

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Wednesday 23 June 2021 at 7.45pm**

**Present**

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

**Also in attendance**

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

**EH1 Apologies**

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

**EH2 Leave of absence**

Members Agreed to an extended leave of absence from all Town Council and Committee meetings for Cllr P Beales until 30 September 2021 owing to his exceptional prevailing circumstances.

**EH3 Declarations of Interest**

Cllr Wixley declared a non-pecuniary interest in Agenda items 7.2 and 18 as he is an Epping Forest (EFDC) Councillor for Loughton, Fairmead Ward. Cllr Cohen declared a non-pecuniary interest in Agenda item 8 as she lives close to the Loughton Town Council Cemetery.

**EH4 Confirmation of Minutes**

The Minutes of the meeting held on 31 March 2021 were CONFIRMED as a correct record and was signed by the Chairman.

**EH5 Public Representations**

None were received.

**EH6 Town Clerk's / Chairman's Report**

The Chairman welcomed members to the first sitting of the Committee and reiterated that any matter to be added as an agenda item, or as a Future Works of the Committee, should be submitted to the Chairman, Vice-Chairman or Town Clerk in advance of the meeting.

**EH7 Allotments**

**7.1 Willingale Road Allotments - Min no EH 280.1**

The Committee NOTED the report. The Chairman informed the Committee that the Willingale Road Community Garden Project had now folded, and that the grant-funding previously awarded, as yet unclaimed, would be returned to the Town Council grants budget.

**7.2 Allotment Provision for Pyrles Lane**

The Committee NOTED the report and the Chairman relayed the history of the site back to 1947. On 6 January 1947, the Ministry of Agriculture Fisheries issued a Compulsory Purchase Order on the Pyrles Lane land, specifying it was to be used for the purposes of the Allotments Acts 1908 to 25. To change the use of such land, a Certificate is needed from the Secretary of State. There is no evidence that this has been done and if not, it is most likely unlawful to build on it. It was AGREED that the Town Clerk would write to EFDC to query this aspect

Cllr Wixley reported that he had recently spoken to an official from Qualis, the company who will be overseeing the development of the site, and was assured that a water supply to the adjacent Grow Community Garden would be maintained throughout the development.

**EH8 Loughton Cemetery**

**8.1 Water leak - Min no EH281.1**

The Town Clerk reported that progress had been slower than originally anticipated due to unfavourable and unforeseen conditions underground and that further costs were likely to be incurred. The Committee NOTED the report.

**8.2 Extra capacity for cremated remains interments - Min no EH 281.2**

The Committee NOTED the report and AGREED to defer making decisions on the recommendations contained within it until nearer such a time that the planned area (L) was anticipated to be needed for use.

**8.3 Holm Oak - Min no EH 281.3**

The Committee NOTED the report.

**EH9 Heritage Plaques - Min no EH 282**

**9.1 Arthur Bacot – 19 York Hill**

The Committee NOTED that this plaque has now been installed.

**9.2 Sir Leonard Hill & Austin Bradford Hill – Nafferton Rise**

The Committee NOTED that this plaque has now been received and that installation is imminent.

**9.3 Millican Dalton – 18 Stony Path**

The Committee NOTED that the draft plaque has been approved and should be received within the next month.

**9.4 Bridge plate Charlie Moules**

The Town Clerk brought to the attention of the Committee a recent request from a family member of Mr Moules, regarding signage to the bridge named in his honour at Roding Valley Recreation Ground. It was AGREED that Officers would visit the site and refer this item to the Recreation Committee.

**EH10 Noticeboard - Min no EH284**

The Services Manager reported that dialogue with Officers of EFDC to gain permission to site a notice board outside the 'Superdrug' store on The Broadway remained ongoing.

**EH11 Christmas Lights - Min no EH285**

The Committee NOTED the report.

