

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 21 June 2017 at 7.45pm at 1 Buckingham Court.**

**Present**

**Councillors:** C C Pond (in the Chair)  
T Cochrane T Owen S Pewsey  
C P Pond

**Also present:**

**Councillors:** D Wixley

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**EH53 Apologies**

Apologies for absence were received from Cllrs Beales and Davies.

**EH54 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in agenda items relating to the work of Epping Forest District Council and Essex County Council, as a member of those councils.

**EH55 Confirmation of Minutes**

The Minutes of the meeting held on 22 March 2017 were CONFIRMED as a correct record and signed by the Chairman.

**EH56 Public Representations**

None were received.

**EH57 Matters for Report**

**57.1 Winter Salt Bag Partnership Scheme – Min no EH5.8**

The Committee NOTED that the Services Manager had confirmed with Essex County Council that the Town Council would again take part in this scheme. The Town Council already held good levels of salt in storage.

As in previous years, volunteers would be recruited, particularly in the hillier roads in the town, to manually clear snow and spread salt on their local roads and pavements.

**57.2 Allotments – Min no EH48.2**

**57.2.1 Willingale Road Allotments**

The report on the status of plots at this site was NOTED. A further inspection to check on progress would be carried out by officers in late June/early July.

The Committee thanked Mrs Bryce for taking on the day to day management responsibilities for this site.

**57.2.2 Annual Rent Review**

The Committee AGREED the rent increase for the period 1 September 2018 – 31 August 2019 based on the published RPI figure for May 2017, so that the required twelve months' notice could be given to all tenants.

The annual rent for plots with effect from 1 September 2017 would be as follows:

Plot type	1 September 2017 – 31 August 2018 £	1 September 2018 – 31 August 2019 £
Full	36.50	37.85
Half	24.33	25.23
Shed	12.17	12.62

#### 57.2.3 Site Meeting

The Committee welcomed the suggestion from a tenant that it would be useful to have an annual meeting at the Allotments to which all plot holders would be invited so that issues of concern could be discussed. The officers would seek to arrange this to coincide with the issuing of the annual tenancies in August/early September, as it also provided an opportunity for tenants to pay their rent in person at the allotments rather than have to visit the library.

#### 57.2.4 Best Allotment 2017

It was reported that the shortlisting of plots would be carried out by representatives from each of the three local sites assisted by a Town Council officer during the week commencing 17 July 2017. Mr Roger Emmens, a longstanding member of the Epping Horticultural Society, had kindly agreed to judge this year's competition during the week commencing 24 July 2017.

#### 57.3 Heritage Plaques – Min no EH48.3

The installation of the blue plaque to commemorate the London General Omnibus Company garage on the Homebase building in Church Hill would be carried out by Homebase staff during the last week of June 2017. The proposed date for the official unveiling was Monday 10 July 2017.

The Committee NOTED that an enquiry regarding the refurbishment of the gilded plaque commemorating Sir Jacob Epstein at 50 Baldwins Hill from the current occupier was being investigated by officers. This plaque pre-dated the Town Council's scheme and had originally been installed by the Civic Trust. Enquiries had confirmed that planning permission was not required for any refurbishment to the plaque.

Members were invited to submit nominations for new plaques for further consideration.

#### 57.4 Bus Services – Min no EH48.4

The Chairman provided a general update on local services. At present, it appeared that services on commercial Route 418 would be halved in frequency after July. The Chairman had raised this, and a partial replacement for 167, to run via the Pyrles Lane surgery and the new Langston Road retail park, with ECC officers, so far to no avail.

**57.4.1 Local Bus Network Review Consultation 2017**

The Committee OBJECTED to Essex County Council's proposal to remove the bus service 250, which ran from Debden to Waltham Cross on Mondays to Saturdays (evenings only), as this would adversely affect residents.

If ECC was determined to axe this service, members asked for consideration to be given to the introduction of a demand responsive service as a replacement.

**57.5 Public Rights of Way – Min no EH48.7**

The Committee NOTED that an informal approach to Epping Forest District Council regarding its voluntary registration of several paths under its ownership as PROWs had confirmed that these paths were already identified as highway land. Such paths were considered by the Registration Authority to be already protected.

Following an invitation in the summer edition of Think Loughton, a small number of residents had already contacted the Council to offer evidence for:

- i. Across Luctons Field diagonally, Ladyfields to Luctons Path (for a 20-year period predating 24 September 2015)
- ii. Jacksons Alley
- iii. Luctons Path
- iv. Adjacent 18 Longfield to Lowery Path

Evidence forms were to be issued to these residents and further publicity given to the project.

