

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: 8 January 2020

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 2 October 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD

Present

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

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

EH145 Apologies

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

EH146 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.

EH147 Confirmation of Minutes

The Minutes of the meeting held on 12 June 2019 were CONFIRMED as a correct record and signed by the Chairman.

EH148 Public Representations

None were received.

EH149 Matters for Report

149.1 Willingale Road Allotments

The Committee NOTED that the annual Tenancy Agreements had been issued on 1 September 2019 and that signed agreements and payments were being received at an encouraging rate. A full status report would be provided at the next meeting.

149.2 Loughton Best Allotment Awards 2019

The Committee NOTED the report and AGREED the additional stipulation in respect of the judging process.

149.3 Loughton Horticultural Show 2019

The Committee NOTED the report and AGREED that the Loughton Horticultural Show would become an annual event to take place in August / early September each year. The Committee thanked Pippa Bryce for organising the event and all council staff for their hard work on the day.

149.4 Christmas Lights outside St Marys Church – Min no EH138.3

The Committee NOTED that the Town Clerk had received notification from St Mary's Church stating that a Christmas event would not be carried out at the Church this year. The Committee AGREED to withhold the

£350.00 contribution, agreed at the meeting on 12 June 2019, until 2020 when it was hoped that a Christmas event would be held.

The Town Clerk reported that he had recently contacted the former Secretary of the Loughton High Road Town Centre Partnership, to establish whether that organisation had funds remaining that could be used as part funding of this project. He would await a response.

The Vice Chairman AGREED to approach officials at Loughton Methodist Church to ask whether a Christmas 2019 event there could be considered as an alternative.

149.5 Flower Baskets –Min no EH138.4

The Committee NOTED that the displays had been very good this year, particularly the hanging baskets in the Broadway.

149.6 Heritage Plaques –Min no EH138.5

149.6.1 The Committee NOTED that an order has been placed for the Blue Plaque to commemorate William Dawson at the Loughton Club.

149.6.2 The Committee NOTED that the request to commemorate Rudyard Kipling and Stanley Baldwin at Goldings Hill is being processed. A site visit will be arranged shortly for Cllr CC Pond, the Town Clerk and the Services Manager to pinpoint the exact location for the plaque.

149.6.3 The Committee AGREED to a request for a plaque to commemorate Barbara Harmer, in recognition of her being the first female pilot qualified to fly the supersonic jet 'Concorde'. It was NOTED that the address in Staples Road already currently hosted a blue plaque as it had been the site of the Oriole Fruitarian Hospital. However preliminary discussions had been held with the owner of the property, and it was hoped that permission to install a second plaque would be given. An update would be provided at the next meeting.

149.7 Signage – Min no EH138.8

149.7.1 Finger Posts – Min no EH 138.8.1

The Committee NOTED that an online enquiry to Essex County Council (ECC) Highways regarding

- the ownership and responsibility for the black and white finger posts located in Loughton (i.e. in the vicinity of Traps Hill and Forest Road)
- the ongoing maintenance costs for ECC
- the potential for the Town Council to takeover maintenance of the finger posts.

149.7.2 Boundary signage – Min no 138.8.2

The Services Manager stated that the replacement of the two missing boundary signs at Rangers Road and Loughton Lane were still considered as a low priority by ECC. The situation would continue to be monitored.

149.8 Highways - Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane – Min no EH 138.10

Councillor Owen reported that during a recent site visit, he spent considerable time monitoring traffic light phasing and the pedestrian crossing at this busy junction, and was given significant cause for concern for the safety of pedestrians. It was AGREED that Councillor Owen would liaise with the Town Clerk, and that a further letter of concern would be forwarded to Cllr Kevin Bentley, Deputy Leader and Cabinet Member for Infrastructure at ECC.

149.9 Cycle Route Signs- Min no EH 138.12

The Committee NOTED that a request had been submitted to the Epping Forest District Council Local Highways Panel, to be discussed at its next meeting on 15 January 2020.

149.10 Tree Survey - Min no EH 140

The Services Manager reported that inspections of all trees at all council sites were due to commence on Monday 4 November 2019.

149.11 Community Initiative Fund (CIF) - Min no EH 129

The Committee AGREED to consider the use of mobile computing technology and web enabled geo-tagged material, activated by QR icons, at locations of heritage interest in the town. The Town Clerk will provide a detailed report at the next meeting.

EH150 Financial Position

150.1 Current Financial Position

The Committee NOTED the report.

150.2 Future Budgeting Provision

The Committee NOTED the report and comments made by the Town Clerk in respect of

- Budgeting reporting
- Streamlining budget codes
- The imminent upgrade of the RBS Omega Accounting System to Omega Rialtas Suite
- Future maintenance costs of Loughton Town Council (LTC) assets - e.g. tree work

EH151 Bee ‘Hotels’

Cllr Pewsey reported on the importance, and potential, of bee friendly-habitats / bee hotels. The committee AGREED to install six bee hotels on council property to increase awareness of this important ecological issue.

EH152 Loughton ‘Wombles’

The Committee NOTED the report and AGREED to advertise for volunteers to carry out litter picking around the town.

EH153 VE Day Anniversary Celebrations 8 May 2020 - Town and Parish Council Involvement

The Committee considered the e-mail from Epping Forest District Council (EFDC) regarding this important historical landmark, noting its close proximity to next year’s Town and Parish Council elections. The Committee AGREED that the Clerk would reply to EFDC, stating that the Town Council currently had no specific plans to hold

an event but would consider this matter further. The letter would also enquire as to whether there would be a formal commemoration of VJ Day.

EH154 Commonwealth War Graves Commission

The Committee NOTED the report and the list of Commonwealth War Graves in Loughton Cemetery, as supplied by the Burial Clerk, and were informed that a detailed map showing the locations of the graves would be forthcoming.

The Town Clerk would respond accordingly.

EH155 Heritage Day / Loughton Community Day

The Committee AGREED in principle to support a Loughton Community Day event, to be hosted at the Loughton Cricket Club on Sunday 20 September 2020, as part of its commitment to the National Heritage Open Day, which runs from 13 to 22 September 2020. It was AGREED that a report will be made at the next full Council meeting on 30 October 2019.

EH156 Unauthorised Traveller Encampments

The Committee NOTED the report and AGREED with the Town Clerk's recommendation that a formal letter be submitted to EFDC (copy Essex Association of Local Councils and ECC), requesting that EFDC consider reversing its stance on refraining from using the ECC Essex Countywide Traveller Unit.

EH157 Environmental Issues

No issues were raised.

EH158 Future Work of the Committee

The Chairman reported that he would submit a report to the next meeting on a proposal to encourage habitat enrichment at the council's open spaces, *inter alia* by leaving sections of grass area uncut.

The Town Clerk also informed the Committee that he had received a couple of requests for memorial benches to be placed in the Town Council's cemetery. These requests would be referred to the next Environment & Heritage Committee.

Signed:

Date: 27 November 2019

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 27 November 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD

Present

Councillors: C C Pond (in the Chair)

T Cochrane

J Jennings (substitute for S Pewsey)

C P Pond

T Downing (substitute for P Beales)

T Owen

D Wixley (substitute for C Davies)

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

EH159 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 substitutes for this meeting respectively.

