

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Wednesday 22 June 2022 at 7.30pm

Present

Councillors: C C Pond (in the Chair)
B Cohen
S Fontenelle (from Min no. 4)
K Valentine
C Davies (as substitute for P Beales)
C P Pond
G Wiskin

Also in attendance

Councillor: D Wixley

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

EH102 Apologies

The Town Clerk reported that Cllr Davies had been nominated as substitute for Cllr Beales for this meeting.

EH103 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.

EH104 Confirmation of Minutes

The Minutes of the meeting held on 29 March 2022 were CONFIRMED as a correct record and was signed by the Chairman. The Chairman did however point out that Councillor Fontenelle's name had been misspelt in the apologies section of that meeting (Min no EH83).

Councillor Fontenelle joined the meeting.

EH105 Public Representations

None were received.

EH106 Town Clerk's / Chairman's Report

The Town Clerk Reported the following:

1. Following the Ride London Cycle event, held on the weekend of 27-29 May; no issues had been reported to the Town Council.
2. Following a recent staff departure at the City of London (CoL), there had been some confusion from CoL as to whether the two benches, removed from Pump Hill Green due to anti-social behaviour, were to be put back in place. The Town Council had received strict instructions previously from CoL not to put the benches back until the local Community Resilience Team (CRT) advise otherwise. The Town Clerk will further investigate with the CRT and report back at the next meeting.

3. Work to clean and repair damaged sections of the war memorial at Kings Green had commenced. The contractors would return shortly to continue and the initial results were very impressive.
4. The best course of action for the replacement of the cemetery front perimeter wall was still being considered. The Town Clerk will report back at the next meeting.

The Chairman reported that he had been contacted by a senior Loughton lawyer who was proposing to take legal action in order to have the York Hill Green benches returned.

EH107 Allotments

107.1 Willingale Allotments Report

107.1.1 Status Report

	12 May 2022 – date of inspection
Total plots on site (full and half plots)	91
Plots tenanted (full and half plots)	90
Plots vacant and available	1
Plots vacant but extremely overgrown	1
Income banked to date	£3,481
Outstanding rent	£0.00

The Committee NOTED the report.

107.1.2 Annual Rent Review

The Committee considered the proposal and AGREED to the rent increase (below) for the period 1 September 2022 – 31 August 2023

Plot type	1 September 2021 – 31 August 2022 £	1 September 2022 – 31 August 2023 £
Full	45.00	48.00
Half	30.00	33.00
Shed	15.00	18.00

EH108 Signage

108.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 90.1

The Committee NOTED the report. Officers expected that the installations would take place before the next meeting.

108.2 Broadway Noticeboard - Min no EH 90.2

The Services Manager reported that this matter remained in the hands of the legal departments of both EFDC and Superdrug. Relevant information pertaining to the contractor who will be installing the noticeboard has been forwarded to EFDC officers and it is hoped that this matter can now be resolved.

108.3 Alleyway Project

The Committee NOTED that the Chairman was working to secure grant funding which would be allocated towards installing signage to a number of alleyways in Loughton. The Services Manager provided the Committee with a list of the alleyways and will await the outcome of the grant funding application before seeking permission for the works from the relevant landowners. A report will be provided at the next meeting.

EH109 Requests from Epping Forest District Council's (EFDC) - The Broadway Loughton (Debden)

109.1 Planters - Min no EH 91

The Committee NOTED that EFDC is still awaiting approval from Essex Highways for the placement of the planters.

109.2 Major Works at the Broadway Proposal

The Committee NOTED the Chairman's report of a Zoom meeting held with EFDC officers and LTC Broadway Ward members, to outline EFDC's intention to embark on a series of external maintenance and repair works at The Broadway within the next 12-18 months. The works will include roof replacements, window replacements, walkway and balcony upgrades, Anti-social behaviour upgrades and compliance works. Consultation with residents will conclude by the end of June 2022. More information on this matter will be provided following the conclusion of the consultation and a report would be provided at a subsequent meeting.