**57.6 Bus Shelters – Min no EH48.8**

The Services Manager confirmed that the installation of the new bus shelter at the bottom of Traps Hill opposite the library was anticipated in early July.

**57.7 Local Highways Panel – Min no EH48.9**

The Chairman provided an update following the extraordinary meeting of the Panel held on 20 June 2017. This meeting had dealt with the timetabling of projects previously agreed by the Panel.

**57.8 Loughton Cemetery – Min no EH48.11**

**57.8.1 Complaint**

The Committee NOTED the report and AGREED to take no further action at this time.

**57.9 Community Speedwatch – Min no EH48.12**

Officers reported that following only a limited response from residents to the initial promotion of this scheme, no progress has been made at the current time. Councillors were invited to continue to help promote this scheme with residents who were concerned about speeding in their local roads.

Investigations would be made with the Safer Essex Roads Partnership (SERP) on the provision of enforcement on local roads, particularly in the Oakwood Hill/Valley Hill area.

**57.10 Parking Reviews/Amendments – Min no EH48.13**

The proposals to accommodate the layout of the new residential development off Burton Road were NOTED.

The Chairman provided an update on the Broadway Parking Review Phase 1 and the schemes agreed by Epping Forest District Council. It was also noted that Phase 2 would deal with the effects of displacement parking resulting from the schemes.

In discussion with the Planning and Licensing Committee, officers were asked to investigate the complaints made by Broadway residents about the impact of the new street traders' licence issued to a food van in the shopping centre.

**57.11 Community Initiatives Fund – Min no EH16.8**

Officers were asked to explore the costs for an Environmental Improvement Project to include an interpretation panel and heritage trail leaflet, as this may be an appropriate project for this year's CIF application.

**57.12 Tree Safety Inspections – Min no EH48.11.2**

The Services Manager reported he was working with the Council's contractors to address the urgent works identified in the report prepared by Place Services.

The cost of the site survey, mapping and report writing had been met from within existing budgets as follows:

Loughton Cemetery (EHC)	665.00
Willingale Road allotments (EHC)	45.00

**EH58 Financial Position**

The Committee NOTED the end of year financial report for 2016/17 together with details of the transfers to and from earmarked reserves.

**EH59 The Local List**

The Committee NOTED that, at the time of the District Council's Heritage Asset Review carried out in 2011-12, the Town Council had suggested additional conservation areas and further entries on the Local List. This did not appear to have been progressed by the District Council.

Whilst recognising the limitations, the Committee AGREED to embark on a consideration of heritage assets as part of the preparation work for the Neighbourhood Plan. This item would be brought to the attention of the Planning and Licensing Committee.

Concerns about the effectiveness of the Local List would be brought to the attention of the Epping Forest Branch of the Association of Local Council at its next meeting in July.

**EH60 Environmental Issues**

The Committee thanked Cllr Pewsey for his report on issues in the Shaftesbury area and noted that all the defects had been reported with action awaited.

**EH61 Future Work of the Committee**

The following items were raised:

- i. Community toilet scheme – to be progressed by the Town and Community Development Officer
- ii. Public Art – a meeting with John Hart would be arranged

**Signed:** .....

**Date:** 20 September 2017

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 20 September 2017 at 7.45pm at Loughton Library & Town Hall.**

**Present**

**Councillors:** C C Pond (in the Chair)  
P Beales T Cochrane C Davies (from Min no EH66.2)  
C P Pond T Owen  
J Jennings (as substitute for Cllr Pewsey)

**Also present:** D Wixley (from Min no EH66.1)

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**EH62 Apologies**

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

**EH63 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in agenda items relating to the work of Epping Forest District Council and Essex County Council, as a member of those councils.

**EH64 Confirmation of Minutes**

The Minutes of the meeting held on 21 June 2017 were CONFIRMED as a correct record and signed by the Chairman.

**EH65 Public Representations**

None were received.

Cllr Wixley joined the meeting during the next item.

**EH66 Matters for Report**

**66.1 Allotments – Min no EH57.2.1**

**66.1.1 Willingale Road Allotments**

The Committee NOTED the status report as at 14 September 2017.

The team of volunteers, Peter Cummins, Wyn Marshall and Teresa Witham, were thanked for their assistance with the maintenance of the site, including the grass cutting on the main paths, clearance of overgrown plots and the cleaning of the tea room and toilets.