EH160 Declarations of Interest

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

EH161 Confirmation of Minutes

The Minutes of the meeting held on 2 October 2019 were CONFIRMED as a correct record and signed by the Chairman.

EH162 Public Representations

None were received.

EH163 Matters for Report

163.1 Allotments

163.1.1 Willingale Road Allotments

The Committee NOTED the status report and the healthy figures contained therein, and thanks were extended to Loughton Town Council (LTC) officer, Pippa Bryce for her hard work in this regard.

163.2 Heritage Plaques – Min no 149.6

Verbal reports were provided for each of the following:-

163.2.1 William Dawson / Loughton Club – Min no EH 149.6.1

The plaque, purchased at a cost of £339 net of VAT, was displayed at the meeting. The Services Manager reported that a date for its installation was being arranged with the Loughton Club, and an official ceremony would be organised in due course.

163.2.2 Rudyard Kipling / Stanley Baldwin / Goldings Hill – Min no EH 149.6.2

It was reported that the Chairman and Services Manager would be carrying out a site visit to assess the most suitable position for this plaque during week commencing 2 December 2019.

163.2.3 Barbara Harmer / Staples Road - Min no EH 149.6.3

It was AGREED that officers would contact the owners of the property, and a report would be made to the next meeting.

163.2.4 London General Omnibus Company / old Homebase store /Church Hill – Min no EH 138.5.3.

It was reported that the new owners of the site had contacted the council to report that the plaque had been misplaced during the transition of the building from Homebase to Lidl. They did however assume responsibility for this, and agreed to replace and re-install the plaque.

163.2.5 Holmehurst Plaque

The Chairman reported that, to mark the 75th anniversary of the end of Second World War, Epping Forest District Museum will be having an exhibition (23 May – 26 September 2020) exploring the stories of Holocaust survivors sent to Holmehurst hostel following the liberation of concentration camps in 1945. As part of this project a commemorative plaque (possibly a blue plaque) may be erected at the house entrance gates to mark its historical significance. The plaque would reference the houses history as a refuge to holocaust survivors, but also its prior role in the establishment of the 'Loughtoner Erklarung' which attempted to set out the future of Sudetenland following the war. The house sits within the Buckhurst Hill Parish, and has done so since 1995, where prior to this it came under Loughton. LTC has been approached in the anticipation that a joint venture could be explored here. It could be that given the potential wording needed that an interpolation board may be more appropriate. There would be no cost to the Council.

The Town Clerk would set up a meeting with the Buckhurst Hill Parish Council Clerk and the EFDC, Museum, Heritage & Culture Specialist.

163.3 Signage – Min no EH 149.7

The Town Clerk reported that a request had been sent to ECC expressing an interest in the town council accepting ownership and responsibility for the maintenance of the two Finger Posts in the High Road. It was additionally reported that the letter contained a request that ECC carry out restoration works to the Finger Posts should the town council's ownership request be rejected.

The committee NOTED that officers continued to track the town councils request to ECC for the replacement of the two missing boundary signs at Rangers Road and Loughton Lane, and that both requests were still considered as a low priority by ECC.

163.4 Highways - Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane – Min no EH 149.8

The Committee NOTED that the Town Clerk had written to Councillor Kevin Bentley (ECC) in this regard, and are awaiting a reply.

163.5 Tree Survey - Min no EH 149.10

The Committee NOTED that the survey had been completed and that the Services Manager would report on the findings of the awaited inspection report at the next meeting.

163.6 Community Initiative Fund (CIF) – Heritage Trail - Min no EH 149.11

The Committee NOTED the report and AGREED that officers should explore further the feasibility of using QR codes at the council's sites of Heritage interest. Furthermore, it was AGREED that the Chairman would revisit the visitors guide leaflet, drafted several years ago, with the possibility of the updated leaflet being given a limited print run.

163.7 Loughton Wombles

The Town Clerk reported that following the recent campaign via 'Think Loughton', a press release and Face book, a total of 15 individuals had so far expressed an interest in taking part in clearing litter around the town.

163.8 Loughton Day / Heritage Day - Min no EH 155

The Committee NOTED the Town Clerk's report of the meeting that he, the Assistant Clerk and the Town & Community Development Officer had attended with the Chairman of Loughton Cricket Club, to discuss the outline parameters and objectives of the event to be held on Saturday 19 September 2020.

It was AGREED that

- planning would commence in early 2020, with all Loughton based community groups receiving invitations to participate.
- initial funding of £600.00 would be put towards the event.
- further reports would come back to this committee, especially as this was already the case with the 'Heritage' events.

EH164 Financial Position

Current Financial Position

The Committee NOTED the report.

EH165 Committee Priorities

The Committee AGREED to the revised priorities list.

EH166 Estimates for 2020/21

The Committee NOTED the Town Clerk's draft budget figures and earmarked funds proposals. The Town Clerk stated that whilst these figures would form the basis of the budget projections, there may be some fine tuning by the time the final figures are agreed in January 2020.

The Committee also NOTED the Town Clerk's report on the recently updated accounting software and his outline plans to simplify the way in which financial information is presented at meetings.

EH167 Loughton Cemetery

The Committee AGREED to the two requests from local residents to install memorial benches (for family relatives) in the cemetery. Officers would now progress this matter.

EH168 Re-greening of Loughton

The Committee NOTED the Chairman's report and AGREED to adopt most of the ideas in principle. To allow the committee to progress these measures, it was AGREED that site visits for all members would be beneficial and would be organised for a date in the near future. Committee members could also join a proposed site visit to the Recreation Ground (as recently agreed by the Recreation Committee), to view the areas specifically related to the proposed planting scheme to combat river bank erosion and promote flood control. The Town Clerk would also make contact with those authorities that have responsibility for those affected areas not under the responsibility of LTC e.g. the City of London Corporation.

EH169 Loughton Festival

The Committee NOTED the report and extended its thanks to Sue Taylor, the Festival coordinator, for her hard work and dedication to the festival over many years.

EH170 Central Line

The Committee NOTED the report and AGREED that the Town Clerk would write to Transport for London (TFL) expressing concern about the reduction to the Debden service.

EH171 Environmental Nuisance

The Committee NOTED the report and AGREED that the Town Clerk would write to EFDC to formally request the implementation of enforcement action to abate this nuisance of irresponsibly placed industrial bins.

EH172 Electric Bus Towns

The Committee NOTED the report and AGREED that the Town Clerk would write to Helen Morris, Head of Public Transport at ECC, to express an interest in making a bid for Loughton to become an electric bus town, when more details of the scheme are known.

EH173 Environmental Issues

Councillor Caroline Pond will provide a report to the next meeting regarding the disused premises, 244 High Road, formerly Cakes and Shakes.

EH174 Future Work of the Committee

A future possible item for the full Town Council to consider might be the potential need for a parish boundary review, with a view to reclaiming those parts of Loughton which were lost in the 1995 review. However, this was not of high priority.