- EH12 Signage to the Forest from Loughton Station / Town Centre - Min no 286**  
The Town Clerk reported that he was in discussion with the Epping Forest Heritage Trust (EFHT) and was hopeful that funding for the signage would be secured shortly. It was further reported that some further funding via the Town Councils' Street Furniture budget might be made available for this project. There could also be potential funding from the chairman's Locality Fund which could be allocated for such a project on the North side of the proposed route. The Town Clerk AGREED to forward to members a progress report, just received from the Chairman of the EFHT, detailing that organisations position on this project.
- EH13 Street Signage - Min no EH287**  
The Services Manager reported that there had been no further developments on the formulation of the proposed wayleave agreement for 'Dragons Path' by the City of London Corporation. Officers would continue to follow up this matter.
- EH14 Salt Bin Request - Min no 289**  
The Committee NOTED the report.
- EH15 Claybury Hospital Roll of Honour | Redbridge and the First World War ([redbridgefirstworldwar.org.uk](http://redbridgefirstworldwar.org.uk))**  
The Committee were shown the Roll of Honour which was recently secured from the Loughton branch of the Royal British Legion, and AGREED with the recommendation to offer it as a gift to the Redbridge Museum when it reopens in 2022.
- EH16 Queen's Platinum Celebrations - Green Canopy**  
The Committee NOTED the report and AGREED that this matter should be referred to the Recreation Committee, and that suggestions for suitable locations should be submitted to officers for consideration.
- EH17 Lippetts Hill**  
The Committee reviewed the letter sent by EFDC to the Metropolitan Police Commissioner and AGREED that the Town Clerk should write to the Leader of EFDC stating that this Committee AGREED with the sentiments contained within the letter.
- EH18 EFDC District Regeneration**  
The Committee NOTED the report and AGREED that the Town Clerk should write to the Leader of EFDC stating that the Town Council is pleased that the regeneration of Loughton High Road and The Broadway is being considered, and state that the Town Council may be able to make some modest contributions towards those of these projects with which it agreed.
- EH19 Highways Rangers**  
The Committee NOTED the report and the Town Clerk further reported that the Highway Rangers had now agreed to renovate the High Road finger posts. Officers would follow this up to ensure that the work was carried out.
- EH20 Knitted Poppies Display**  
The Town Clerk reported that the Woodland Branch Essex Handicrafts Association had once more approached Officers with a view to staging a poppy display at Kings Green for the November 2021 Remembrance event. The Committee AGREED to the request and the Town Clerk would liaise with the Groups to ascertain design suggestions for the new display.

- EH21 Financial Position**  
**Current Financial Position**  
The Committee NOTED the report.
- EH22 Environmental Issues**  
No issues were raised.
- EH23 Future Work of the Committee**  
No items were raised for future discussion.
- EH24 Exclusion of the Press and Public**  
The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to contractual matters.
- EH25 Roding Road Allotments**  
**Request to Re-position Gate and Fence – Min no EH 280.2.1**  
The Committee noted the correspondence received from the Chairman of the Roding Road Allotments and Leisure Gardens Association (RRALGA) which had unanimously declined the request from a local resident. It was noted that the RRALGA are appointed as managers of the allotments. After review, it was AGREED that the Town Clerk should write to the local resident to decline the request.

**Signed:** .....  
**Date:** 22 September 2021

**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 September 2021 at 7.45pm**

**Present**

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

**Also in attendance**

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

**EH26 Apologies**

Apologies for absence had been received from Cllrs Beales, Cohen, and Valentine. The Town Clerk reported that Cllr Stubbings had been nominated as substitute for Cllr Beales, Cllr Wixley as substitute for Cllr Cohen and Cllr Davies as substitute for Cllr Valentine for this meeting.

**EH27 Leave of absence**

Members Agreed to an extended leave of absence from all Town Council and Committee meetings for Cllr P Beales until 31 March 2022 due to his exceptional prevailing circumstances.

**EH28 Declarations of Interest**

Cllr Davies declared a non-pecuniary interest in Agenda items 6.1 as a member of the Planning and Licensing Committee, and 8.4 as she is known to Heidi Chow of the GROW Community Garden; Cllr Fontanelle declared a non-pecuniary interest in Agenda item 6.1 as he is known to the landlord of the Gardeners Arms public house; 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 and Cllr Wixley declared a non-pecuniary interest in Agenda items 7 and 8.4 as he is an EFDC Councillor for Loughton, Fairmead Ward and is known to Heidi Chow of the GROW Community Garden, Agenda item 9 as he is an EFDC Councillor and Agenda item 12.1 as a member of the Epping Forest Heritage Trust (EFHT).