The Services Manager reported that the Grow Project was considering an expansion of its work by taking on plots at the Willingale Road site. Following the successful development of the Pyrles Lane site by the charity, the Committee was keen to encourage its work with the volunteers from the community and supported this move. Officers were granted some discretion in the level of plot rents to be charged.

**66.1.2 Best Allotment 2017 – Min no EH57.2.4**

The report of this year's competition and the presentation of the awards by the Town Mayor on 14 September 2017 in the meeting room at the Willingale Road Allotments was NOTED.

The Committee echoed the comments of the Town Mayor in thanking independent judge Roger Emmens, a member of Epping Horticultural Society, for his work.

The Committee AGREED the following for 2018-19:

- i. Recognising the variations in rules and regulations for each site, a winner and runner up for each of the three allotment sites would, in future, be identified with an overall Best Allotment winner chosen from these three;
- ii. As a suggestion of holding an annual inter-site horticultural show had received support from tenants at the Willingale Road Allotments and the committees of both the Loughton Potato Ground and the Roding Road Allotment and Leisure Gardens Association, this would be progressed and the show opened to all Loughton residents with an interest in gardening.

Members also suggested that further consideration would be given in due course to holding an annual 'open gardens' event.

Cllr Davies joined the meeting during the next item.

## **66.2 Heritage Plaques – Min no EH57.3**

### **66.2.1 London General Omnibus Company Garage**

The Committee NOTED the report of the ceremony held in July to mark the installation of the blue plaque to commemorate the London General Omnibus Company garage on the Homebase building in Church Hill.

This event was supported by Lodge's of High Easter who provided a vintage 1949's Bedford OB bus for the ceremony. The Committee thanked them for this support.

Members were grateful to a local resident who had kindly provided more information about Mr Longhurst, the subject of the funeral procession shown in an old photograph of the bus garage.

**66.2.2** The Committee AGREED to revisit the suggestion for a plaque to commemorate the Oriole Hospital and its chief, Josiah Oldfield (vegetarian and dietician) on the site of the hospital ward building in Staples Rd.

## **66.3 Bus Services – Min no EH57.4**

The Chairman provided a general update on local services.

## **66.4 Bus Shelters – Min no EH57.6**

The Committee AGREED to

- i. submit a request to the Local Highways Panel for a new bus shelter in Borders Lane near The Hawthorns. The Chairman offered to endorse this submission in his role as County Councillor. It was also NOTED

that Epping Forest District Council had offered to install a bench at this location; and

- ii. write to the Street Furniture section of Epping Forest District Council expressing concern that the design of the Clear Channel advertising bus shelters was now unsuitable given the type of dual entrance buses now in use;

**66.5 Local Highways Panel – Min no EH57.7**

The Chairman reported on the matters discussed at the recent meeting of the Panel including his submission of a petition calling for the removal of the speed table in Chester Road at the junction with Pyrles Lane. This was to be considered by highway officers.

The Committee AGREED to write to:

- i. the North Essex Parking Partnership thanking them for undertaking to install no parking signs on bus laybys in the town; and
- ii. asking for an explanation of the relevance of installing junction protection in various settings.

**66.6 Community Speedwatch – Min no EH57.9**

Further to the request made by the Recreation Committee, members AGREED to contact the Safer Essex Roads Partnership (SERP) to request speed checks in the Valley Hill area.

**66.7 Parking Reviews/Amendments – Min no EH57.10**

The Committee AGREED to express support for the current proposals by Epping Forest District Council to introduce a resident parking scheme in Algernon Mead/Algernon Close and parking restrictions in Albion Hill.

**66.8 Community Initiatives Fund – Min no EH57.11**

The Committee NOTED that an application for an environmental and heritage project submitted to Essex County Council had community support from the Hills Amenity Society and had passed the first round. This project included a new interpretation board in Baldwins Hill recording Jacob Epstein's connection with the Forest and the re-gilding and repositioning of his heritage plaque together with the publication of a more general heritage trail leaflet for Loughton.

**66.9 The Local List – Min no EH59**

The review of the District Council's Local List had been raised at the Local Councils' Liaison Committee meeting held on 11 September 2017. The District Council had acknowledged that this review was well overdue. Nigel Richardson had expressed his willingness to partner with organisations in Loughton offering to undertake this review for the District Council to moderate. The Town Clerk was asked to contact Mr Richardson for details of the methodology to be used in this review.

