the adverse state of Loughton High Street was discussed and noted.

EH31 Essex Transport Strategy – ‘Help shape the future of transport in Essex’ – Min no EH5

The report was received and NOTED

EH32 Jessel Green - Fields in Trust – Min EH6

The Committee NOTED that the Town Clerk had written to Georgina Blakemore CEO, EFDC (letter acknowledged) regarding the request to protect Jessel Green with Fields in Trust status. Committee members were concerned that any green other significant green areas in Loughton could be in potential ‘jeopardy,’ for example Rochford Green.

EH33 Weekly Markets – Min no EH8

The Committee were hugely disappointed to NOTE that the Senior Assets Manager at Qualis, had now informed Loughton Town Council that the pavement area for the proposed weekly market has been adopted by ECC Highways. This latest development has significantly delayed progress on setting up this weekly market. The official licensing channels would be sought for permission and would inevitably mean that the market would not now start until Spring 2025.

EH34 Heritage Asset and Conservation Areas

EH34.1 Extension and Protection of areas within Loughton - Min EH9.1

Members noted the report and the Town Clerk should instigate the formal application process to include The Uplands (and also Loughton Cricket Club), Ollards Grove and 313 High Road.

EH34.2 Heritage Plaques – Min EH9.2

Committee members noted the report and thanked the staff for all their work and the owners of 19 York Hill for their delightful ceremony.

EH35 Allotments

EH35.1 Willingale Road Allotments Report

Committee members NOTED the report.

EH35.2 Pyrles Lane (former) Allotment site

Committee members noted the original letter to EFDC in September 2021 and RESOLVED that the Town Clerk should send a further letter to EFDC, stating that there is a demand/waiting list for allotments and ask EFDC to send a copy of the Secretary of State’s discharge of the land.

EH36 Events

EH36.1 Loughton Wombles – Min no EH12.1

The Committee NOTED the report.

EH36.2 Loughton Horticultural Show – 2pm Saturday 7 September 2024

The Committee NOTED that the 5th Loughton Horticultural Show 2024 at the Murray Hall in Borders Lane had been a great success and that

an appropriate donation from monies made on the day would be made to the Town Mayor's chosen charity, Loughton Voluntary Care.

EH36.3 Loughton Day – Saturday 21 September 2024 - Min no EH12.3
The Committee NOTED that there has been a very strong response to this year's event from the Loughton community with stall applications up c60% on last year. Members were encouraged to attend the event and contribute to running and donating to the second-hand Town Council bookstall to raise funds for the Town Mayors chosen charity, Loughton Voluntary Care.

EH36.4 Remembrance Parade
The Committee NOTED that this event has been scheduled for Sunday 10 November 2024. Support was requested from members to assist in stewarding the parade with further details to follow in due course.

EH36.5 Light up a life
The Committee NOTED that this event has been scheduled for Saturday 30 November 2024 with further details to follow in due course.

EH37 Cemetery Matters

EH37.1 Closed Churchyard – Min no EH14.1
The Committee NOTED that the Town Clerk was awaiting further communication from St Johns the Baptists Church.

EH37.2 Holm Oak – Min no EH14.2
The Committee NOTED that the crowning work was carried out on the 9 September 2024.

EH38 Removal of seven Loughton Salt Grit Bins by Essex County Council (ECC) – Min no EH17

The Committee NOTED the report and as there had been no further response from ECC, AGREED to proceed on the recommended basis.

EH39 New Essex County Council Climate Action Advice Packs - 30 May 2024 Green report - MinEH20

Committee members thanked Cllr Fricker for providing his detailed report. Cllr Fricker to prepare an item for the November meeting.

EH40 Memorial Tree and Bench Policy – Min RC39

The Committee members AGREED to adopt the Memorial Tree and Bench Policy to all open spaces under the remit of the Environment and Heritage Committee, in keeping with the Recreation Committee.

EH41 Christmas Windows Competition – Min EH21

Committee members AGREED the amendments to the judging grid.

EH42 Indoor /outdoor car boot policy

Committee Members AGREED the car boot policy.

EH43 Financial Position

Current Financial Position

Members NOTED the report.

EH44 Environmental Issues

No further issues were raised .

EH45 Future Work of the Committee

No new items were raised.

Signed:

Date: 20 November 2024

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Wednesday 20 November
2024 at 7.30pm**

Present

Councillors:	C Pond (in the Chair)	K Valentine
	W Dodd	D Wixley (substitute for S Harriman)
	A Fricker	

Councillor also

Present: I Allgood

Officers:

Mark Squire (Town Clerk)
Kate Pendlebury (Responsible Financial Officer (pending))

EH46 Apologies

Apologies of absence were received from Cllr Harriman. The Town Clerk reported that Cllr Wixley had been nominated as substitute for this meeting.