**EH29 Confirmation of Minutes**

The Minutes of the meeting held on 23 June 2021 were CONFIRMED as a correct record and was signed by the Chairman.

**EH30 Public Representations**

None were received.

**EH31 Benches**

**31.1 York Hill Benches**

Members noted the continuing anti-social behaviour in the vicinity and that a number of planning and licensing issues are yet to be resolved. The intention is to restore the two benches soonest. However in view of the above factors, it

was AGREED to defer the decision until a further Environment & Heritage committee meeting in the New Year, when the situation may become clearer.

**31.2 Request for an additional bench along Willingale Road**

A number of potential areas had been identified by the local resident in and around the Westall Road, Sandford Avenue and Rochford Green vicinity but some way off Willingale Road. A precise location has not been provided yet.

The Committee AGREED to defer this item until a specific potential site has been identified.

**EH32 Town Clerk’s / Chairman’s Report**

The Town Clerks’ report was received and NOTED

**EH33 Allotments**

**33.1 Willingale Road Allotments**

The Committee NOTED the report.

**33.2 Allotment Fees**

The Committee AGREED the fee increase for 2022/23

Plot type	1 September 2022 – 31 August 2023 £
Full	47.00
Half	31.00
Shed	16.00

**33.3 Willingale Road Allotments Management Policy**

The Committee AGREED the updated policy.

**33.4 Pyrles Lane Allotment Site visit**

The Town Clerk highlighted that contrary to the agenda report, Cllr Wixley has not been present at the site visit . Cllr Wixley reiterated that he had not attended the site visit nor had had any prior knowledge that it had been arranged.

The Committee NOTED that the Town Clerk, Services Manager, Heidi Chow, Chairman of the GROW Community Garden and several other members of ‘GROW’ met with Karen Telling (KT) Development Manager, Qualis, on site at the disused Pyrles Lane Allotment site on site on 11 August 2021. The meeting had been called to initiate a dialogue between all parties prior to the commencement of the proposed housing development.

AGREED that if the development did go ahead, then a representation should be made to EFDC to pay for the water supply to the GROW Community Garden

**EH34 Epping Forest Net Zero Forum (EFNZF)**

The Committed NOTED the report.

**EH35 Environment & Sustainability Policy**

Members received the draft policy document and would bring any suggestions and comments to the next Environment and Heritage Committee meeting for approval.

**EH36 Loughton Cemetery**

**36.1 Water leak - Min no EH281.1**

The Committee NOTED the report.

**36.2 Holm Oak - Min no EH 281.3**

The Committee NOTED the report.

**36.3 Gardens of Remembrance Training**

The Committee NOTED the report.

**EH37 Signage**

**37.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 12**

The Committee NOTED the report. The Town Clerk would continue to chase an early meeting with the Epping Forest Heritage Trust.

**37.2 Street Signage - Min no EH 13**

The Committee NOTED that the wayleave agreement for 'Dragons Path' had been signed off with the City of London Corporation. The Services Manager reported that the name plates had been received, and that contractors would install them as soon as the path had been cleared of overgrowing vegetation.

**37.3 Finger Posts - Min no EH 19**

The Committee NOTED that the office continues to chase the Highway Rangers, who have not as yet committed to a date for the renovation work. The Town Clerk was reported that the Highway Rangers are due to commence some work on repainting bollards in Loughton High Street soon.

**EH38 Community Events**

**38.1 Remembrance Sunday - 14 November 2021**

The Committee NOTED that a meeting of all community groups involved in the organisation and implementation of the event has been arranged for Friday 1 October. A return to a more normal service and parade is envisaged, and the temporary road closure permit from the District Council has been granted.

The Town Clerk reported that several volunteers had come forward to assist in stewarding the event but reiterated that any additional help in this regard would be welcome. Any prospective volunteers should contact the council office at their earliest opportunity.

**38.2 Knitted Poppy Appeal – Min no EH 20**

The Committee NOTED that the Community Manager and Services Manager recently met with the Woodland Branch Essex Handicrafts Association to discuss plans for staging a poppy display at Kings Green for the November 2021 Remembrance event. It was AGREED to give support in decorating the London Plain tree at Kings Green with the permission of the City of London Corporation.