**66.10 Light up a Life**

The Committee NOTED that the Town Council's Light up a Life service, held in partnership with St Clare Hospice, would be held at 4.45pm on Saturday 2 December on Kings Green, assembling in the foyer of Loughton Methodist Church at 4.30pm.

**66.11 Street Furniture**

The Town Clerk reported that the District Council had been asked whether it would have any objection to the Town Council repainting some of the remaining street signs originally installed by Chigwell Urban District Council before 1973. These were the pressed aluminium signs with a black background and raised white lettering.

A request for a new bench at the end of Algiers Road by Finlaison Path was to be considered by officers before seeking the residents' and Committee's views.

**66.12 Epping Forest Consultative Committee**

The Town Clerk reported that the City of London had agreed to review the involvement of Town Council representatives on the Liaison Committee in preference to the Consultative Committee.

The Committee AGREED to accept the Open Spaces Society offer to nominate a representative for the Consultative Committee. This role would be held by an officer from the Town Council.

**66.13 ICCM Wesley Award**

The Committee congratulated Alex Wilson, the Council's Cemetery Attendant, who was to receive the Institute of Cemetery and Crematorium's award for Service Excellence at an event on 26 September 2017. The presentation was to be made during the Management Learning Convention and Exhibition 2017 to be held at the Oxford Belfry Hotel.

**66.14 Public Rights of Way**

The Town Clerk confirmed that the evidence submitted by residents was to be evaluated by officers prior to any submission to Essex County Council.

**66.15 Flower Baskets**

The Council commented on the excellent flower displays in the High Road and The Broadway this summer.

**EH67 Financial Position**

The Committee NOTED the report.

**EH68 Environmental Issues**

No issues were raised.

**EH69 Future Work of the Committee**

It was NOTED that a review of the Cemetery Rules and Regulations and a policy on the re-use of empty graves were to be programmed into the work of the Committee.

**Signed:** .....  
**Date:** 15 November 2017



**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 15 November 2017 at 7.45pm at Loughton Library & Town Hall.**

**Present**

**Councillors:** C C Pond (in the Chair)  
P Beales T Cochrane C Davies (from Min no EH74.3)  
S Pewsey C P Pond T Owen

**Also present:**

**Councillors:** D Wixley

**Officers:**

E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**EH70 Apologies**

No apologies for absence were received.

**EH71 Declarations of Interest**

Cllr Owen declared a non-pecuniary interest in agenda item 5.12 as Vice Chairman of the Broadway Town Centre Partnership.

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in agenda items relating to the work of Epping Forest District Council and Essex County Council, as a member of those councils.

**EH72 Confirmation of Minutes**

The Minutes of the meeting held on 20 September 2017 were CONFIRMED as a correct record and signed by the Chairman.

**EH73 Public Representations**

None were received.

**EH74 Matters for Report**

**74.1 Allotments – Min no EH57.2.1**

**74.1.1 Willingale Road Allotments**

The Committee NOTED the status report and that a number of new tenants had taken up plots at the site. The work of the volunteers to cut the grass paths, clean the buildings and monitor the allotments was much appreciated.

**74.2 Heritage Plaques – Min no EH57.3**

The Committee NOTED that investigations into the plaque to commemorate the Oriole Hospital and its chief, Josiah Oldfield, were ongoing.

The proposal to erect a plaque to Major Greenwood, an English epidemiologist and statistician on a property in Lower Park Road would be held as a reserve.

Cllr Davies joined the meeting during the next item.

**74.3 Bus Services – Min no EH57.4**

The Chairman provided a general update on local bus services at the meeting.

Members raised concerns about illegal parking in the Broadway causing buses to divert from their normal route and also the continuing problem with pavement parking. The Committee AGREED to write to the North Essex Parking Partnership asking for its enforcement officers to be more stringent in The Broadway.

**74.4 Bus Shelters – Min no EH57.6**

The Committee NOTED that the request for a new bus shelter in Borders Lane opposite Oak View School had been submitted to the Local Highways Panel.

The new shelter in Traps Hill ordered by the Town Council was to be installed shortly.

**74.5 Community Speedwatch – Min no EH57.9**

Following concerns regarding speeding traffic, the Committee NOTED that:

- i. the request to Safer Essex Roads Partnership (SERP) for speed checks in the Valley Hill area had been submitted; and
- ii. a report had been received from local Police Sergeant Lisa Cooke on a vehicle operation held in Valley Hill, Oakwood Hill and Loughton Way on the afternoon of Tuesday 24 October. The police were also planning to run a similar operation in the New Year.