EH47 Declarations of Interest

Cllr 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.

EH48 Confirmation of Minutes

The minutes of the meeting held on 18 September 2024 were amended to include the following sentence at min no EH39, "Cllr Fricker to prepare an item for the November meeting". These minutes were then CONFIRMED as a correct record and signed by the Chairman.

EH49 Public Representations

None were received.

EH50 Town Clerk's / Chairman's Report

- Regarding the Speed Indicator Device (SID), the Town Clerk reported that the funding for the unit and installation had already been sourced externally by the local resident concerned. He also highlighted that the Council as the statutory contact point, is liable for any future (wide ranging) costs subsequent to the installation. Cllr Wixley would speak to the resident concerned for confirmation of installation of any second device. The Town Council need to be wary of any potential future escalating costs
- Regarding the: 'Removal of seven Loughton Salt Grit Bins by Essex County Council (ECC) – min EH38 refers, there is still no response from ECC on this important issue. The matter would be raised again with a formal letter to the ECC Highways portfolio holder by the Town Clerk and countersigned by the Committee Chairman.

EH51 Davenant Playing Fields

The update was NOTED by the Committee, who AGREED that an amount of £5,000 would provisionally be set aside in the 2025/26 budget for fencing. Members also AGREED that this project would be progressed in tandem with the Recreation Committee. However, it was noted that the school itself may be wholly responsible for organising the perimeter fencing for its own premises.

EH52 Jessel Green - Fields in Trust – Min EH32

Members AGREED to move forward with the public consultation and subsequent application for Fields in Trust status. Members also AGREED that this project would be progressed in tandem with the Recreation Committee.

EH53 Weekly Markets – Min no EH33

Members NOTED that the Town Clerk had since appraised the prospective market operator of the numerous stipulations required by ECC to be undertaken prior to any weekly market going ahead.

Members AGREED that the Town Clerk should continue to liaise with the market operator and provide feedback at the next meeting.

EH54 Heritage Asset and Conservation Areas

EH54.1 Extension and Protection of areas within Loughton - Min EH34.1

Members RECEIVED and NOTED the update from the Town Clerk and would await further feedback in due course.

EH55 Allotments

EH55.1 Willingale Road Allotments Report

Members NOTED that the cess pit may have to be replaced and may have further budget implications. It may be the case that a septic tank rather than a new cess pit would solve the problem and may involve the future involvement of Thames Water, moving forward.

Members AGREED

- To implement appropriate wording into future allotment agreements regarding the new rules for poultry and captive bird keepers
- to support the implementation of a long service award (after 5 years' service) for allotment volunteers in the form of 50% discounted allotment fees and a laminated certificate of appreciation for their valuable work.

EH55.2 Pyrles Lane (former) Allotment site – Min no EH35.2

Members RECEIVED and NOTED the update from the Town Clerk and would await further feedback in due course.

EH56 Events

EH56.1 Loughton Wombles – Min no EH12.1

The Committee NOTED the report and that special presentation certificates had been made to two pupils of Alderton Junior School in recognition of their litter picking on their way to school.

EH56.2 Loughton Horticultural Show – 2025

Members CONFIRMED Saturday 6 September 2025 as the date for next years' Horticultural Show.

- EH56.3 Loughton Day - 2025**
Members CONFIRMED Saturday 20 September 2025 as the provisional date for next years' Loughton Day.
- EH56.4 Light up a life**
The Committee NOTED the reminder that this event will take place on Saturday 30 November 2024 and that all plans are in place.
- EH57 Cemetery Matters**
- EH57.1 Closed Churchyard – Min no EH37.1**
Members NOTED the update provided by the Town Clerk.
- EH57.2 Memorial Testing**
The Committee NOTED the update.
- EH57.3 Tender for Christmas Lights 2025**
The Committee NOTED that the tender process for Loughton's Christmas Lights for 2025 would be initiated soon.
- EH58 Spring Bulb Display on Borders Lane – Min no EH15**
The Committee NOTED that the Town Clerk would seek final approval from ECC Highways for the bulb planting to take place.
- EH59 Environmental Sustainability – Min no EH39**
Members AGREED to include the addition of Solar Panels at Murray Hall to the list of future priorities. Cllr Fricker requested a strategy document detailing the previous steps taken by the Council with respect to environmental sustainability and future plans to continue the strategy.
- EH60 Christmas Windows Competition – Min no EH41**
Cllr Allgood volunteered to become the third judge (along with Cllr Valentine and Cllr Davies) to carry out the visits to the retailer's window displays.
- Members AGREED to present a certificate of recognition to an individual householder who had made a special effort to festively decorate their house frontage.
- EH61 Financial Position**
Current Financial Position
The current financial position as of 31 October 2024 was NOTED.
- EH62 Fees for Financial Year 2025/26**
Members AGREED to a 2.7% increase in fees for the year 2025 /2026.
- EH63 Budget 2025/26**
- EH63.1 Committee Priorities**
Members AGREED to add Environmental Sustainability as a high priority and to progress the Community Lavatory Scheme. All other priorities to remain as stated.
- EH63.2 Budget 2025/26**
The Members AGREED the provisional budget for 2025/26.