**38.3 Light up a Life – 27 November 2021**

The Town Clerk reported that arrangements are in hand for the reinstatement of this event following the cancellation of this function last year due to the Covid pandemic.

**38.4 Loughton Wombles**

The Committee NOTED that the existing volunteers will be invited to Loughton Library in October 2021 to finally launch this community litter picking initiative, which has been deferred on numerous occasions due to the ongoing Covid pandemic.

**38.5 Loughton Day / Heritage Day**

The Committee NOTED that Saturday 17 September 2022 has been earmarked for the inaugural staging of this event, with the agreement of Loughton Cricket Club. The Community Manager and colleagues will start work on the organisation of this major event in January 2022.

**EH39 Broadway Noticeboard – Min no EH10**

The Town Clerk reported that an agreement had now been reached between EFDC and Superdrug to allow the Town Council to install a notice board on the wall of the store. The Committee NOTED that EFDC had agreed to cover the legal costs demanded by Superdrug, for the variation of their lease, amounting to £700.00 plus VAT, as a gesture of goodwill towards the Town Council. The Committee NOTED the report and expressed its gratitude to Officers and all involved at EFDC for this kind gesture.

**EH40 War Memorial – Kings Green**

The Committee NOTED the report and AGREED to the proposal. Officers would now obtain three competitive quotes and work within the budget as set out in the report.

**EH41 Tree Survey**

The Town Clerk reported that due to illness amongst the inspection team, the survey had been deferred until week commencing 27 September 2021.

**EH42 Salt Bin Request - Min no 14**

The Committee NOTED the update.

**EH43 Financial Position**

**Current Financial Position**

The Committee NOTED the report and the Earmarked Cemetery funds had been reduced accordingly, following the work on the water leak in the Town Council cemetery.

**EH44 Environmental Issues**

No issues were raised.

**EH45 Future Work of the Committee**

It was AGREED that Cllr Davies would address the next meeting as to the importance of hedgerows.

Signed: .....

Date: 23 November 2021



**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Tuesday 23 November 2021 at 7.45pm**

**Present**

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

**Also in attendance** C Davies

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

**EH46 Apologies**

Apologies for absence had been received from Cllrs Beales and Cohen. The Town Clerk reported that Cllr Jennings had been nominated as substitute for Cllr Beales, Cllr Wixley as substitute for Cllr Cohen for this meeting.

**EH47 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 and Cllr Wixley declared a non-pecuniary interest in Agenda items 8.1 as he is a member of the Epping Forest Heritage Trust (EFHT).

**EH48 Confirmation of Minutes**

The Minutes of the meeting held on 22 September 2021 were CONFIRMED as a correct record and signed by the Chairman.

**EH49 Public Representations**

None were received.

**EH50 Town Clerk's / Chairman's Report**

The Town Clerk reported that the benches formerly opposite the Gardeners Arms public house in York Hill, removed by the City of London Corporation due to repeated anti-social behaviour, had recently and inadvertently been re-installed, contrary to the Resolution of this Committee. The Town Clerk swiftly secured the removal of the benches the day following the reinstallation. The Committee will review again at a further Environment & Heritage Committee meeting in the New Year.

**EH51 Allotments**

**51.1 Willingale Allotments Report**

The Committee NOTED the report.

**EH52 Environment**

**52.1 Epping Forest Net Zero Forum (EFNZF) – Min no EH34**

The Committee NOTED the report.

**52.2 Environment & Sustainability Policy – Min no EH 13**

The Committee reviewed and AGREED the draft policy document, subject to the following :-

- deletion of the 'EU blacklist' wording
- adding the wording 'In making recommendations, (e.g. on a demolition) in the issue of embodied carbon, and the desirability of retaining and improving existing buildings rather than demolition and replacement.

**52.3 Importance of Hedgerows – Min no EH 45**

Members thanked Cllr Davies for her informative and comprehensive presentation. A copy of the presentation would be sent electronically to the Town Clerk.