**74.6 Community Initiatives Fund – Min no EH57.11**

The outcome of the grant application to support an environmental and heritage project in Loughton would be published in early December 2017.

**74.7 The Local List – Min no EH59**

The Committee NOTED that whilst the review of the Local List would not be undertaken in the near future, Paragraph 135 of the National Planning Policy Framework had been used effectively by planning inspectors when considering appeals on properties considered to be non-designated heritage assets.

**74.8 Christmas Windows Competition 2017**

Members volunteered to distribute A5 flyers to the various shopping centres/parades in Loughton promoting this competition and encouraging local shops and businesses to decorate their windows for the festive season. The judges would be as in 2016, the Town Mayor assisted by Cllrs Cochrane and Jennings.

**74.9 Epping Forest Consultative Committee – Min no EH 66.12**

The Committee NOTED that the Open Spaces Society has thanked the Town Council for nominating a representative to this Committee and the Town Clerk would be attending future meetings.

Cllrs Jennings and C P Pond had attended a meeting of the Epping Forest Liaison Group held on Monday 16 October 2017 as representatives of the District Council. Members thanked them for their report.

The Committee AGREED to monitor the situation with regard to the leakage from the dam at the Staples Rd/Shafesbury reservoir.

**74.10 Debt of Honour Display, Murray Hall**

The Committee thanked Cllr Pewsey for his work to provide a further five panels for the Debt of Honour display in the foyer of the Murray Hall. These commemorated the following former Loughton residents who had paid the ultimate sacrifice:

**WWI**

- Charles Augustus Fry, 1860 – 1918
- Roy Granville Kyrle Money, 1898 – 1917
- Frank Robert Pitchers, 1896 – 1917
- Douglas Charles Wollen, 1893 – 1917

**WWII**

- Colin Wauchope, 1900 – 1945

**74.11 National Citizen Service**

The Committee NOTED that as part of this national scheme, students from Epping Forest College had undertaken a photographic project in Loughton during the half term school holidays. This had created an up to date record of many of the Town Council owned sites.

**74.12 Local Highways Panel items – Min no EH50.2**

The Committee AGREED to support Cllr Owen's work by writing to Essex County Council Highways and the Cabinet Member regarding an improvement scheme requested for The Broadway's central reservation.

**74.13 Training and Conferences**

The attendance of Cllr Omer at the second Councillor Training Day in Great Dunmow on 22 November 2017 was authorised for the purposes of paying travel expenses.

**74.14 Festive Lighting**

Members NOTED the comments made at a recent meeting of the High Road Town Centre Partnership and that again, council representatives had informed the Partnership that the Town Council did not receive any funding from the business rates.

As the three-year contract for the festive lighting ended this winter, the Services Manager had already been researching options for 2018 onwards and a report would follow.

**EH75 Financial Position**

The Committee NOTED the report.

**EH76 Committee Priorities**

**76.1** As part of its overall plan and to complement the budget-making process, the Committee review its priority list for 2018/19 as follows:

<b>ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2017/18</b>		
<b>Current Priority</b>	<b>Main Function</b>	<b>Greater Detail/Current Position</b>
<b>Current activities</b>		
High	Heritage Open Days	September events + heritage trail/leaflets
High	Registration of Village Greens	Applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Oakwood Hill Estate improvements	Partnership with ECC and EFDC New Estate signage
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Vehicle speed reduction measures	Community speed watch scheme to be developed
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation panels	Locations to be identified
Medium	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Heritage street lights	Awaiting funding
<b>On-going activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance Rules and Regulations review
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

**76.2** The Committee AGREED the following items as being suitable for a developer's Section 106 or Community Infrastructure Levy contribution should the opportunity arise.

- i. Public toilets

- ii. Town and other signs
- iii. Bus shelters
- iv. Replacement of non-conforming street lights

**EH77 Estimates for 2018/19**

The Committee considered its Estimates for 2018/19.

**77.1 Income – Fees and Charges**

The Committee AGREED that fees and charges for the following should be increased by 3.9%, September’s RPI figure:

- i. Cemetery
- ii. Licence for vehicle access to Roding Road allotment site

The increase for the allotment rents at the Willingale Road site had been previously agreed and formal notice given to tenants that rent for a full-sized plot with effect from September 2018 would be £37.85 per annum (see Min no EH57.2.2).