EH64 Environmental Issues

Cllr Fricker requested the Town Clerk to contact Transport for London (TFL) regarding the rubbish and rodent infestation in the verge / ditch adjacent to the pathway from Loughton Tube Station towards Station Road. Cllr Wixley requested the Highway Rangers be contacted regarding the growth of vegetation surrounding the sign at the bottom of Lower Road and Englands Lane.

EH65 Future Work of the Committee

No new items were raised.

Signed:

Date: 28 January 2025

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the Meeting held on Tuesday 28 January 2025 at 7.45pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors: K Valentine (in the Chair) A Fricker
S Harriman J Riley (substitute for Cllr Pond)
D Wixley (substitute for Cllr Obaseki)

Councillor also Present: I Allgood
S Fontenelle

Officers: P Bryce (Deputy Town Clerk)
P Hoy (Services Manager)

EH66 Apologies

Apologies were received from Cllrs Dodd, Obaseki, and Pond. The Deputy Town Clerk reported that Cllr Wixley was substitute for Cllr Obaseki, Cllr Riley was substitute for Cllr Pond and Cllr Valentine was Chairman for this meeting.

EH67 Declarations of Interest

Cllr Fricker declared a non-pecuniary interest in Agenda Item 9 Best Allotment Competition as he has an allotment. Cllr Fontenelle declared a non-pecuniary interest in Agenda Item 7.

EH68 Confirmation of Minutes

The minutes of the meeting held on 20 November 2024 were CONFIRMED as a correct record and signed by the Chairman.

Min EH64 Cllr Wixley reiterated his request that the Highway Rangers be contacted regarding the growth of vegetation surrounding the sign at the bottom of Lower Road and Englands Lane. Min EH60 Cllr Wixley asked if the certificates had been sent to the householders who had decorated their homes, officers confirmed that they had, and the householders were very appreciative of the recognition. Min EH50 Cllr Wixley paid tribute to the Speed Watch group and reported that the resident concerned would like to have a second device installed, this item would be included on the next Recreation Agenda.

EH69 Public Representations

None were received.

EH70 Town Clerk's / Chairman's Report

The Committee NOTED the following:

- The Evolis, Speed Indicator Device (SID) is scheduled to be fitted on the lamppost by the Highway Rangers at 9 Valley Hill on 29 January 2025. Cllr Wixley reported that this should read 66 Valley Hill and 9 could possibly represent the lamppost number.
- The next 3-year tender for Christmas lights has now been posted on the 'Gov.Uk Contracts Finder' website, with three companies already showing an interest.

- Pyrles Lane (former) Allotment site EH35.2. No response has been received from EFDC to date.
- Salt bins – The impasse remains with Essex County Council (ECC). The Committee NOTED that Loughton Town Council continues with the salt grit volunteer scheme in Loughton.

EH71 Jessel Green – Fields in Trust – Min EH52

The Committee NOTED that work on this project will commence at the first available opportunity to include local residents questionnaire/consultation/ feedback. The Town Clerk will liaise with Neil Bartlett of the Save Jessel Green campaign prior to the rollout of the public consultation.

EH72 Weekly Markets – Min no EH53

The Committee NOTED that Hughmark have suggested a start date of June, but this date is subject to the Traffic Regulation Order (TRO) for the layby closure being in place. The Committee AGREED by unanimous vote that it would be prudent to pay for the TRO (at a cost of circa £1,000).

EH73 Heritage Asset and Conservation Areas – Extension and Protection of areas within Loughton – Min EH54.1

The Committee NOTED the response from the Senior Conservation Officer, Planning Services, Epping Forest District Council (EFDC), dated 6 December 2024. Cllr Wixley asked if the Loughton Cricket Club should be included as they have fields in trust status.