EH110 Salt Bins

110.1 Salt Bag Partnership Scheme for Winter 2022/23

The Committee AGREED that the Town Council will participate in the 2022/23 Winter Salt Bag Partnership Scheme.

110.2 Request for Salt Bin at the top of Smarts Lane, Loughton.

The Committee NOTED that a deliberation is still awaited from the Epping Forest Local Highways Panel.

EH111 Loughton Cemetery

111.1 Closed Churchyard

Members NOTED that St John's Church Cemetery would at some point become a Closed Churchyard. A site visit, involving St John's representatives would be arranged in the next few weeks to allow for Officers to familiarise themselves with the layout. The Town Clerk reported that any transfer of the Churchyard to LTC would place additional demands on existing Town Council staff regarding both the administration and grounds maintenance of the site.

111.2 Request for Memorial Bench at Loughton Cemetery

The Committee AGREED to the request received from a local resident to have a bench installed (at own expense) in Loughton Cemetery, on the mound near Section F. Officers will attend to this matter.

EH112 Community Events

112.1 Loughton Day 17.9.22 – Min no 93.1

The Committee NOTED that the organisation of this event was progressing well with 17 stalls signed up and a number of performers committed already. The main marketing drive will take place after the Jessel Green

Fun Day on 26 June. An initial site visits was made to Loughton Cricket Club on 14 June 2022. Logistic concerns regarding stall holders vehicles entering the site and leaving were allayed as there are two gates, (wide enough for vehicles), one along Church Hill and one along Traps Hill. The Town Council will be hosting a 'strawberry and cream stall and also publicising Town Council activities.

Cllr Davies requested that visitors to the Jessel Green event be asked for feedback on what they like most about Jessel Green.

112.2 Loughton Wombles – Min no 93.2

The Committee NOTED that a sixth Wombles community litter pick had been scheduled to take place at the Jessel Green Fun Day on Sunday 26 June 2022.

112.3 Future Public Events

The Committee NOTED that there had been some comments regarding the lack of Platinum Jubilee bunting in Loughton High Road during the recent celebrations. This is not strictly a Town Council responsibility as local retailers can deck their shop frontages as they wish and various licensing and highways permissions need to be obtained at District and County Council levels.

The Committee AGREED to consider its role in town centre involvement in future events and celebrations.

EH113 Lopping Hall Clock and repair costs

Members NOTED the report and AGREED that next year's budget for the Lopping Hall Clock should be increased to £250 p.a. and that any residue funds left in this budget category at the end of the financial year should be transferred to Earmarked Reserves.

EH114 Loughton Market Policy - Min no EH95

The Chairman reported that interest from Market providers with plans to set up markets in Loughton, including a weekly Food Market, were currently being assessed.

EH115 Planning / Boundary Commission

The Committee AGREED to adopt the Chairman's draft letter as a response to declare opposition to the boundary change proposals. The draft will be presented to the Resources and General Services Committee to be endorsed at its next meeting on 5 July 2022.

EH116 Christmas Lights 2022-24

The Committee NOTED that the tender process had been successfully completed and that Aylseford Electrical Contractors had been chosen for the three-year contract between 2022 and 2025 at a cost of £48,562,20 spread over the three-year period.

EH117 Christmas Windows Competition 2022

The Committee considered a way forward for the competition and AGREED to revert to the terms and conditions employed in 2019 (pre-Covid). It was further AGREED that a Town Mayor special award be instigated, and that participation stickers would be issued to entrants earlier, prior to the judging process.

EH118 Essex Wildlife Trust (EWT) annual subscription fees

The Committee considered the sharp increase to the annual membership fee and AGREED to refer this matter to the Resources and General Services Committee with a recommendation to cancel the subscription.

EH119 Waste Recycling issues

Cllr Davies addressed the Committee on issues relating to the re-cycling of waste items. It was AGREED that the Town Council should encourage EFDC, as the local waste collecting authority, to broaden the scope of its waste re-cycling capability and AGREED that LTC District Councillors would take this matter forward on behalf of the Town Council.

EH120 Financial Position

Current Financial Position

The Committee NOTED the current financial position.