Members AGREED

- that an edited article based on this presentation should appear in the next 'Think Loughton' newsletter.
- that a letter be written to local MP Eleanor Laing, to seek support for the hedgerow initiatives, in keeping with the aims of the countryside charity, Campaign to Protect Rural England (CPRE) Essex

**EH53 Signage**

**53.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 37.1**

The Committee NOTED that a meeting had been set up with members of Transport for London (TFL), Epping Forest Heritage Trust (EFHT), City of London Corporation (COLC), and Cllr C C Pond and the Town Clerk on 8 December 2021, to discuss appropriate signage at Loughton Station.

Also that a further meeting is to be set up, to conduct a walk between Loughton Station and Epping Forest to review the most appropriate locations for intermittent direction signage to the forest.

**53.2 Street Signage – Min no EH 37.2**

The Committee NOTED the report.

**53.3 Finger Posts – Min no EH 37.3**

The Committee NOTED the report.

**EH54 Loughton Cemetery**

**54.1 Gardens of Remembrance Training**

The Committee NOTED the report.

**54.2 Cemetery wall**

The Committee NOTED the background information supplied by the Town Clerk and AGREED that this project should be reactivated. A more detailed report would be made at the next meeting.

**EH55 Requests from Epping Forest District Council's (EFDC's) Town Centre Manager**

**55.1 The Broadway Loughton (Debden)**

The Committee NOTED the report and AGREED that a further report will be made at the next meeting following further discussions with EFDC.

**55.2 EFDC Market Policy**

The Committee AGREED that the Town Clerk would write in support of the policy, and stated that markets at both Loughton High Road and The Broadway should resume as soon as possible.

**EH56 Broadway Noticeboard- Min no EH39**

The Services Manager reported that although the legal process had stalled in recent weeks, it had been re-ignited the day before this meeting. Officers are now optimistic that this issue will be resolved to Loughton Town Councils' (LTC) satisfaction, although some trepidation remains based on the history of this project so far.

**EH57 Salt Bin- Request – Min no EH 42**

The Committee NOTED the letter from ECC Highways in response to this request, and awaited ECC's decision following its evaluation process.

**EH58 Community Events**

**(i) Remembrance Sunday – 14 November 2021 - Min no EH38.1**

The Committee NOTED that a befitting and moving Remembrance Service was held on Sunday 14 November 2021 at the war memorial on Kings Green, Loughton, and thanked Officers, volunteers and the Police for the safe and efficient running of the event.

**(ii) Knitted Poppy Appeal - Min no EH38.2**

The Committee NOTED that the poppy display surrounding the London Plane tree at Kings Green, jointly organised by Woodland Branch Essex Handicrafts Association and LTC, had been well received by local residents.

**EH59 Loughton Wombles – Min no EH 38.4**

The Committee NOTED that Loughton Wombles had been officially launched, with the inaugural volunteer group sessions staged in two different locations in Loughton on the morning of Saturday 20 November.

**EH60 Christmas Lights**

The Committee considered the report and AGREED to install Christmas lights along the principal high streets in Loughton again in 2022/23. Officers would initiate the tender process early in 2022.

**EH61 Committee Priorities**

**61.1 The Committee AGREED to the priority list as set out in the agenda.**

**61.2 The Committee reviewed the items proposed to the Planning and Licensing Committee last year, as being suitable for a developer's Section 106 contribution should the opportunity arise, and AGREED to add "Planting of Hedges" as item v.**

**EH62 Financial Position**

**Current Financial Position**

The Committee NOTED the current financial position.

**EH63 Estimates for 2022/23**

The Committee NOTED the report.

**EH64 Environmental Issues**

No issues were raised.

**EH65 Future Work of the Committee**

No items were raised for future discussion.

**EH66 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to contractual matters.

**EH67 Deep Clean of War Memorial – Kings Green**

The Committee considered the quotes provided and the oral report provided by the Services Manager and AGREED to appoint Universal Stone to carry out the works detailed.

The Committee also AGREED to vire funds from existing Environment & Heritage budget accounts with the residual amount to be taken from general reserves.