EH74 Allotments – Willingale Road Allotments Report

The Committee NOTED the report provided and noted that the next plot inspection would take place w/c 10 February. The Committee AGREED that the Best Allotment competition should continue and would therefore be held in 2025.

EH75 Events

75.1 Loughton Wombles

The Committee NOTED that Loughton Wombles has now reached its third anniversary. Typically, there are larger group meets each month, splitting into two working parties of litter pickers to cover different areas around Loughton. Recent meets: -

- Saturday 23 November 2024. One team focused on the Hillyfields Open Space and the other on the hedgerow in Colebrook Lane and Jessel Green.
- Saturday 14 December 2024 – a party tackled the Loughton Station Approach and surrounding pathways including Great Eastern Path.
- Saturday 18 January 2025 – One group cleared the green next to the Maple Gate housing area and opposite the Lidl supermarket, continuing up to the Baldwins Hill junction on Goldings Hill. The second Group worked on Chester Road and surroundings.
- Further Womble gatherings are scheduled for 15 February and 22 March 2025. We are aware that litter that ends up on the ground does not simply disappear. See some interesting statistics below of approximate rubbish breakdown timelines:

Plastics bags	-	5 - 100 years
Chewing gum	-	20 - 25 years
Cigarette butts	-	1 - 100 years
Aluminium cans	-	200 - 500 years
Plastic bottles	-	450 - 1000 years
Organic material i.e. apple core	-	1 month

75.2 Loughton Day

The Committee NOTED that Saturday 20 September 2025 has been scheduled for 'Loughton Day'.

EH76 Spring Bulb Display on Borders Lane – Min no EH58

The Committee NOTED that there are approximately forty outstanding cases registered along Borders Lane, on the ECC Highways website, the majority have an undefined timeline for completion. The likelihood of any response from ECC Highways anytime soon is remote. Officers will continue to follow up, with the hope that bulbs can be planted in October 2025.

EH77 Environmental Sustainability – Min no EH59

Members commended the Town Clerk and officers for the work involved to produce the comprehensive report. Cllr Fricker said that the information provided meant that the Town Council was in a good position for the Committee to develop a strategy going forward, based on this background information. There were areas to work on and Cllr Fricker would endeavour to provide a report for the next meeting of this Committee. Members were asked to share their thoughts and ideas on this issue with Cllr Fricker, which could then be fed into his report.

EH78 Christmas Windows Competition – Min no EH60

The Committee NOTED the winners report. Cllr Valentine said how enjoyable it had been to make the presentations, and how well they had been received. The winners were all delighted that their efforts had been acknowledged.

EH79 Locality Fund

The Committee NOTED that officers reported that a feasibility study had been completed for the fitting of solar panels at Murray Hall from a potential contractor at no cost. However, the quotation to have the panels installed was more than £36K. Members were asked for possible alternative suggestions of where the funds could be utilised quickly, and the following options were mooted.

- Use the money towards the Traffic Regulation Order for the layby closure for the weekly market.
- Replace the Bug Hotels that were installed five years ago as these would probably be deteriorating.
- A biodiversity assessment for Loughton Cemetery.
- The purchase of a second Speed Indicator Device (SID).

EH80 Tree Whips – see Recreation Committee Meeting agenda dated 15.1.25, agenda item 13 and subsequent minute number RC83

The Committee NOTED that the Services Manager will liaise with Cllr MacKinnon and if there are any surplus trees, they will be planted in areas within the Environment & Heritage Committee remit. It was also noted that Davenant Playing Fields should read Willingale Playing Field.

EH81 Litter along Station Approach

The Committee NOTED that officers have established contact with Transport for London (TFL), who have produced a map showing that the land adjacent to Loughton Station Approach and Roding Valley High School football astroturf pitches belongs to Essex County Council. Officers will write a strong letter to ECC requesting that the accumulated rubbish and takeaway food that is dropped on this land, is attracting rat infestations and needs to be dealt with as a matter of urgency.

EH82 Financial Position

Current Financial Position

The Committee NOTED the current financial position as of 20 January 2025 together with current details of the funds available from earmarked reserves.

EH83 Environmental Issues

No new items were raised.

EH84 Future Work of the Committee

No new items were raised.

Signed:

Date: 26 March 2025

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the Meeting held on Wednesday 26 March 2025 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:

K Valentine (in the Chair)
A Fricker
C Ubah

W Dodd
S Harriman

Officers:

M Squire (Town Clerk)
P Hoy (Services Manager)

EH85 Apologies

Apologies were received from Cllrs Obaseki and Pond. Cllr Valentine was designated as Chairman for this meeting.