Signed:
Date: 22 January 2020

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 22 January 2020 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD

Present

Councillors: C P Pond (in the Chair)
T Cochrane
T Downing (as substitute for P Beales)
J Jennings (as substitute for C C Pond)
C Davies (from Min no.179.1.2)
S Pewsey

Also in attendance

Councillors: B Cohen
D Wixley
S Murray

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

EH175 Apologies

Apologies for absence were received from Cllrs Beales, Owen and C C Pond (joined the meeting after minute 179.7) The Town Clerk reported that Cllrs Downing and Jennings had been nominated as substitutes for this meeting respectively.

EH176 Declarations of Interest

No Declarations of Interest were received.

EH177 Confirmation of Minutes

The Minutes of the meeting held on 27 November 2019 were CONFIRMED as a correct record and signed by the Chairman.

EH178 Public Representations

None were received.

EH179 Matters for Report

179.1 Heritage Plaques – Min no EH 163.2

179.1.1 William Dawson / Loughton Club – Min no EH 163.2.1

The Chairman reported that the Deputy Town Mayor and other Town Council members had attended an official dedication ceremony at the Loughton Club on Tuesday 21 January 2020, for the heritage plaque to commemorate the Reverend William Dawson who gave the Loughton Club to the people of Loughton in 1901.

179.1.2 Rudyard Kipling / Stanley Baldwin / Goldings Hill – Min no EH 163.2.2

The Committee NOTED that consent for the new plaque had been provided by the property owner, and that a date for its installation was being arranged.

Councillor Davies joined the meeting.

179.1.3 Barbara Harmer / Staples Road – Min no EH 163.2.3

The Committee NOTED that consent had been provided for installation of the Concorde pilot plaque (on the same property as an existing plaque) which will now be progressed.

179.1.4 London General Omnibus Company / old Homebase store / Church Hill – Min no EH 163.2.4.

The Committee NOTED that a representative of Lidl had undertaken to collect the replacement blue plaque.

179.1.5 Holmehurst Plaque – Min 163.2.5

The Committee NOTED the recent meeting attended by Cllr C C Pond, the Town Clerk and Planning Clerk to discuss the project in which Epping Forest District Museum wish to mark the 75th anniversary of the end of the Second World War, exploring the stories of Holocaust survivors sent to Holmehurst hostel following the liberation of concentration camps in 1945 with a commemorative plaque. The Chairman and the Town Clerk will update the committee at the next meeting.

179.2 Signage – Min no EH 163.3

The Committee NOTED that no feedback had been received from Essex County Council (ECC) regarding either

- (i) ownership and responsibility for the maintenance of the two Finger Posts in the High Road
- (ii) the replacement of the two missing boundary signs at Rangers Road and Loughton Lane.

The Committee AGREED that one more attempt should be made to secure responses on these issues, and if this proved unsuccessful, LTC would investigate costings with a view to carrying out the work itself, subject to informing ECC and the City of London.

179.3 Highways – Traffic Light phasing at the junction of Rectory Lane with the Broadway and Borders Lane – Min no EH 163.4

The Committee NOTED the response from Cllr Kevin Bentley, Deputy Leader and Cabinet Member for Infrastructure, Essex County Council (ECC). The Committee felt that concerns had not been fully addressed, and it was AGREED that the Chairman would take this matter to the next meeting of the Local Highways Panel.

179.4 Tree Survey – Min no EH 163.5

The Services Manager reported that the findings of the tree survey report was still being evaluated. A detailed report would be provided at the next Committee meeting on 4 March 2020.

179.5 Community Initiative Fund (CIF) – Heritage Trail - Min no EH 163.6

The Town Clerk reported that work would soon begin on the council website to generate QR codes for blue plaques. Furthermore, the development of a heritage leaflet was also planned. An update will be made at the next meeting.

179.6 Loughton Wombles – Min no EH 163.7

The Town Clerk reported that the number of people expressing an interest in this initiative had now reached 28, and a meeting of all interested parties, to finalise details, would soon be organised. Litter pickers, safety gloves and Hi Viz vests would soon be purchased. It was considered that the first litter picking venue should be a high profile site to draw more support in the future. A further update would be presented at the next meeting.

179.7 Loughton Day / Heritage Day – Min no EH 163.8

The Committee NOTED that a list of community group invites had been prepared, and the first community meeting, to explain the parameters and requirements for Loughton Day, would be held in the coming weeks. A 'save the day' notice would appear in the next edition of the newsletter Think Loughton.

The Committee NOTED that the Heritage Open Days Festival would be held between 11 and 20 September 2020. The Chapel at Loughton Cemetery could once again be opened for one day, on the day of Loughton Day itself. It was AGREED that councillors would ensure that the building was supervised on the day, as all available staff would be deployed at the Loughton Day event. Other hall sites could potentially be used on the day.

Councillor C C Pond joined the meeting.

179.8 Loughton Cemetery – Min no EH167

The Committee NOTED that the Services Manager was currently liaising with both parties wanting to install commemorative benches in the cemetery. Site visits would be arranged for the coming weeks.

179.9 Re-greening of Loughton – Min no EH168

The Committee NOTED the report. Members would soon be invited to attend a site visit To the Loughton Recreation Ground with the Land Drainage Engineer from EFDC; date and time to be advised.

179.10 Central Line – Min no EH170

The Committee NOTED that a formal response was awaited from Transport for London (TFL) in respect of members concerns about reductions to the Debden service.

179.11 Environmental Nuisance – Min no EH171

The Committee NOTED the photographic evidence presented and NOTED that Environmental Enforcement Officers at EFDC will monitor the situation.

179.12 Electric Bus Towns – Min no EH172

The Committee NOTED that Loughton had been added to the list of towns wishing to be considered for Electric Bus Town status.

Councillor C C Pond reported that bus route 87 would be withdrawn in Loughton in late March/early April 2020, but it was hoped that Essex County Council would subsequently revive the route.

179.13 Bee Hotels – Min no EH151

The Committee NOTED that six 'bee hotels' had been purchased and two differing types were shown to members. The Committee considered appropriate locations that offered suitable bee and insect friendly habitats, and it was AGREED that the following sites should be used: Loughton Cemetery, Murray Hall, Roding Valley Recreation Ground, Willingale Road Playing Field and Willingale Road Allotments.

179.14 Environmental Issues – Min no EH173

The Committee NOTED the report. It was AGREED that the Town Clerk would make further enquiries to ascertain who owns the premises of the vacated and unsightly shop.

179.15 Commonwealth War Graves Commission (CWGC) – Min no EH154

The Committee NOTED the report.

EH180 Financial Position

Current Financial Position

The Committee NOTED the report.

EH181 Remembrance Service

The Committee NOTED that well attended services were held on both 10 and 11 November 2019.

The suggestion to use poppy arrangements to enhance the event will be discussed at the next committee meeting.

EH182 Light up a life

The Committee NOTED the report on the 2019 Light up a Life service, in aid of St Clare Hospice, and noted that this year's 'Light up a life' service, to be held at Kings Green, Loughton will be on Saturday 28 November 2020.

EH183 Christmas Window Competition 2019

The Committee NOTED the report and thanked Debra Paris, the Planning Committee Clerk, the Town Mayor and the judges for their work in this regard. The Town Clerk provided feedback from some retailers regarding the competition.