**Signed:** .....

**Date:** 25 January 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 25 January at 8.00pm**

**Present**

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

**Also in attendance**

**Councillors:** R Brookes                      C Davies                      M Owen                      J Riley

**Officers:** Mark Squire (Town Clerk)  
Kim Lumb (Deputy Town Clerk)  
Paul Hoy (Services Manager)

Three members of the public.

**EH68 Apologies**

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

**EH69 Declarations of Interest**

Cllr Wixley declared a non-pecuniary interest in Agenda items 8.1 as he is a member of the Epping Forest Heritage Trust (EFHT). 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, and Cllrs Jennings and Owen both declared a non-pecuniary interest in Agenda item 5 as both live nearby to the location where the benches were previously situated.

**EH70 Public Representations**

Three members of the public presented arguments against the reinstatement of the two York Hill benches. The Town Clerk read out letters that had been submitted to the Council by members of the public, both for and against the reinstatement of the benches.

The Committee AGREED to bring forward agenda items 5 and 11.4.

**EH71 York Hill Benches**

For the convenience of those who attended, the Chairman promoted this item up the agenda.

All members of the Committee and the other councillors present debated this issue at length and, it being clear there was no unanimity, the Committee voted four to one (with two abstentions) in favour of the benches being returned to their former position.

The Committee consequently AGREED that the benches should be reinstated subject to continual review and the necessary authorisation of the City of London Corporation (COLC), as landowner. The Town Clerk would contact the City of London in this regard. A Public Spaces Protection Order for the area was mooted as a possible way forward if the anti-social behaviour resumed.

**EH72 Town Mayor - Cycle Event**

The Committee NOTED the report submitted by the Town Mayor. The Town Clerk provided a verbal report and outlined concerns over safety issues, as well as the lack of time available for officers to arrange such a potentially large event by May 2022. Although Members considered the concept to be very worthy, it was AGREED that it would not be possible to stage an event of this scale this year in the available time frame.

It was also AGREED that staging an event of this nature could be considered in subsequent years, depending on capacity within the events calendar for officers to organise and execute it in line with the Council's health and safety framework. Any such event should be named after Cllr Brookes as she originated the concept of the event.

**EH73 Confirmation of Minutes**

The Minutes of the meeting held on 23 November 2021 were CONFIRMED as a correct record and signed by the Chairman.

**EH74 Town Clerk's / Chairman's Report**

The Committee NOTED that both the deep cleaning of the war memorial and the replacement of the cemetery boundary wall projects are being progressed.

**EH75 Allotments**

**75.1 Willingale Allotments Report**

The Committee NOTED the report on recent maintenance works and the current status of the waiting list for vacant plots.

**75.2 Best Allotment Awards**

The Committee AGREED that the Best Allotment Competition should go ahead this year, with judging to be carried out in July and award presentations to follow in September, dependant on the prevailing covid climate.

**75.3 Horticultural Show**

The Committee AGREED that the Horticultural Show should go ahead this year, with a date 'pencilled in' for 3 September 2022.

**EH76 Signage**

**76.1 Signage to the Forest from Loughton Station / Town Centre Min no EH53.1**

The Committee NOTED meetings attended by the Chairman and the Town Clerk with representatives of Transport for London (TFL), Epping Forest Heritage Trust (EFHT) and COLC, on 8 and 15 December 2021, to discuss appropriate routes and signage between Loughton Station and Epping Forest.

The Town Clerk reported that he and the Services Manager had since re-trod the agreed route, noting the various tasks to be completed. The Chairman informed the Committee that the deadline for the Locality

Funding had been extended to 31 March 2022. The Committee NOTED that purchase orders would soon be placed in advance of the 31 March deadline.

**76.2 Broadway Noticeboard – Min no EH 53.2**

The Committee NOTED the report from the Services Manager that this matter was now in the hands of the respective legal departments of Superdrug and EFDC (acting on behalf of the Town Council).

**76.3 Finger posts – Min no EH 53.3**

The Committee NOTED that the restoration of the two sets of fingerposts in Loughton High Road had been completed by the Highway Rangers. It was AGREED that the restoration had been carried out to a high standard and thanks would be extended to the Highway Ranger Team by the Town Clerk on behalf of this Committee.