EH121 Future Work of the Committee

The Town Clerk said that a report would be made to the next meeting regarding the scanning of burial registers.

EH122 Environmental Issues

No issues were raised.

Signed:

Date: 29 September 2022

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Thursday 29 September 2022 at 7.30pm

Present

Councillors: C C Pond (in the Chair)
B Cohen
C P Pond
G Wiskin
S Fontenelle
K Valentine
D Wixley (as substitute for P Beales)

Officer: Mark Squire (Town Clerk)

Preceding the meeting, a one minutes silence was held, to respect the passing of her late Majesty Queen Elizabeth II.

EH123 Apologies

An apology for absence was received from Cllr Beales. The Town Clerk reported that Cllr Wixley had been nominated as substitute for Cllr Beales for this meeting.

EH124 Leave of Absence

Members AGREED to an extended leave of absence from all own Council and Committee meetings for Cllr Beales until 31 March 2023 due to exceptional prevailing health circumstances.

EH125 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.

EH126 Confirmation of Minutes

The Minutes of the meeting held on 22 June 2022 were CONFIRMED as a correct record and were signed by the Chairman.

EH127 Public Representations

None were received.

EH128 Town Clerk's / Chairman's Report

The Town Clerk reminded members that two Councillors accompany the Town Mayor in judging the Christmas Windows Competition. As Councillors C Davies and S Murphy has undertaken this exercise last year, they would be approached again to participate. Historically members had also volunteered to leaflet local retailers and the Town Clerk would be sending an e-mail request to Committee members to carry out this task again for this year's competition.

EH129 Heritage Plaques

A recommendation had been made for a blue plaque for Mr Charles Frederick Clark (1876-1945) Industrialist and Philanthropist who lived in Connaught Avenue and later built Ripley Grange and Limber.

Members AGREED for this recommendation to be taken forward by the Office.

EH130 Allotments and Horticultural Show

The Committee NOTED the report and thanked the officers concerned for their hard work. Congratulations were expressed to the winners in all the various categories.

EH131 Signage

131.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 108.1

Members NOTED the report. The Town Clerk would follow up on any uncompleted work and additionally look at the 'Station Road' sign which is now dilapidated .

131.2 Broadway Noticeboard - Min no EH 108.2

Members NOTED the report.

131.3 Alleyway Project – Min no EH 108.3

The Town Clerk read out an email received on the day from Essex County Council, Democratic Services confirming that they had received a proposal from Cllr Pond for Loughton Town council 'To name and signpost all unnamed Public Rights of Ways (PROWS) and alleyways in Loughton Central, so as to promote walking rather than car driving for intra- Loughton journeys'.

The Committee AGREED for the Town Clerk to proceed and added that where appropriate 'To the forest'(shops, station ...) indicators could also be added.

EH132 Requests from Epping Forest District Council's (EFDC) - The Broadway Loughton (Debden)

132.1 Planters - Min no EH 109.1

The Committee NOTED that an update is awaited from EFDC regarding permission from Essex Highways for the placement of the planter, but that the Town Clerk and Services Manager should contact the EFDC Economic Development Officer to discuss the way forward.

132.2 Major Works at the Broadway Proposal – Min no EH 109.2

The Committee NOTED that there is no further update at this juncture. EFDC will be writing to all stakeholders and inviting them to an evening meeting in due course.

EH133 Salt Bins

133.1 Request for Salt Bin at the top of Smarts Lane, Loughton – Min no EH 110.1

The Committee NOTED that a deliberation is awaited from the Epping Forest, Local Highways Panel. The Town Clerk would approach ECC Councillor, Marshall Vance for a further update

133.2 Salt Bag Partnership Scheme for Winter 2022/23 – Min no EH 110.2

The Committee NOTED that the Town Council's allotted consignment of salt bags, to enable participation in the 2022/23 Winter Salt Bag Partnership Scheme, has been delivered to Loughton Cemetery for storage and subsequent distribution.

EH134 Loughton Cemetery

134.1 Closed Churchyard - Min no EH 111.1

The Committee NOTED the report and would await further input from St John the Baptist's Church.