EH184 Roding Gardens Development Petition

The Committee NOTED the Town Clerk's verbal report and AGREED that a copy of the petition, expressing concern about parking in the Hanbury Park Estate area of Loughton, should be forwarded to the North East Essex Parking Partnership for consideration.

EH185 Environmental Issues

No issues were raised.

EH186 Future Work of the Committee

No items were raised for future discussion.

Signed:

Date: 4 March 2020

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 4 March 2020 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD

Present

Councillors: C C Pond (in the Chair)

T Cochrane

C Davies

J Jennings (substitute for P Beales)

T Owen

S Pewsey

C C Pond

Also in attendance

Councillors: D Wixley (from Min no. EH190)

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

EH187 Apologies

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

EH188 Declarations of Interest

Councillor 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.

EH189 Confirmation of Minutes

The Minutes of the meeting held on 22 January 2020 were CONFIRMED as a correct record and signed by the Chairman.

Councillor D Wixley joined the meeting

EH190 Public Representations

None were received.

EH191 Town Clerk's / Chairman's Report

To report (for discussion only) on any further significant information / matters that may be of interest to Committee members.

191.1 Cemetery Attendant Post

The Town Clerk reported that a total of 63 application packs had been sent out, with 18 being returned. Following the short-listing process, five interviews had been scheduled for Thursday 5 March 2020.

191.2 Pyrles Lane Allotments

The Town Clerk reported that formal notice had been received this afternoon from EFDC informing that the water supply to the allotments adjacent would be disconnected in late March 2020 due to the imminent development of the adjacent EFDC Pyrles Lane Nursery site. There was some doubt that this was actually enforceable. The Town Clerk would investigate and contact EFDC Officers accordingly with the intention to minimise any disruption to the working of the allotments.

191.3 Coronavirus

The Town Clerk reported that he would await further direction from appropriate Government Agencies and also be alert to local developments. He would act accordingly, dependant on any given circumstances.

191.4 Local Plan

The Chairman referred to the Local Plan and specifically pollutants which adversely affect the Special Area of Conservation (SAC). He reported that the Council might be forced to seek scientific expertise in response to any attempt by the Epping Forest Liaison Committee (at the meeting at the House of Commons) to shift the current stance from Campaign for Rural England.

EH192 Heritage Plaques – Min no EH 163.2

192.1.1 Rudyard Kipling & Stanley Baldwin / Goldings Hill – Min no EH 179.1.2

The Committee NOTED that the plaque order is being duly processed.

192.1.2 Barbara Harmer / Staples Road – Min no EH 179.1.3

The Committee NOTED that the plaque order is being duly processed.

192.1.3 London General Omnibus Company / old Homebase store /Church Hill – Min no EH 179.1.4.

The Committee NOTED that a representative of Lidl had collected the replacement blue plaque.

192.1.4 Holmhurst Plaque – Min no EH 179.1.5.

The Committee NOTED that LTC are waiting for further updates from Carly Hammond, Museum, Heritage & Culture Specialist, EFDC, and Liz Petyt–Start, Clerk of Buckhurst Hill Parish Council. It was also NOTED that the history of Holmhurst was soon to be documented in a book, and the installation of the plaque could be synchronised with the publication of the book.

EH193 Signage – Min no EH 179.2

The Town Clerk reported on the lack of appropriate action from ECC regarding (i) ownership and responsibility for the maintenance of the two finger posts in the High Road and (ii) the replacement of the two missing boundary signs at Rangers Road and Loughton Lane.

The Committee AGREED that the sum of £700 be made available to allow for a member of the Town Council staff to undertake ‘New Roads and Street Works’ (NRSWA) training. This will enable the Town Council to carry out highway related maintenance work itself, subject to the correct permissions.

EH194 Highways – Traffic light phasing at the junction of Rectory Lane with the Broadway and Borders Lane – Min no EH 179.3

The Committee NOTED that the Chairman would be referring this matter to the next meeting of the Local Highways Panel.

EH195 Loughton Town Council (LTC) Tree Survey Report – Min no EH 179.4

The Committee NOTED the oral report given by the Services Manager and the Chairman thanked Officers for their work in this regard. The Town Clerk mentioned that the legal requirement for more frequent surveys had somewhat mitigated the need for more urgent tree work.

EH196 Community Initiative Fund (CIF) – Heritage Trail - Min no EH 179.5

The Committee NOTED the report.

EH197 Loughton Wombles – Min no EH 179.6

The Committee NOTED that the number of volunteers had reached 30 and that litter pickers, protective gloves and Hi Viz vests had been purchased. The Town Clerk reported that an initial meeting for volunteers would be held on 2 April 2020 at Loughton Library. At the meeting all equipment would be distributed, volunteers would be briefed on insurance and risk assessment matters and the specific areas of the town to be targeted would be identified.

EH198 Loughton Day / Heritage Day – Saturday 19 September 2020 – Min no EH 179.7

The Committee NOTED that an invitation had been sent to circa 100 different community groups/organisations in Loughton, inviting them to attend an initial meeting at Loughton Library and Town Hall at 7pm on Thursday 12 March 2020. The Town Clerk reported that the first meeting would be to gauge initial interest for the event and to set the general parameters for the day. It was envisaged that there would be up to two further meetings nearer the date, to build up more detailed instructions and guidance.

EH199 Loughton Cemetery – Installation of benches – Min no EH179.8

The Services Manager reported that all site visits had been held and that arrangements to progress the project were now in motion.

EH200 Green Infrastructure / Re-greening of Loughton – Min no EH179.9

The Committee NOTED the report and AGREED to:

- i Support, in principle, the Epping Forest Transport Action Group (EFTAG) in its desire for future green cycle and walking routes. This would be subject to the council's acceptance of the locations of the suggested routes and the probable amendment of existing bylaws.
- ii Green Infrastructure. It was noted that, at the Workshop on 12 February, the EFDC officer in charge of progressing the Local Plan had specifically confirmed that all land designated in the 1998 Local Plan as Urban Open Space (UOS) was to be regarded as part of the District's green infrastructure. The Committee agreed this should be drawn to the attention of the Planning and Licensing Committee.

The Committee NOTED the tour of the Roding Valley Recreation Ground provided by the EFDC Land Drainage Engineer, Trevor Baker, on 7 February 2020, attended by a number of Councillors together with the Assistant Town Clerk.

EH201 Central Line – Min no EH179.10

The Committee NOTED the formal response from Transport for London (TFL).

EH202 Environmental Nuisance – Min no EH179.11

The Committee AGREED that officers would continue to monitor the industrial-style waste bins on the pavement in The Drive, Loughton, over a four day period. The Town Clerk would then report back to Chris Smith, Environment Enforcement Officer at EFDC, with the findings. Morrisons' Head Office could also be contacted.

EH203 Electric Bus Towns – Min no EH179.12

The Committee NOTED the report. Cllr C C Pond updated members on the intervention to defer the withdrawal of the number 87 bus route.

EH204 Essex-wide Bus Shelter Project

The Chairman reported that ECC would be negotiating with the bus shelter providers for future provision of all bus shelters countywide.

EH205 Environmental Issues – Derelict Shop Interior – Min no EH179.14

The Committee NOTED the report and it was AGREED that the Town Clerk would write a formal letter of complaint to Morrisons' Head Office.