**EH77 Requests from Epping Forest District Council's (EFDC's) Town Centre Manager - The Broadway Loughton (Debden)**

The Committee NOTED the report from Paul Messenger, Town Centre Manager (EFDC), requesting assistance from the Town Council with the planting, general maintenance, and watering of proposed planters in The Broadway and Loughton High Road. In the first instance it was AGREED that quotes for the required maintenance tasks should be sought from specialist contractors by the Services Manager. A report would then be provided at the next meeting.

**EH78 Salt Bin- Request –Min no EH 42**

The Committee NOTED that the request for a salt bin in Smarts Lane is still under review with the Highways Panel.

**EH79 Community Events**

**79.1 Light up a Life**

It was AGREED that this event would be held this year (dependant on the prevailing covid climate).

**79.2 Christmas Window Competition 2021**

The Committee NOTED the report, and the Judges for the 2021 competition were thanked for their efforts. It was AGREED that the format employed in previous years, pre-Covid, would once again be adopted going forward.

**79.3 Loughton Day 17.9.22**

The Town Clerk reported that together with the Community Manager, an initial meeting would be hosted with the numerous Loughton Community Groups in the coming weeks.

**79.4 Loughton Wombles**

The Committee NOTED that another successful Wombles litter pick had been conducted on roads immediately parallel to the Broadway on Saturday 18 December 2021, and that a further event had been arranged for 12 February 2022, with the location(s) to be confirmed.

The Chairman extended his thanks to the Town Clerk for his work in setting up and delivering this worthy and popular community initiative.

**EH80 Financial Position**  
**Current Financial Position**  
The Committee NOTED the report.

**EH81 Environmental Issues**  
No issues were raised.

**EH82 Future Work of the Committee**  
It was AGREED that Cllr Davies would address the next meeting regarding waste re-cycling issues.

**Signed:** .....

**Date:** 29 March 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 29 March 2022 at 7.45pm**

**Present**

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

**Also, in attendance**

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

**EH83 Apologies**

Apologies for absence had been received from Cllrs Beales, Cohen, and Fontanelle. The Town Clerk reported that Cllr Wixley had been nominated as substitute for Cllr Cohen for this meeting.

**EH84 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 items 14 as he is a member of Epping Forest District Councils' (EFDC) Public Scrutiny Committee.

**EH85 Public Representations**

None were received.

**EH86 Town Clerk's / Chairman's Report**

The Town Clerk Reported the Thames Water (TW) would not now be making an ex-gratia payment to the council to compensate for disruption caused by the protracted road works at the junction of Valley Hill, Oakwood Hill, and Roding Road. TW had however offered to carry out voluntary work in the local community and Members were asked to suggest suitable locations for litter picking. The Town Clerk has already asked TW to clear their own site, next to the car park at the Roding Valley Recreation Ground from debris.

The Town Clerk also reported that members were please that Cllr Beales had attended the Annual Town Meeting on 16 March 2022. Owing to his exceptional prevailing circumstances, Cllr Beales would be extending his leave of absence from Town Council and Committee meetings. Members noted that this matter would be a formal agenda item at the next meeting of the Committee.

The Chairman informed the Committee that St Johns Church was at initial stages of preparation to formally close its churchyard making it a 'closed churchyard.' A report, detailing the possible implications for the Town Council, will be made to the Committee at its next meeting.

**EH87 York Hill Benches – Min no EH71**

The Committee NOTED that further to the recommendation by this committee at its

last meeting on 25 January 2022 to reinstate the two benches, the City of London Corporation (COLC), (who own the green) have blocked the return of the benches whilst they continue to deal with the wider issues of anti- social behaviour in the vicinity, as part of its ongoing work as members of the Community Safety Panel (CSP). The Committee AGREED that it would be prudent for the Town clerk to join the CSP in respect of this issue and any other future problems that may occur in Loughton.

**EH88 Blue Plaques**

The Chairman recommended that new public nominations for blue plaques are requested in the next edition of the Town Council's quarterly newsletter 'Think Loughton.'

**EH89 Allotments**

**89.1 Willingale Allotments Report**

The Committee NOTED that the current income is £3,475.00 and that all plots are currently let with a waiting list of 30 residents.