134.2 Request for Memorial Bench at Loughton Cemetery – Min no EH 111.2

The Committee NOTED the installation of the Memorial Bench.

EH135 Community Events

135.1 Loughton Day 17.9.22 – Min no EH 112.1

Members NOTED the report and the Town Clerk's oral update. It was hoped that the event could have been restaged on Saturday 15 October 2022. Ultimately, this aspiration had not proved possible, principally because well over of a third of the original community groups could no longer make the new date including some key Community players. A number of factors also played their part including the uncertainty of the weather for mid-October. The office was now unwinding the event which will now take place on Saturday 16 September 2023; Loughton Cricket Club, having already given their consent.

This outcome was disappointing for all concerned as a lot of work and resources have been put into staging Loughton Day. However to hold a diluted and fragmented event would be counterproductive.

135.2 Loughton Wombles – Min no EH 112.2

The Committee NOTED that further Wombles community litter picks would be organised in due course.

EH136 Benches

136.1 Buddy Bench

Members NOTED the report and AGREED that as there are a number of benches along the High Street already and with tight budget constraints this request would not be pursued.

136.2 Chigwell Lane Bench

Members NOTED the report. Further investigation is required to ascertain who owns the land in question. A possibility could be to request the owners of the Langston Road Retail Park to fund the installation of the bench.

136.3 York Hill Benches - Min no EH 71

The Committee NOTED that the report and the oral update from the Town Clerk.

EH137 War Memorials

137.1 Loughton War Memorial – Min no EH 106.3

The Committee NOTED the report and AGREED to the additional costs to be taken from General Reserves.

137.2 Claybury Hospital Roll of Honour – Min no EH15

The Committee NOTED the report.

EH138 Light up a Life

The Committee NOTED that the Light up a Life service has been booked with the Loughton Methodist Church for Saturday 26 November 2022.

EH139 Financial Position

Current Financial Position

The Committee NOTED the current financial position.

EH140 Future Work of the Committee

The Town Clerk said that a report would be made to a future meeting regarding the scanning of burial registers. Cllr David Wixley asked for a blue plaque for the Mexican food authority Diana Kennedy (1923-2022). The Chairman apologised for having failed to call him under Min EH129 and said he would pursue this.

EH141 Environmental Issues

No issues were raised.

Signed:

Date: 22 November 2022

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Tuesday 22 November 2022 at 7.30pm

Present

Councillors: C C Pond (in the Chair)
B Cohen S Fontenelle
C P Pond K Valentine
M Stubbings (as substitute for G Wiskin) D Wixley (as substitute for P Beales)

Officer: Mark Squire (Town Clerk)

EH142 Apologies

Apologies for absence were received from Cllrs Beales and Wiskin. The Town Clerk reported that Cllrs Wixley and Stubbings had accordingly been nominated as substitutes.

EH143 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.

EH144 Confirmation of Minutes

The Minutes of the meeting held on 29 September 2022 were CONFIRMED as a correct record and were signed by the Chairman.

EH145 Public Representations

None were received.

EH146 Town Clerk's / Chairman's Report

The Town Clerk reported that

- the Christmas lights were now up and favourable comments had been received on the new lighting scheme.
- a further 'Wombles' litter picking meet would be held on Saturday 3 December.
- The move to Buckingham Court was progressing well.

EH147 Heritage Plaques – Min EH 129

The Committee NOTED the report and were informed that the plaque for Diana Kennedy could potentially be the third plaque placement for one specific dwelling.

EH148 Allotments

Willingale Road Allotments Report

The Committee NOTED the report.

EH149 Signage

149.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 131.1

Members were informed that the Epping Forest Heritage Trust had been asked to provide further paperwork to Essex County Council (ECC). The administrative process whilst comprehensive would appear to be onerous.

149.2 Broadway Noticeboard - Min no EH 131.2

Should the 'Superdrug' store setting not materialise, the office would explore further potential options such as the St Johns Church premises on the Broadway or outside the Sainsbury's supermarket.

149.3 Alleyway Project – Min no EH 132.3

The Town Clerk will progress this project, which may take longer than originally envisaged, given the volume of paperwork required by ECC Highways.