EH206 Remembrance Service – Min no EH181

The Committee considered the suggestions for possible enhancements to the 2020 Remembrance Commemorations and AGREED to the idea of members of the public donating 'knitted poppies' to be displayed at Loughton Library. The Committee wished to pursue this idea rather than decorating lampposts along the parade route with plastic poppies.

EH207 Apprenticeship Scheme

The Committee NOTED the report given by the Town Clerk and AGREED that the Town Clerk should be delegated to progress the Apprenticeship Scheme with immediate effect.

EH208 Epping Forest Verderer Elections

The Committee NOTED the report on Elections for the 'Verderers of Epping Forest' (organised by the City of London) and the Chairman updated the Committee on developments since the nomination meeting held at Lopping Hall on Monday 24 February 2020. It was AGREED that a formal letter of complaint be sent to City of London regarding the inadequate procedures in place in arranging the election.

EH209 VE Day - 8 May 2020

The Committee AGREED to commemorate 75th Anniversary of VE Day by requesting that local residents write to LTC with their memories of this historic event. All testimonies would then be compiled as a record of the community's recollections of this important landmark in the country's history.

EH210 Cemetery Fees 2020/21

The Committee NOTED the report.

EH211 Financial Position

Current Financial Position

The Committee NOTED the report.

EH212 Environmental Issues

None were raised.

At this juncture the Chairman thanked Cllr S Pewsey for his service and dedication to this Committee over the last 16 years. He then broadened out his appreciation to all members who would be retiring or standing down at the forthcoming election.

EH213 Future Work of the Committee

A report on the ongoing problem of fly tipping at many of the council's sites will be included in the next Agenda.

Signed:

Date: 29 September 2020

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held via Zoom on Tuesday 29 September 2020 at 7.15pm

Present

Councillors: C C Pond (in the Chair)
P Beales C Davies T Owen
C P Pond

Also in attendance

Councillors: D Wixley

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

EH214 Apologies

Apologies for absence were received from Cllr T Cochrane. Because of difficulties connected with Zoom, Cllr S Pewsey had been unable to join the meeting.

EH215 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.

EH216 Confirmation of Minutes

The Minutes of the meeting held on 4 March 2020 were CONFIRMED as a correct record and signed by the Chairman.

EH217 Public Representations

None were received.

EH218 Grow Community Garden

The Committee AGREED to grant permission for GROW Community Garden to

- install a second gate and
- create an accessible surface just outside of the proposed second gate at the Pyrls Lane Allotment site, enabling greater mobility access to the site:

The Committee would support a future grant application from GROW for the works.

EH219 Town Clerk's / Chairman's Report

The Committee NOTED that the Town Clerk would record the cancellation of a number of planned community events (as a result of the 'Covid pandemic', restrictions) during this meeting.

EH220 Allotments

220.1 Willingale Road Allotments

The Committee thanked Pippa Bryce, Allotment Officer, for her detailed report which was received and NOTED. It was reported how valuable these allotment plots are to local residents for exercise and fresh air during the ongoing covid pandemic.

220.2 Loughton Best Allotment Awards 2020

The Committee NOTED that owing to Covid and following UK Government guidelines, this event had with regret been cancelled.

EH221 Loughton Horticultural Show 2020

The Committee NOTED that as a result of Covid and following UK Government guidelines, this event, originally scheduled for Saturday 22 August 2020, had also been cancelled.

EH222 Heritage Plaques – Min no EH 192

222.1 Rudyard Kipling / Stanley Baldwin / Goldings Hill – Min no EH 192.1.1

The Committee NOTED the installation of this plaque.

222.2 Barbara Harmer / Staples Road - Min no EH 192.1.2

The Committee NOTED both the installation of this plaque and how well it had been received by Barbara Harmer's relatives.

222.3 London General Omnibus Company / former Homebase store / Church Hill – Min no EH 192.1.3.

The Committee NOTED that the Town Mayor and Environment Committee Chairman have been invited to attend the opening of the new Lidl store and re-inauguration of the original blue plaque on 1 October 2020.

222.4 Peter Abrahams – Min No TC 320

The Committee NOTED that the plaque commemorating Peter Abrahams had now been installed.

222.5 Holmehurst Plaque - Min No EH 192.1.4

The Committee NOTED the update.

EH223 Apprenticeship Scheme - Min No EH 192.1.4

The Committee NOTED that the Town Clerk had made good progress with this project, working closely with Writtle College who would be delivering the educational element of the scheme. This post will be advertised in October / November 2020, and the successful candidate will start in-post early 2021.

EH224 Highway Rangers

The Committee NOTED the report.

EH225 Loughton Day / Heritage Day – Min no EH 198

The Committee NOTED that owing to Covid and following UK Government guidelines, this event, scheduled for Saturday 19 September 2020, had been cancelled. A provisional day for next year's event has been diarised for Saturday 18 September 2021.

EH226 Remembrance Sunday Parade

The Town Clerk Reported that instruction on 'Remembrance Events' was still awaited from the Royal British Legion (RBL) headquarters, via its website, and the latest Government guidelines on public gatherings would be the key factor of any decision to plan for, or cancel, the event. The Committee NOTED that it would be highly unlikely for the parade and ceremony to take place in its normal format, if at all.

The Town Clerk will provide further updates to members following a meeting to be held with members of the RBL and other partners in this event.

A decision on the format of the Town Mayor's address on Armistice Day on Wednesday 11 November 2020, at Kings Green, would also be reviewed as Government guidelines are clarified.

EH227 Knitted Poppy Appeal

The Committee AGREED to the Town Clerk's recommendation (b.) that donated knitted poppies would be formed into a cascade of poppies descending from the oak tree adjacent to the library entrance. Additionally, the Town Council's metal Remembrance Soldier would be strategically placed close by to further augment the display. Officers would begin working on the display once the donated poppies were supplied to the library.

The Town Clerk informed the Committee of the concept of the Woodlands Branch Essex Handicrafts Association to also erect 3 arches bedecked with knitted poppies (one for VE day, VJ Day and general remembrance respectively) at Kings Green for Remembrance Sunday.

The Committee AGREED that this scheme should run concurrently with the library-based scheme. The Town Clerk would also discuss the details when he meets with the RBL and other interested Community Groups.

EH228 Light Up a Life Service – Saturday 28 November 2020

The Committee AGREED with regret that this annual event, held in conjunction with St Clare Hospice, would not now be able to take place owing to the following Covid related reasons:

- A large gathering could not be accommodated at the Loughton Methodist Church or Kings Green
- Candles could not easily and safely be given out to participants.
- Restrictions on choral groups gathering and singing together.

It was AGREED that St Clare Hospice would be informed of the decision with immediate effect.

EH229 VE Day/ VJ Day commemorations – Min no EH 209

The Committee NOTED the report.

EH230 Loughton Wombles – Min no – EH 197

The Committee NOTED that this project had been deferred because of the ongoing Covid pandemic and would be revived once the current emergency was over.

EH231 Loughton Cemetery matters

EH231.1 Cemetery Attendant – Min no EH 191.1

The Town Clerk Reported that the Cemetery Attendant position had been awarded to Tim Horton as from 1 April 2020, and that he is progressing well in his new role.