**77.2 Rolling Programme**

The Committee AGREED to the Rolling Programme as presented in the Agenda.

**77.3 Estimates for 2018/19**

The Estimates for 2018/19 as presented in the Agenda were AGREED such that the net figures were as follows:

<b>Environment and Heritage Committee</b>	<b>£</b>
Total budget expenditure**	212,655
Income	25,470
Net expenditure	187,185
Transfers from earmarked reserves*	-39,500
<b>Total net expenditure</b>	<b>£147,685</b>
<i>*Details of transfers from earmarked reserves:</i>	
<i>Cemetery wall and path repairs</i>	<i>24,000</i>
<i>Lady Whitakers Mead</i>	<i>10,600</i>
<i>Salt &amp; grit bins replacement</i>	<i>400</i>
<i>War memorials</i>	<i>500</i>
<i>Oakwood Hill Estate improvements</i>	<i>4,000</i>
	<i>39,500</i>

**\*\* NB:** The total budget expenditure currently included a service recharge of £87,000 (the 2017/18 figure). The 2018/19 figure would be confirmed by the Resources and General Services Committee at its meeting on 10 January 2018 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

**EH78 Environmental Issues**

**78.1 Former Brook School site gates**

The Committee considered whether it would be possible to secure long term protection for the vintage gates set alongside Roding Road on the boundary of Roding Valley High School; they were originally the entrance to the old Brook School site.

It was reported that School's consultation on a proposal to join a new multi academy trust was to be considered at the Council meeting on 13 December 2017. In view of this, the Committee AGREED to refer the protection of the gates to the Council for consideration.

**EH79 Future Work of the Committee**

No items were raised for future discussion.

**Signed:** .....

**Date:** 11 April 2018

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 11 April 2018 at 7.45pm at Loughton Library & Town Hall.**

**Present**

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

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**EH80 Apologies**

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

**EH81 Declarations of Interest**

No declarations of interest were received.

**EH82 Confirmation of Minutes**

The Minutes of the meeting held on 15 November 2017 were CONFIRMED as a correct record and signed by the Chairman.

**EH83 Public Representations**

None were received.

**EH84 Matters for Report**

**84.1 Willingale Road Allotments**

**84.1.1 Status report – April 2018:**

The Committee NOTED the status report for the period up to April 2018 and that the Community Pay Back team had been working to clear overgrown plots at the allotments on five days during April, May and June.

Consideration was being given to changing the entrance padlocks for this site to help prevent unauthorised entry. The cost to provide the new padlocks and keys for existing tenants was estimated to be in the region of £1,000. An underspend in the budget for 2017/18 would be transferred to earmarked reserves to cover this expenditure.

Mrs Bryce was thanked for her report.

**84.1.2 Best Allotment 2018 – Min no EH66.1.2**

The Committee NOTED that arrangements for this annual award scheme held in July were in hand and that a suitable judge was being sought.

It was also proposed that the new Loughton Horticultural Show be held in The Murray Hall on Saturday 1 September 2018, with free

entry to the public from 2pm – 4pm. Classes would include fruit, vegetable, flower arrangements, cakes, jams and preserves.

The Committee CONFIRMED that:

- i. exhibitors in the horticultural show should pay a nominal entry fee of 20p per class (only 1 entry per class);
- ii. certificates would be presented to the class winners; and
- iii. the presentations to the Best Allotment award winners would take place during the show.

The terms and conditions and judging arrangements were to be finalised with representatives from the three allotments sites. Sponsorship was also to be sought.

**84.2 Heritage Plaques – Min no EH57.3**

The Committee NOTED that arrangements for the supply and installation of a plaque to commemorate the Oriolet Hospital and its chief, Josiah Oldfield, on a property in Staples Road were being finalised.

Cllr C C Pond declared a non-pecuniary interest in the following item as a member of Essex County Council.

**84.3 Bus Services – Min no EH57.4**

The Chairman provided a general update on bus services including service no 87 that visited the Epping Forest Shopping Park in Langston Road.

**84.4 Bus Shelters – Min no EH57.6**

The Committee NOTED that officers were endeavouring to resolve issues that had delayed the installation of the new bus shelter in Traps Hill.

**84.5 Community Speedwatch – Min no EH57.9**

It was reported that The Safer Essex Roads Partnership (SERP) and local police had continued to undertake speed and motorists checks in the district. Cllr Wixley advised that the SERP were to be invited to address the Larger Local Councils Forum in Essex to provide an opportunity to question them on their work.