EH150 Request from Epping Forest District Council's (EFDC) - The Broadway Loughton (Debden) Planters - Min no EH 132.1

The Town Clerk and Services Manager have agreed to speak to Duncan Haslam, Economic Development Officer, Epping Forest District Council in the following week.

EH151 Request for Salt Bin at the top of Smarts Lane, Loughton – Min no EH 133.1

The Committee NOTED the report and were informed that it is unlikely that ECC will deliver the additional salt bin in this calendar year.

EH152 Loughton Cemetery fees

Members AGREED the new fees for 2023/24

EH153 Loughton Day – Min no EH 135.1

The Committee NOTED that Saturday 16 September has been earmarked for Loughton Day 2023.

EH154 Loughton Remembrance Service and Parade

The Committee NOTED that the events had been a great success and very well attended.

A further dialogue would be opened with the Royal British Legion in good time for next years' service to determine a more formal protocol for the wreath laying. The presence and assistance from the Epping Forest Youth Council had proved valuable on the day itself.

EH155 Light up a life

The Committee NOTED the reminder.

EH156 Chigwell Lane Bench – Min no EH 136.2

The Committee NOTED that the Town Clerk would continue to progress the potential installation of a bench on the verge adjacent to the footway.

EH157 Town Council Van

The Committee AGREED to pursue the purchase of an LDV V80 electric van 2020, with little mileage on the clock, at a cost of c £25 K. There would also be costs incurred to pay for the Town Council logo on the van and for an electronic charging point. There is £12K in 'van' earmarked funds and the balance would need to be funded out of general reserves.

The Town Clerk was asked to enquire with EFDC's 'Qualis' entity, as to whether there is any scope to 'tie in' on their van fleet.

A formal recommendation for this funding would be made to the forthcoming Resources and General Services meeting on 7 December 2022.

EH158 Financial Position

Current Financial Position

The Committee NOTED the report.

EH159 Estimates 2023/24

159.1 Committee Priorities

The Committee NOTED the report.

159.2 Estimates 2023/24

The Committee NOTED the report and were aware that an additional Strategy and Staff Group meeting would be needed in December 2022 to further consider the budget requirements, due to the difficult economic challenges currently experienced.

EH160 Future Work of the Committee

No further items were raised.

EH161 Environmental Issues

No issues were raised.

Signed:

Date: 24 January 2023

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 24 January at
7.45pm**

Present

Councillors: C C Pond (in the Chair)
B Cohen
C P Pond (from Min no. EH166)
G Wiskin
S Fontenelle
K Valentine
D Wixley (as substitute for P Beales)

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

EH162 Apologies

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

EH163 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.

EH164 Confirmation of Minutes

The Minutes of the meeting held on 22 November 2022 were CONFIRMED as a correct record and were signed by the Chairman.

EH165 Public Representations

None were received.

Councillor C P Pond joined the meeting before the following item.

Councillor Wixley declared a non-pecuniary interest in the following item as a participant in the local Community Speed Watch Scheme.

EH166 Town Clerk's / Chairman's Report

The Town Clerk Reported that the organiser of a local Community Speed Watch scheme had contacted the Town Council asking for a letter of support to aid grant applications. The Committee AGREED to provide the letter of support, and also AGREED that if any financial assistance was requested by the Community Speed Watch from the Town Council, the matter would need to be brought back before this Committee.

The Town Clerk Reported that a new litter bin had been installed by EFDC at Spring Grove, following a request from a local resident.

The Town Clerk Reported that the Deputy Town Clerk & Responsible Financial Officer had today attended a multi-agency online meeting, on the Town Council's behalf, related to staging a wheeled sports event in the District. At this stage, it did not appear that the Town Council could add any real value to the event which is likely to

be staged in Epping and would not therefore be expected to have any further involvement. The Committee NOTED the oral report.