EH231.2 Training

The Committee NOTED that Tim Horton had been enrolled onto the following formal cemetery related training courses at Writtle Agricultural College:

- Pesticide Application – PA1 (understanding of pesticide labels and regulations)

- Pesticide Application – PA6A (operators using a knapsack sprayer).
- Brushcutters/Trimmers Maintenance and Operation (Lantra Awards).

It was further NOTED that these courses will provide skills that are transferable to other areas of the Town Council's work. In the longer term this should enable greater flexibility in operations and bring some cost savings for the Town Council.

Additionally it was NOTED that he had now been enrolled on an Institute of Cemetery and Crematorium Management (ICCM) Sextons course

EH231.3 Installation of benches – Min no EH 199

The Services Manager that both benches had now been installed.

EH231.4 Cemetery Report

The Committee NOTED the report and AGREED the Town Clerk should investigate whether extra capacity could be found in the old public graves areas for cremated remains interments.

EH232 Correspondence received regarding Debden Station Environment / Broadway

The Report was received (in email format) from a visitor to Loughton in August 2020, via Debden Underground Station, was NOTED. The following decisions were AGREED:

- The Town Clerk would write to both Transport for London (TFL) and EFDC in order to prompt a general tidy-up of the area in front of Debden station.
- A letter would also be sent to Sarah Alcock, Highways Liaison Officer at Essex County Council regarding the condition of the central reservation on The Broadway and the Local Highways Panel scheme to improve it
- Clarification would be sought on whether the nearby footpath had been named.

EH233 Tree matters

EH233.1 Essex Forest Initiative

The Committee NOTED the report. It was AGREED to support the initiative in principle, and to refer this item to the Recreation Committee.

EH233.2 Woodland Trust

The Committee considered the report and NOTED that it had been put before the Recreation Committee at its 9 September 2020 meeting. It was AGREED to support the initiative in principle and to refer this item to the Recreation Committee for a decision on where to plant the free trees.

EH234 Financial Position

Current Financial Position

The Committee NOTED the report.

EH235 Environmental Issues

EH235.1 Environmental Nuisance – Min no EH202

The Committee NOTED the oral report from Cllr C C Pond and observed that there had been a re-occurrence of the industrial-style waste bins being placed on the pavement in The Drive. An officer at Epping Forest District Council (EFDC) could prove a useful contact in this respect.

EH236 Future Work of the Committee

No items were raised for future discussion.

Signed:

Date: 25 November 2020

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held via Zoom on Wednesday 25 November 2020 at 7.15pm

Present

Councillors: C C Pond (in the Chair)
P Beales
C Davies (from Min no EH243.1)
C P Pond
T Cochrane (from Min no EH243.1)
T Owen (from Min no EH243.1)
D Wixley (as substitute for Cllr Pewsey)

Also in attendance

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

Also present: 2 members of the public

EH237 Apologies

Apologies for absence were received from Cllr S Pewsey, the Chairman reported that Cllr Wixley had been nominated as Cllr Pewsey's substitute for this meeting. The Chairman reported that due to a late alteration to the joining instructions for the meeting, some members would be late in joining the meeting. The Chairman further reported that the Town Clerk had experienced technical issues and would join the meeting as soon as the issues had been resolved.

EH238 Declarations of Interest

None were received.

EH239 Confirmation of Minutes

The Minutes of the meeting held on 29 September 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

EH240 Public Representations

The Chairman reported that two members of the public had been invited to join the meeting, to address the Committee on agenda item's 7.2 and 8.2 respectively.

EH241 Town Clerk's / Chairman's Report

No issues were reported.

EH242 Apprenticeship Scheme - Min No EH 192.1.4

The Committee NOTED that owing to the current lockdown, the Town Council's work on the apprenticeship scheme has had to have been put on hold and the Chairman reported that the Town Clerk was currently in discussion with the Essex Association of Local Councils (EALC) to try to resolve issues that had arisen. The Town Clerk will present a full report at the next meeting.

EH243 Allotments

243.1 Willingale Road Allotments

The Committee NOTED the report.

Councillors Cochrane, Davies and Owen joined the meeting.

243.2 Roding Road Allotments – Request to re-position gate and fence

Mr Sivaraja Sivanesan, a resident of Roding Road, requested to re-configure a vehicle gate and a small section of fence on the Stonards Hill elevation of the allotments' perimeter. Mr Sivanesan outlined the reason for his request and stated that he would meet all costs incurred

The Committee considered the request and voted in favour to AGREE to the works as presented, in principal, subject to the full agreement of the Roding Road Allotments & Leisure Gardens Association.

EH244 Loughton Cemetery matters

244.1 Cemetery Closed

The Committee NOTED the report.

The Town Clerk joined the meeting.

244.2 Cemetery – Holm Oak

Mr Ralph Thompson, a resident of Hilltop whose property borders the perimeter of the cemetery, addressed the meeting on behalf of no's 33 to 41 Hilltop to request that the Committee should agree that the Holm Oak tree be either greatly reduced in size or felled, principally as the tree canopy is excluding light from a number of adjoining gardens.

The Committee considered the request and AGREED to carry out reduction works, following guidance from Epping Forest District Council (EFDC) Tree Officers and subject to the necessary planning permission on an application by the residents. It was AGREED that the Services Manager would convene a site meeting with EFDC Tree Officers and residents.

EH245 Heritage Plaques – Min no EH 192.

The Committee Noted the report and AGREED to progress the heritage plaque for Millican Dalton (Professor of Adventure, 1867-1947) in Stony Path. Following a request by Councillor Wixley, it was further AGREED that Officers would investigate the possibility of installing heritage plaques for the following persons:

- Arthur Bacott (1866-1922), Entomologist, who lived at 19 York Hill, Loughton
- Sir Leonard Erskine Hill (1866-1952), Physiologist and Sir Austin Bradford Hill (1897-1991), Epidemiologist, who lived on the site that became Nafferton Rise.

It was AGREED that any excess over budget be 'vired' from the Committee's contingency budget of £1,000 that remains unutilised.

EH246 Christmas Windows Competition 2020

The Committee NOTED the report and AGREED that although no formal competition will be held this year, the Councillors that traditionally judge the competition will visit shops throughout the town in December and certificates will be awarded to business owners who they consider have made a special effort to decorate their shops.

EH247 Remembrance Sunday Wreath Laying

The Committee NOTED the report.

EH248 Knitted Poppy Appeal

The Committee Noted the report and thanks were extended to the Town Council's staff and volunteers, and the Woodlands Branch Essex Handicrafts for the knitted poppy displays outside Loughton Library and at Kings Green.

EH249 Noticeboards

The Committee noted the report. The Services Manager reported on a site visit to The Broadway to assess the site of a suitable alternative location, to replace the existing board within the EFDC Housing Office. It was AGREED that wall space directly outside Superdrug retail unit presented the best option, and Officers were asked to contact the relevant department at EFDC and to progress this matter.

EH250 Meadow Road no through road sign

The Committee noted the report from the member of the public, and although sympathetic to the situation being experienced by local residents, it was acknowledged that the Town Council had no statutory power in this matter and that it fell within the remit of EFDC. The Town Clerk would inform the local resident and ask that the local resident make the request directly to EFDC and copy any correspondence to the two EFDC Ward Councillors, Roger Baldwin and Amy Beales.