**84.6 Local List – Min no EH74.7**

The Committee thanked the Conservation Officer at EFDC who had offered to include the former Brook School site gates in Roding Road on her list of buildings/structures to be added to the Local List ready for when it was next updated. The Town Clerk was asked to enquire whether the Officer had any other Loughton properties on her provisional list.

Members were invited to bring forward any new suggestions for buildings or structures worthy of inclusion in the Local List.

**84.7 Heritage Open Days**

The Committee NOTED that arrangements were in hand for the 2018 events in Loughton which would include a classic car rally on Sunday 9 September.

**84.8 Christmas Windows Competition 2017**

The Committee thanked Mrs Paris for her report.

**84.9 Community Tree Strategy**



The Committee NOTED that the Services Manager was in contact with a representative from the online Mark II Curio project to map special and favourite trees.

**84.10 Flower Baskets**

The Committee NOTED that an order for the summer flower baskets in The Broadway, High Road and Old Station Road had been placed with PHS Greenleaf at a net cost of £6,988.80. The displays should be installed by the end of May.

**84.11 Light up a Life**

The Committee NOTED that the 2018 ceremony, to be held in partnership with St Clare Hospice, had been arranged for Saturday 1 December 2018.

**84.12 Local Highways Panel**

The Chairman provided an update at the meeting and confirmed that junction protection schemes by means of yellow lining had been deemed to be outside the Panel's remit.

**EH85 Financial Position**

The Committee NOTED the report.

**EH86 Christmas Lighting**

The Committee discussed options for a seasonal lighting scheme in the shopping centres for December 2018.

The following preferences were expressed and the final decision delegated to the Town Clerk and Services Manager in discussion with the Chairman and Vice Chairman so that the costs could be negotiated on a three-year contract:

- i. To wrap up to 49 lamp columns with nets of at least 200 LED lights;
- ii. To install coloured motives on a number of columns to create a feature in the High Road and The Broadway;
- iii. To install a larger 5m display panel above Brickclamps Path in The Broadway.
- iv. To continue to light the large Lime tree on Kings Green and the Horse Chestnut by Standard Green; and
- v. To consider the re-use of the miniature pre-lit artificial Christmas trees on columns in Old Station Road.
- vi. To allow for a budget of £15,000 for 2018/19 and the two following years to enable a three-year contract to be finalised.

**EH87 Loughton Cemetery**

The detailed report on plans to implement a memorial safety testing exercise later this year was NOTED. The Committee appreciated that whilst this was a highly sensitive issue for the public the Council's responsibilities under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1957 to assess and manage the risks from the memorials must be addressed.

The Committee AGREED the following policy based on the experiences of other burial authorities and the latest advice from the Ministry of Justice and the Institute of Cemetery and Crematorium Managers:

## MEMORIAL SAFETY POLICY

### Introduction

Since Loughton Cemetery opened for burials in 1888, memorials have been erected on graves as a permanent reminder of those buried within. It is often wrongly assumed that memorials are permanent structures, installed to the highest standards, which will last forever without any need for repair.

Sadly, this assumption has cost the lives of eight people nationally in recent years, most of whom have been children, and there have been countless accidents ranging from bruising to severe crush injuries and bone breakages. Local authorities have a responsibility to tackle the issue of neglect and in some cases poor workmanship.

The memorials do not belong to the Council; they remain the property of the Deed Holder to the Exclusive Rights of Burial or their successors in title.

### Responsibilities

The following parties have responsibility for memorial safety in Loughton Cemetery:

- **The Council** has health and safety responsibilities to its employees, contractors and visitors.
- **Monumental masons** have the responsibility to work in accordance with the Council's conditions and specifications for memorials as laid down in the Cemetery's Rules.
- **An owner**, the Deed holder or successor in title, of a memorial has the responsibility to maintain it so as not to present a hazard.

### Communication – Notice of Intent

To raise awareness and reduce the potential for adverse publicity and public distress, prior to any memorial inspection, the Council will take reasonable steps to inform grave owners, deed owners or successors in title, and members of the public, of the intention to inspect memorials and remove the danger from unsafe memorials.