EH167 Heritage Plaques – Min EH147

The Committee NOTED that the property owner at Connaught Avenue has been written to in respect of the request for a blue plaque for Charles Frederick Clark (1876-1945), Industrialist and Philanthropist. It is envisaged that this plaque will be installed during this financial year, whilst the blue plaque for Diana Kennedy (1923-2022), Mexicanist, will be progressed during the next financial year.

EH168 Allotments

168.1 Willingale Road Allotments Report

The Committee NOTED the report by the Allotment Officer on issues relating to maintenance, plot letting and vacancies, and the potential return of the East of England Probation Service Unpaid Work group in the Spring.

168.2 Best Allotment Awards

The Committee AGREED to continue with the awards in 2023.

168.3 Horticultural Show

The Committee AGREED to continue with the horticultural show in 2023 and NOTED Saturday 2 September as the proposed date.

It was AGREED that the prize giving presentations from the best kept allotment awards would continue to be included as part of the Horticultural Show.

EH169 Signage

169.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH149.1

The Committee NOTED that The Epping Forest Heritage Trust are awaiting final approval from ECC for the 'direction roundels' and interpretation board, and that the Town Clerk and Services Manager are progressing the residual signage requirements.

169.2 Broadway Noticeboard – Min no EH149.2

The Committee NOTED that EFDC continue to be chased on this matter, and that a further response from their legal team is awaited. As a possible alternative measure, the Town Clerk visited the Sainsbury's store near Debden station, to request the possibility of using the wall (adjacent to the supermarket entrance), to site the noticeboard. The Store Manager agreed to this request and this installation will be take forward by the Office, whilst feedback from EFDC is awaited. The Committee AGREED that the cost of the noticeboard could be vired from the Committee's 'Other Works' budget allocation.

At the request of a Town Councillor, the Town Clerk took the opportunity to report on the dilapidated state of the noticeboard at Oakwood Hill which is beyond repair and needs replacing. The Committee AGREED that the Services Manager would bring a costing quote for the new noticeboard to the next Committee meeting.

169.3 Alleyway Project – Min no EH149.3

The Committee NOTED that the Town Clerk had contacted EFDC, re the alleyway signage, to check whether approval via ECC is necessary. The project will be expedited via the most appropriate route.

EH170 Request from Epping Forest District Council (EFDC) – The Broadway Loughton (Debden) Planters – Min no EH150

The Town Clerk Reported that he was due to hold talks with the appropriate officer at EFDC regarding this issue on Thursday 26 January 2023. A report will be made at the next meeting.

Councillor Wixley declared a non-pecuniary interest in the following item, as he had been approached by a resident concerning salt bin issues.

EH171 Salt Grit provision

171.1 Request for salt grit bin at the top of Smarts Lane, Loughton – Min no EH151

The Committee NOTED that Essex County Councillor Marshall Vance has indicated that this application is in the Local Highways Panel system and is awaiting funding.

171.2 Further request for salt grit bins

The Committee expressed concern at the length of time that it takes the Highways Panel to deliver on new salt-grit bins, and also noted some of the specific conditions that need to fulfil before ECC can agree for a new bin to be placed. The Committee AGREED that the public requests for new bins to be installed at Ollards Grove and Roding Gardens should be submitted to ECC Cllr Vance.

171.3 Problems experienced during the cold snap in December 2022 – Salt Grit Volunteer Scheme

The Committee NOTED the report and it was AGREED that in order to protect the Town Council from disgruntled members of the public, a report detailing the council's capabilities of dealing with winter conditions would be made available to all Loughton residents via the Town Council's 'Think Loughton' newsletter and other channels before the winter sets in this calendar year. The report will highlight the reality of the situation as faced by the Town Council, as well as containing advice on how the public can plan for, and then manage, winter conditions, either independently or as part of the council's volunteer scheme.

The Office would also seek from ECC a far bigger allocation of salt bags given the significantly large population in Loughton, compared with other smaller Parishes in the County.

EH172 Loughton Cemetery fees – Min no EH152

The Committee AGREED that following the Staff and Strategy Group meeting on 19.12.22 and subsequent Policy and Resources Committee meeting on 11.1.23, all cemetery fees will be increased by 10% from the previous financial year.