EH251 City of London Corporation – Epping Forest – Car park arrangements

The Town Clerk's oral update on potential car parking arrangements within Epping Forest was noted. The Committee declined to comment until further details are released by the City of London Corporation.

EH252 Alley way naming

The committee AGREED to the installation of signs on Dragons Path, which links Nursery Road to Forest View Road, and to additional information signage on Staples Hill Path in Staples Road.

EH253 Financial Position

Current Financial Position

The Committee NOTED the report.

EH254 Committee Priorities

254.1 The Committee NOTED the report.

254.2 The Committee NOTED the report and at this juncture had no immediate recommendations.

EH256 Estimates for 2020/21

The Committee NOTED the report.

EH257 Environmental Issues

No issues were raised.

EH258 Future Work of the Committee

No issues were raised for future discussion.

Signed:

Date: 26 January 2021

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held via Zoom on Tuesday 26 January 2021 at 7.45pm

Present

Councillors:

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

Also in attendance

P Abraham J Angold-Stephens B Cohen
J Jennings K Latchford S Murphy
S Murray M Stubbings D Wixley

Officers:

Mark Squire (Town Clerk)
Paul Hoy (Services Manager)
Pippa Bryce (Assistant Town Clerk – Civic)

EH259 Apologies

No apologies for absence were received.

EH260 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in Agenda Items 5 and 9 as a member of Epping Forest District Council (EFDC). Cllr Pewsey declared a non-pecuniary interest in Agenda item 5 as he is a life-long member of Epping Forest Heritage Trust. For the sake of good practice, Cllrs Murray and Wixley declared a non-pecuniary interest in Agenda Item 5 as they were all members of Epping Forest Heritage Trust.

EH261 Confirmation of Minutes

The Minutes of the meeting held on 25 November 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

EH262 Public Representations

No Public Representations.

EH263 Epping Forest District Council (EFDC) - Interim Air Pollution Mitigation Strategy

Members noted that EFDC's recent adoption of the new "Air Quality Mitigation Strategy" would enable the District Council to grant/release planning consents which could adversely affect the Special Area of Conservation (SAC) within Epping Forest.

The Chairman provided background information of recent developments and the social media campaign led by local residents to oppose the EFDC proposal for their Clear Air Zone (CAZ) which would not in practice improve the welfare of the forest.

The opposition to the EFDC proposal received a sympathetic hearing from Loughton Town Councillors and it was NOTED that EFDC would be holding an Extraordinary meeting on 8 February 2021 to discuss further.

The majority of councillors who are not members of this Committee opted to leave the meeting at this juncture.

EH264 Town Clerk's / Chairman's Report

There was nothing to report.

EH265 Allotments

265.1 Willingale Road Allotments

The Town Clerk updated members that current covid guidelines prohibited both plot inspections and plot allocations.

265.2 Roding Road Allotments – Request to re-position gate and fence

The Committee NOTED that an on-site meeting between the Town Clerk, Services Manager, representatives of the Allotments Committee and the local resident concerned will take place shortly and a report will be provided at the next Environment & Heritage (E&H) Committee meeting.

EH266 Loughton Cemetery

The Town Clerk updated members that current covid guidelines prohibited funeral services of more than thirty people and interments of more than six individuals.

266.1 Holm Oak

The Committee NOTED that an on-site meeting between the Town Clerk, Services Manager, EFDC Planning Officer and the local resident concerned would be taking place on Thursday 28 January 2021 and that a report would be provided at the next E&H Committee meeting.

266.2 Contingency plan for back up Gravedigger

The Committee NOTED that as a precautionary measure, a second 'gravedigger' would be sourced as back-up in case our current contractors are indisposed, particularly relevant during the ongoing covid pandemic.

266.3 Extra capacity for cremated remains interments

The Town Clerk provided an oral update and read out advice provided by the Institute of Cemetery and Crematorium Management (ICCM). It would appear that there is indeed scope and options to use parts of the cemetery grounds for further interments and to extend the operational life of the cemetery.

The Town Clerk will evaluate further and provide further ongoing reports as this project progresses.

EH267 Bus Service

The Committee NOTED the trial demand responsive bus service has replaced the current bus route 87.

EH268 Heritage Plaques

The Committee NOTED the report and were informed that the replacement blue plaque to commemorate Loughton's bus garage would be installed at a higher point on the Lidl supermarket wall.

EH269 Christmas Window Competition 2020

The Committee NOTED the report.

EH270 Noticeboards

The Committee NOTED that the repositioning of the EFDC Housing Office noticeboard along Debden Broadway is likely to be placed on the wall of the retail outlet 'Superdrug'.

EH271 Financial Position

Current Financial Position

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

EH272 Environmental Issues

None reported.

EH273 Future Work of the Committee

None requested.

Signed:

Date: 31 March 2021

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held via Zoom on Wednesday 31 March 2021 at 7.15pm

Present

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

Also in attendance

Councillors: B Cohen S Murray
Officers: Mark Squire (Town Clerk)
Paul Hoy (Services Manager)

Also Present: 1 member of the Public

EH275 Apologies

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

EH276 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. Cllr Wixley declared a non-pecuniary interest in agenda item 12, as he is a member of Epping Forest Heritage Trust.

EH277 Confirmation of Minutes

The Minutes of the meeting held on 26 January 2021 were CONFIRMED as a correct record and will be signed by the Chairman.

EH278 Public Representations

None were received.

EH279 Town Clerk's / Chairman's Report

The Town Clerk reported that he would contact EFDC to seek assistance from the Highway Rangers Team to renovate the two finger posts in the High Road.

EH280 Allotments

280.1 Willingale Road Allotments

The Committee NOTED that the National Allotment Society (NAS) had updated its Covid guidelines. Plot inspections and new plot allocations, albeit socially distanced, could re-commence from 8 March 2021.

As some allotment holders have been shielding and not able to tend their plots during the ongoing Covid lockdowns, the Committee AGREED to cancel both the Best Allotment Competition and Horticultural Show this year.

280.2 Roding Road Allotments

280.2.1 Request to Re-position Gate and Fence – Min no EH 265.2

The Town Clerk reported on the meeting that he and the Services Manager had on site on 5 February 2021 with

representatives of the Roding Road Allotment and Leisure Garden Association (RRALGA) and the local resident concerned. The Committee NOTED that the RRALGA representatives presented as non-committal and stated that any decision regarding this matter would have to be made by RRALGA's full committee, to whom they would be reporting back.

The Committee AGREED that officers should write to the NAS to seek advice. A full report will be made at the next meeting.

280.2.2 Sundry matters

The Town Clerk reported on sundry matters that had been raised by the Allotment Committee members, including planning and drainage issues. The planning issue, concerning access to the main gates, would be referred to EFDC's planning officers for advice. The Town Clerk reported that Trevor Baker, Principal Engineer, Environmental Protection & Drainage, Contracts & Technical Services at EFDC, had agreed to visit site to offer his advice on the issue of flooding during the winter months.

Reports on both issues will be made at the next meeting.