At a recent training course attended by the Allotment Officer, it was reported that it is not necessary to send out hard copies of the four-page tenancy agreement or management policy if there were no changes, and that a covering tenancy letter to be signed would be sufficient. The Committee AGREED that Officers should adopt this course of action.

The Committee NOTED that the mains water will be turned back on site on 1 April 2022 unless there is a continued overnight frost.

**EH90 Signage**

**90.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 76.1**

The Committee NOTED that an order has been placed for a multitude of signage from Loughton Station to the forest and vice versa. Relevant invoices will be sent to Essex County Council by 31 March 2022 to ensure that the council fulfils the terms of the Locality Grant it has secured for the signage and installation works.

**90.2 Broadway Noticeboard - Min no EH 76.2**

The Services Manager Reported that this matter was still in the hands of the legal departments of EFDC and Superdrug. However, the Town Council had recently been asked for updated information pertaining to the contractor who will be installing the noticeboard, and it is hoped that this is an indicator that progress is being made.

**EH91 Requests from Epping Forest District Council's (EFDC's) Town Centre Manager - The Broadway Loughton (Debden)**

The Committee considered the report and AGREED that Officers should progress this matter, in choosing the appropriate contractors and plan of action for the annual works involved. It was also AGREED that this matter would be reviewed after the first full year.

**EH92 Salt Bin- Request – Min no EH 78**

The Town Clerk reported that indications were that a salt bin for the forest end of Smarts Lane, Loughton would be forthcoming.

**EH93 Community Events**

**93.1 Loughton Day 17.9.22 – Min no 79.3**

The Committee NOTED that the organisation of the event is progressing well and gaining momentum, with a good response from Loughton community groups.

The Committee AGREED that members would run a Town Council stall, including a 'strawberries and cream' table at the event. The Town Council would also make a display, highlighting its responsibilities and achievements. It was also NOTED that as the Heritage Open Days are taking place on the same weekend, and it was highly unlikely that it would be possible to take part this year due to staffing constraints.

**93.2 Loughton Wombles – Min no 79.4**

The Committee NOTED that a fourth Wombles community litter pick took place on Saturday 26 March 2022 over three separate areas in Loughton. The Loughton Wombles will be invited to both the Jessel Green Fun Day and Loughton Day. Thanks were recorded to the Town Clerk for his promotion of this initiative.

**EH94 Ride London**

Following the Community Managers' attendance at a 'Zoom' conference meeting organised by the Essex Association of Local Councils (EALC) on 23 March 2022, the Town Clerk reported that three-day event would specifically impact Loughton on Sunday 29 May 2022, when the town will effectively be closed until early afternoon. The Committee also NOTED that the Town Clerk would investigate whether the Town Council was eligible to apply for grant funding, which is being made available by Essex County Council to financially support town and parish councils. Supporting the Community events and provision of cycle stands were suggested.

**EH95 Loughton Market Policy**

The Committee NOTED the report and considered the attached draft Markets Policy. It was confirmed that any future markets in Loughton would not be in direct competition with nearby Charter markets in Epping, Waltham Abbey and Enfield, and on that basis, it was AGREED to adopt the Markets Policy, and to notify EFDC.

**EH96 Cemetery fees for 2022/23**

The Committee NOTED the report and AGREED to increase fees by 5% and to round down to the nearest pound.

**EH97 Christmas Lights 2022-24**

The Town Clerk Reported that the Christmas Lights tender is now in the public domain with a closing date of 29 April 2022, and that eight companies had already expressed interest. It was AGREED that the Town Clerk would liaise with the Chairman and Vice Chairman to select the final contractor and design, in order to hasten procedures, in the absence of an immediate Environment and Heritage Committee meeting.

It was AGREED that the Town Clerk would write to Officers at Essex County Council to ensure that any replacement lamp columns in the High Road have the correct infrastructure to support Christmas lighting.

**EH98 Waste Recycling issues**

This item has been referred to the next meeting of the Committee.

**EH99 Financial Position**  
**Current Financial Position**  
The Committee NOTED the report.

**EH100 Environmental Issues**  
No issues were raised.

**EH101 Future Work of the Committee**  
No issues were raised.

**Signed:** .....  
**Date:** 22 June 2022