EH173 Loughton Day – Min no EH153

The Committee NOTED that following the Staff and Strategy Group meeting on 19.12.22 and subsequent Policy and Resources Committee meeting on 11.1.23, the office would look for local businesses to sponsor the Day, scheduled for Saturday 16 September 2023, to make the event more cost effective.

EH174 Chigwell Lane Bench – Min no EH156

The Town Clerk Reported that this matter was to be expedited, and that a progress report would be made at the next meeting.

EH175 Painting safekeeping

Following a request by a local resident, the Committee AGREED to hold, for safekeeping and display, three paintings by the renowned local artist John Strevens, which would be displayed in the lobby of the Town Council offices. The Town Clerk reported that the Town Council’s insurance company would be notified of this arrangement.

EH176 Financial Position

Current Financial Position

The Committee NOTED the current financial position, and details of the funds available from earmarked reserves, as at 30 November 2022.

EH177 Financial savings

The Committee AGREED to consider alternative uses for Lady Whittakers Mead, which could potentially see the land generate income for the Town Council. Furthermore, the generating of additional grave spaces at Loughton Cemetery would also be considered.

EH178 Future Work of the Committee

It was AGREED that Councillor Fontenelle would submit a report detailing ideas related to alternative uses for Lady Whittakers Mead, as discussed in Min no. EH178.

EH179 Environmental Issues

No issues were raised.

Signed:

Date: 28 March 2023

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 28 March at
7.30pm**

Present

Councillors: C C Pond (in the Chair)

B Cohen

C P Pond

K Valentine

T Downing (as substitute for P Beales)

S Fontenelle

G Wiskin

Officers: Mark Squire (Town Clerk)

Paul Hoy (Services Manager)

EH180 Apologies

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

EH181 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.

EH182 Confirmation of Minutes

The Minutes of the meeting held on 24 January 2023 were CONFIRMED as a correct record and signed by the Chairman.

EH183 Public Representations

None were received.

EH184 Town Clerk's / Chairman's Report

The Town Clerk Reported that the schedule for the Town Councils' meetings for 2023/24 had not yet been finalised but would be set after 4 April 2023 following the release of EFDC meetings for the same period.

It was reported by the Town Clerk that the new 'all electric' council van was due to be collected on 29 March 2023. Furthermore, a charging point would soon be installed at Murray Hall, all being well. It is hoped in the longer term that charging points will be installed within the car park area at Buckingham Court.

The Chairman Reported that Cllr Wixley was currently at a meeting of EFDC's Local Councils' Liaison Committee, where item 13 of this Agenda, was to be discussed.

EH185 Heritage Plaques – Min EH147

The Chairman provided an oral update in respect of a plaque for Charles Frederick Clark (1876 – 1945), Industrialist and Philanthropist. Following further research, it was NOTED that Mr Clark had not actually resided at 49 Church Lane, and therefore, in accordance with the guidelines, the preferred location of the plaque would be the known address of 8 Connaught Avenue.

It was AGREED that the Office would write and update all parties. The necessary arrangements for the erection of the plaque at the Connaught Avenue address would be confirmed in due course.

EH186 Allotments

186.1 Willingale Road Allotment Site

The Committee NOTED the report.

EH187 Signage

187.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH169.1

The Town Clerk reported that the Epping Forest Heritage Trust remained in close dialogue with ECC over the remaining interpretation boards and way markers, but no further details were available for this meeting.

187.2 Broadway Noticeboard – Min no EH169.2

The Committee NOTED that in the absence of any further response from either EFDC's or Superdrug's respective legal teams, a new noticeboard will be ordered in April 2023 to be placed along the wall adjacent to the Sainsbury's store entrance in Torrington Drive, following permission from the Manager at Sainsbury's.

187.3 Oakwood Hill Noticeboard – Min no EH169.2

Committee NOTED that similarly, a new noticeboard will be ordered in April 2023 to replace the current dilapidated board outside the general store in Longcroft Rise.