EH86 Declarations of Interest

None were received.

EH87 Confirmation of Minutes

The minutes of the meeting held on 28 January 2025 were CONFIRMED as a correct record and signed by the Chairman.

EH88 Public Representations

None were received.

EH89 Town Clerk's / Chairman's Report

The Committee NOTED the following:

- The Highway Rangers have recently cleared the overgrown vegetation which obscured the road signage by the Lower Road / Englands Lane mini roundabout and have been thanked accordingly.
- The Evolis, Speed Indicator Device (SID) has been in place for some time now and the Speed Watch group is currently analysing the first full month's initial data. Members were each given a handout showing the data for the first month of operation.
- Environmental Sustainability – Min no EH77 Councillor Fricker is working on a report that will be brought back to a future Environment and Heritage Committee meeting.
- Locality Fund – Min no EH79. Unfortunately a suitable project could not be sourced. The Town Clerk highlighted several items that had been discussed prior to the deadline expiry date, some of which could be considered if this funding stream becomes available in the future.
- Tree Whips – Min no EH80 and Recreation Committee – Min no RC79. Cllr Fricker reported that he, along with Cllrs MacKinnon and Ubah, planted most of the tree whips on the Roding Valley Recreation Ground on Saturday 22 March 2025. A small surplus of tree whips is to be collected by Cllr Fontenelle, who will plant them at Lady Whitakers Mead.

- Litter along Station Approach – Min no EH81 refers. The Chairman has offered to make representation to Essex County Council (ECC). A report will be made at a future meeting of this Committee.

EH90 Weekly Markets – Min no EH72

The Committee NOTED that the Town Clerk will be expediting all paperwork, necessary to enable the weekly Sunday market to take place on the High Road, with initial emphasis on obtaining the Traffic Regulation Order (TRO) for the layby closure, working towards a projected June 2025 starting date.

EH91 Christmas Lights

Members NOTED that the tender process cut-off date for the Christmas lights is 28 March 2025. The Town Clerk and Services Manager reported that to date there have been visits by nine respective companies, and that two actual tenders had already been received. This Committee nominated Cllrs Valentine and Dodd to assist the office (i.e. Town Clerk, Responsible Financial Officer (pending) and Services Manager) in choosing the best/appropriate tender for the three year contract. The selection committee will convene in the coming weeks, following the closure of the tender process.

EH92 Allotments – Willingale Road Allotments Report

The Committee NOTED the report and NOTED that the date for the Horticultural Show had been set for Saturday 6 September 2025.

EH93 Davenant Playing Fields

The Town Clerk reported that further correspondence had been received from the school regarding whose responsibility it is for repairs to the school's perimeter fence, which borders both Willingale Road Playing Field and Lady Whitakers Mead. It was AGREED that the Town Clerk would write to the school's Compliance Officer and formerly ask for clarification over this matter.

EH94 Pyrles Lane (former) Allotment Site – Min EH35.2 refers

The Committee NOTED the report. The Town Clerk advised that he would liaise further with the Chairman as a letter to the Secretary of State in regard to the proposed change of use of this land may be required. A further report would be presented at the next meeting of this Committee.

EH95 Events

95.1 Loughton Wombles

The Committee NOTED that a team of 11 dedicated Wombles had been out on the morning of Saturday 15 February, working hard to clear Lady Mary's Path linking Borders Lane and Rectory Lane, and the Rectory Lane slip road running from E15 Acting School down past St Nicholas Church towards Borders Lane. On Saturday 22 March 2025, two groups were out again clearing litter from Hillyfields and the Langston Road/ Lenthall Road areas, respectively.

The next Womble gathering is scheduled for Saturday 12 April 2025 (area(s) to be determined).

95.2 Loughton Day

The Committee NOTED that organisation for this event on Saturday 20 September 2025 continues to progress well.

EH96 Benches owned by Loughton Town Council and the City of London Corporation, Epping Forest (CoLC).

The Town Clerk reported that he would arrange a meeting with the relevant CoLC Officer in order to discuss all such concerns, and report back to the next meeting of this Committee.

**EH97 Financial Position
Current Financial Position**

The Committee NOTED the current financial position as of 17 March 2025 together with current details of the funds available from earmarked reserves.

EH98 Environmental Issues

No new items were raised.

EH99 Future Work of the Committee

No new items were raised.

Signed:
Date: 11 June 2025