EH281 Loughton Cemetery

281.1 Water leak

The Committee NOTED that a water leak has been identified by Thames Water within the cemetery perimeter and had given the Town Council an extended deadline of 22 April 2021 to carry out any testing and remedial work. A visit from a specialist water leakage detection company, to detect the source of the leak had been undertaken, but subsequent dealings with the company had proven unproductive. The Town Clerk reported that a further Thames Water approved company had now been engaged, but no costs or time frame for investigations had been agreed at this time.

The Committee AGREED that Officers would contact the Institute of Cemetery and Crematorium Management (ICCM) to seek advice, and for the Clerk to arrange for the second leak detection company to carry out the necessary investigation works. Furthermore, the Committee AGREED that any necessary follow-on works to correct this issue should be resolved between the Town Clerk and the Committee Chairman. A full report would be made at the next meeting.

281.2 Extra capacity for cremated remains interments – Min no EH 266.3

The Committee NOTED the on-site meeting between the Town Clerk, Services Manager, Cemetery Officer and Cemetery Attendant that took place on 23 March to discuss potential areas for cremated remains interments.

The Committee AGREED with the Officer's findings, that the most suitable location was the Common/Public Grave area adjacent to the border with St John's Church.

281.3 Holm Oak – Min no EH 266.1

The Committee NOTED the site meeting attended by the Town Clerk, Services Manager, Robin Hellier, Tree and Landscape Officer, Planning Services, (EFDC) and three concerned local residents, held on 28 January 2021. Following detailed discussions with Robin Hellier, Officers recommended that a planning application be instigated by the Town Council to reduce the tree to c9 metres in height with a symmetrical rounded spread.

The Committee AGREED to the recommendation.

281.4 Contingency plan for backup gravedigger – Min no EH 266.2

The Committee NOTED that the gravedigging services contractor for the Loughton Cemetery had confirmed that he has two teams of backup grave diggers, thus ensuring that the business continuity of the gravedigging service (especially during this Covid pandemic) is protected.

281.5 Request for an additional memorial plaque on an existing donated bench

The Committee considered a request by a member of the public to attach an additional memorial plaque to an existing bench where there is already a memorial plaque donated by the original donor of the bench.

The Committee AGREED to decline the request because it was not felt to be appropriate in this instance. Furthermore, it was AGREED to make it a council policy that only donated benches would be allowed to have commemorative plaques attached, bearing only the plaque provided by the particular donor.

Following a similar request involving a non-cemetery bench, the Committee AGREED that a full report should be made at the next meeting.

EH282 Heritage Plaques – Min no EH 268

The Chairman gave a brief overview of the heritage plaque scheme for the benefit of the interested member of the public who was present at the meeting.

The Committee NOTED that on 19 March 2021, the replacement Blue Plaque for the Bus Garage (sited at Lidl's) was received and would be re-sited at a higher position on the front elevation of the building.

The Committee NOTED the following:

Arthur Bacot – 19 York Hill

The draft plaque had now been agreed and the order placed.

Sir Leonard Hill & Austin Bradford Hill – Nafferton Rise

The plaque would be sited on the entrance gate piers to Nafferton Rise. Letters of consent had been received from all householders of the Close (11 in total) and an order would be placed for the specially designed plaque.

Millican Dalton

This plaque had been approved by the homeowner and discussions as to the most suitable position for the plaque were ongoing.

The Chairman reiterated that requests for new plaques would always be welcomed, and all would be measured against the council's established criteria.

EH283 Sapling Tree Allocation

The Committee NOTED that the Town Council is in possession of c 100 tree saplings, donated by the Woodland Trust, and originally intended to be included in the tree planting scheme adjacent to the River Roding on the Roding Valley Recreation Ground, now postponed until Autumn 2021. The Committee AGREED that as no suitable alternative site was available, and due to the lateness of any planting scheme, all the plants should be retained and nurtured until the Roding Valley project commences in the autumn.

EH284 Noticeboard

The Services Manager reported that the repositioning of the EFDC Housing Office noticeboard, to an alternative position on The Broadway, was now in the hands of EFDC Officers. Necessary permissions were being sought by EFDC Officers from the retailer outside whose shop the new board would be situated. It was hoped that a resolution to this issue would be forthcoming.

In relation to the Housing Office, the Services Manager reported that he had been notified by EFDC Officers over the possible need to relocate the defibrillator which is situated outside the Broadway Housing Office. No further information was available, but Officers would keep members informed of developments as they happened.

EH285 Christmas Lights

The Committee NOTED that the three-year contract for the provision of Christmas lights had expired in January 2021. Members were invited to suggest options for designs for the 2021 to 2023 scheme, and these would be considered along with all other options at the next meeting. The tender process would then be initiated following the next sitting of the Committee.

EH286 Signage to the Forest from Loughton Station / Town Centre

The Chairman reported that he and the Town Clerk had met (via Zoom on 4 February 2021) with representatives of the City of London Corporation (COLC) to discuss various aspects of Epping Forest. An ongoing project would provide adequate signage from Loughton Station / Loughton Town centre to Epping Forest – effectively a Loughton gateway to the forest. It was also reported that Epping Forest Heritage Trust (EFHT) would also be working towards this aim with the support of the Town Council. The Town Clerk has since been in discussion with Judith Adams, Chairman of the EFHT, and she wishes to set up a Working Party with LTC to progress the project to its conclusion. The Committee AGREED that it would nominate a representative from this Committee to sit on the working group alongside the Town Clerk, but not until after the formation of the new council following the election in May. It was also AGREED that Pippa Bryce (Assistant Town Clerk) would join this group.

EH287 Street Signage

The Services Manager reported that discussions were currently taking place with the City of London Corporation to facilitate the installation of alleyway name plates at 'Dragons Path', which runs between Nursery Road and Forest View Road. This work would be undertaken as soon as the necessary permissions were formalised by way of a 'wayleave' agreement.

EH288 Epping Forest Climate Action (EFCA)

Following a recent enquiry from Epping Forest Climate Action (EFCA), the Committee were supportive in declaring a Climate Emergency. However as new Town Council will be formed in May 2021, it was AGREED that this should form part of the agenda for the next Town Council meeting following the Annual Council meeting.

EH289 Salt Bin Request

Following a request for a new salt grit bin to be placed at the junction of Nursery Road/Smarts Lane, the Committee considered the request and AGREED that the request should be routed via the appropriate County Councillor, or a member of the Local Highways Panel, following the council elections in May.

EH290 Financial Position

Current Financial Position

It was AGREED that the heading "Cemetery (Debden Lane)" should be changed to Cemetery (Lady Whitaker's Mead).

EH291 Environmental Issues

The Chairman reported that the three commercial waste bins had once again found their way onto the footpath in The Drive. It was AGREED that the office should contact the relevant Environment Officer within EFDC.

EH292 Future Work of the Committee

No items were raised.

As this was the last meeting of the current Committee, The Chairman thanked all those who had served it for the past five years. Special thanks were extended to the three members who would not be standing for re-election, particularly Cllr Stephen Pewsey, who had served the Committee for the past 17 years, serving as Chairman in 2011/12 and Vice Chairman in 2006/7 and 2007/8.

Signed:

Date: 23 June 2021