187.4 Alleyway Project – Min no EH169.3

The Town Clerk Reported that an order had been placed for eight initial alleyways (2 signs per alley way) totalling £1,916.00, namely, Ash Green Path, Polefield Path, Rayhouse Path, Ryegrass Path, Tee Path, Driftway Path, Stanmore Path, and Bayliss Path. The Committee NOTED that the ensuing installation work will total £3,150, totalling £5,066.00 overall. Loughton Town Council will make up the residual amount of £66.00. £5000 would be reimbursed through the ECC Locality Fund in early April 2023.

EH188 Salt Grit provision

Request for salt grit bin at the top of Smarts Lane, Loughton – Min no EH171.1

The Committee NOTED that the next Local Highways Panel meeting is scheduled for 3 April 2023. Essex County Councillor Marshall Vance has confirmed to the Town Clerk that this application is in the Local Highways Panel system and is awaiting funding. A further reminder has been made to Cllr Vance in this respect.

It was also NOTED that a request for two new salt bins, one at the top of Ollards Grove and the second at Roding Gardens, has also been made on behalf of local residents.

The Committee AGREED that a future edition of the Think Loughton newsletter should include the costs of new grit bins, as quoted by ECC. These prices were very high. A practical recommendation would also be made for residents to purchase their own salt bags to store for future contingencies.

EH189 Loughton Day – Min no EH173

The Committee NOTED that organisation of the event is progressing well, and a variety of potential sponsors have been identified, to be approached by the Community Manager and Town Clerk. An initial community meeting will be held in April/ May to attract participants.

EH190 Chigwell Lane Bench – Min no EH156

The Town Clerk reported that following a further site visit with the Services Manager on Thursday 23 March, site investigation work will be necessary due to the presence of underground telecommunications infrastructure, as well as perceived electrical cabling as a result of the proximity of three streetlamp columns and the traffic lights at the junction with Langston Road.

On receipt of the necessary utilities' investigation reports, the local business adjacent to the proposed site will be approached to ascertain whether they agree to the proposed installation and as a potential sponsor.

EH191 Kings Charles III Coronation bunting

The Committee NOTED that quality 50 x 20m PVC, double sided Triangular Union bunting has been purchased to enhance the Broadway and High Street for the Coronation, Bank Holiday weekend. It will be put up week commencing 17 April 2023 and taken down towards the end of May 2023.

The Committee NOTED that ECC Highways have prohibited the hanging of bunting across the highways from one side of the road to the other, meaning that the new bunting will therefore be placed on lamp columns and will sit parallel to the highways.

It was AGREED that all publicity relating to the Coronation should state that the Town Council have been prohibited from displaying bunting across the public highway at the behest of ECC Highways, as it anticipated that sections of the general public might be unhappy at the 'enforced' end result.

It was NOTED that the total cost of the bunting and installation is net £3,213.50, for its purchase and installation. The Earmarked Funds for Street Furniture of £3,000 would be used in its entirety for this purpose.

EH192 Bus 542

The Committee NOTED that there have been continual complaints from Broadway, Alderton, and Roding Wards for some months regarding route 542 (which is an ECC contracted service). The Chairman reported that the service had been run sporadically on Saturdays, but not at all on Mondays – Fridays, as advertised.

AGREED that the Town Clerk would write to ECC, asking that this contract be removed from the transportation company in question, Central Connect/Galleon Travel. The operations should be awarded to an alternative contractor who would be able to deliver the service.

**EH193 Financial Position
Current Financial Position**

The Committee NOTED the current financial position as of 31 January 2023.

EH194 Financial savings

The Committee considered that no substantial savings could be made from this Committee.

However, it was AGREED that representations should be made to the Recreation Committee as meaningful savings should be considered from within the Recreation Committee budget, with specific reference to the grounds maintenance contract at the Roding Valley Recreation Ground, which absorbs a significant proportion of the annual precept.

EH195 Environmental Issues

No issues were raised.

EH196 Future Work of the Committee

The Chairman reported that further details were awaited from County Councillor Vance, in respect of a proposed new 'Greensted Road' bus shelter, junction of Valley Hill and Greensted Road. A report will be included in the next Agenda.

Signed:

Date: 14 June 2023