This will involve:

- giving advance general notice in a local newspaper at least three months in advance of any inspection regime commencing;
- making further media announcements giving details of the methodology at least one month prior to commencement of any inspection;
- publishing details of the assessment and methodology on the Council's website and in the Council's quarterly newsletter 'Think Loughton';
- placing public notices in prominent locations in the cemetery and on noticeboards around the town; and
- informing all our regular funeral directors and stonemasons.

### Memorial Inspection Procedure

1. Memorial safety inspections will be carried out by a specialist operative appointed by Loughton Town Council.
2. If required, a Faculty Notice will be obtained for consecrated areas of the Cemetery. This can be obtained from the Chelmsford Diocese. NB: a faculty is not necessary when the process of memorial testing is to be carried out by hand.
3. Assessment:
  - a visual inspection of each memorial will be followed by

- a safety assessment to test whether memorials can withstand a reasonable hand force. This force has been arrived at scientifically and replicates the force of a person falling, pushing or pulling against a memorial.

Initial visual warning signs of memorial instability are as follows:

- Movement 5 degrees from vertical
- Cracks in headstone or base
- Movement if rocked
- Ground settlement
- Waterlogged ground
- Missing parts

4. At the completion of the testing of each memorial, the operative will identify memorials in one of the two following categories and record the results:
  - Category 1 – requires immediate attention to make safe.
  - Category 2 – stable and not dangerous in any way and to be reassessed in five years.

For Category 1 memorials, in line with the available official guidance from the Local Government Ombudsman and the Institute of Cemetery and Crematorium Managers, the options for **remedial action** are as follows:

- a) Braced with a stake and banded to provide support. This will be the primary method of making safe.
- b) Carefully laid flat within the grave space with the inscription visible. This method is considered to be a last resort and will only be used where the danger is acute and immediate and there is no other way of making safe.
- c) Dismantled to remove the danger (larger memorials, tiered crosses, obelisks etc). This method is also considered to be a last resort and will only be used when unavoidable.
- d) Any memorial found to be unsafe is to have a warning notice attached explaining the situation and giving contact details for further advice.
- e) An appropriate officer of the Council will determine in discussion with the operative which of the above options will be used to make the memorial safe.

### **Notification, Repair and Re-fixing**

Where a memorial has been identified as being unsafe and action taken to remove the immediate danger, the following action will be taken:

- A warning notice will be displayed and attached to any memorial that has been assessed as dangerous. This notice will explain the situation and offer advice and contact details for further information.
- The Burial Clerk will endeavor to contact the owner of the memorial at the last known address\*\*.
- Detailed lists of failed memorials will be published on the Council's website and available for viewing at the Town Council Offices in Loughton Library and Town Hall.

\*\*Where the owner cannot be traced the Council will be asked to consider whether the memorial warrants the Council undertaking the repairs and placing a charge on the grave record such that when an owner comes forward a reimbursement of these costs may be requested.

### Memorial Owners

Loughton Town Council recognises that the assessment process may be upsetting for members of the public and regrets any distress that it may cause. However, it is better that the memorial is assessed rather than be left to pose a potential danger to other people.

If a memorial has to be made safe at the time of the inspection, Deed owners can choose to either:

- **Take no further action;** if a stake has been used to support the memorial it is considered to be safe. The stake may be replaced to re-stabilise the memorial during any further assessment in the next five-yearly round of assessments to stabilise it.  
If the memorial has been laid flat, this action will have been taken only as a last resort. Once a memorial has been laid flat it is considered to be safe; or
- **Have the memorial repaired;** Deed owners will need to arrange the necessary remedial work with a memorial mason, for which the mason is likely to charge a fee. These memorial masons must undertake the repair up to a minimum standard as recommended by NAMM or equivalent. Repairs can only take place after a Memorial Application form has been authorised by Loughton Town Council – there is no fee for this authorisation. No attempt should be made to repair or remove any memorial except by a properly qualified memorial mason.

**Informal visual inspections** will continue to be carried out by council staff during their normal working routines i.e. locally to where graves are being dug and grounds maintenance operations are taking place; should any memorials fail these random visual tests the employee will report their findings to the Burial Clerk.

### Information

Any concerns or questions about the memorial assessment process should be referred to the Burial Clerk by writing to Loughton Town Council, Loughton Library and Town Hall, Traps Hill Loughton, IG10 1HD or by email to [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk), telephone 020 8508 4200.

#### **EH88 Environmental Issues**

No issues were raised at this meeting.

#### **EH89 Future Work of the Committee**

No items were raised for future discussion.

**Signed:** .....  
**Date:** 20 June 2018