
LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 13th June 2007 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
M R M A Chalk J Davis
S M Harper (as substitute for Cllr R Brookes)
R Pennington S Pewsey
D J Wixley

Also in attendance:

Councillors: K Angold-Stephens

Officers:

L R Fuller (Town Clerk)
J Innis (Committee Clerk)

2 members of the public

EH59 Apologies

Apologies for absence were received from Cllrs C Baggarley, R Brookes and E Murphy. Cllr S M Harper had been nominated as Cllr Brookes' substitute for this meeting.

EH60 Confirmation of Minutes

The Minutes of the meeting held on 4th April 2007 were CONFIRMED as a correct record and signed by the Chairman.

EH61 Public Representations

None were received.

EH62 Declarations of Interest

Cllr C C Pond declared a personal but non prejudicial interest in all agenda items except items 5.2, 6 and 9 as he is a member of Essex County Council.

At the suggestion of the Chairman the meeting AGREED to bring forward Agenda item 9, Roding Road Allotments, in which members of the public present were interested.

EH63 Roding Road Allotments

The Chairman reported on a recent site visit with other members of the Committee. They were impressed with some of the cultivated plots but concerned by the high proportion of uncultivated plots which meant this valuable resource was not fully utilised for the people of Loughton. The Clerk reported on a letter received from the Roding Road Allotment and Leisure Gardens Association setting out the usage figures and expressing the wish that the land should stay as allotments. The Committee noted the letter.

The Committee would like to see greater use of the site and requested it should be included in the Heritage Open Days event in September 2007. This would give members of the public a chance to view the site and would be a marketing opportunity.

It was agreed that the site should be maintained as allotments and that the best protection for the site was for it to be fully cultivated. The Roding Road Allotment and Leisure Gardens Association would be asked to market spare plots vigorously and to bring partially cultivated plots into full cultivation.

EH64 Matters for Report

64.1 Vehicle Activated Signs – Min. no. EH55.1

The Committee noted the report. It was agreed to keep the site in mind in case the criteria changed in the future. An agenda item on speed control and traffic police would be requested for the Essex County Council West Essex Area Forum.

64.2 Heritage Open Days – Min. no. EH55.2

The Committee noted the report and that some of the organisations had registered directly with the Civic Trust. The date of the event is 6th – 9th September 2007. All the properties/organisations that had registered would be advertised in the autumn edition of Think Loughton. The Council had registered the Loughton Cemetery and the chapel and some members volunteered to attend at the event; the hours would be 2 – 5 p.m. on Saturday 8th September 2007, with additional times possible if sufficient councillors volunteered. Cllrs Pond and Pewsey would write an information sheet.

64.3 Street Museum – Min. no. EH55.5

Cllr C C Pond declared a personal but non-prejudicial interest as a resident of Staples Road.

The Chairman reported that original lampposts seemed unlikely to become available and modern replicas would be required. Quotations would be sought for two lamp standards to replace nos. 7 and 8, to match the other recent replacements, and two swan's neck lampposts to replace no. 14 and, if funds allow, no. 15.

Cllrs C C Pond and S Pewsey would provide the material for the interpretation board; the design to be the same as in Shaftesbury.

It was hoped the lampposts could be ordered by the next meeting.

64.4 Land at junction of Church Hill and Sedley Rise – Min. no. EH55.9

The Committee noted the report and would await action by Essex County Council.

64.5 Bus Shelter, Jessel Drive

The Committee noted that the bus shelter was now in place. The Clerk was asked to investigate methods and cost of displaying a town council logo on the bus shelter.

EH65 Financial Position

The end of year financial position for 2006/07 was NOTED.

EH66 Reference from Annual Town Meeting/Council Meeting on 2nd May 2007

Cllr Angold-Stephens had tried to get the topic of parking on grass verges taken up by Epping Forest District Council. The leader of Epping Forest District Council would be urged to take the topic up.

EH67 Hanging Baskets

The Council noted the report and wished to go ahead with 28 baskets (i.e. excluding the lamppost outside the Last Post public house and one 25 yards further south).

It was AGREED to proceed with the lowest bid (Company B) for 28 baskets subject to satisfactory risk assessment and Public Liability Insurance. If Company B could not carry out the work, then Company A should be approached.

Cllr Pewsey would investigate sponsorship for the baskets.

Cllr J Davis wished her objection to the proposal to be noted.

As the prices had come in significantly higher than the agreed £2,000 to come from 2007/08 budgets, any additional finance required would be budgeted for in 2008/09.

EH68 Pavement between the Wesley Hall and King's Green – Min. no. EH57

The Committee agreed a letter should be written to the Highways Department to put right the unsatisfactory condition of the pavement from the junction of the Drive up to the Methodist Church.

EH69 Search and Repair Highways Maintenance Team

The Committee noted the report and agreed to participate in exploratory discussions to obtain further information. Concern was expressed about possible funding implications. It was agreed Cllr Pewsey should attend the preliminary meeting and Cllr Angold-Stephens would be the substitute.

EH70 Street Furniture

70.1 Heritage Plaques

Cllr S Pewsey put forward Everard Richard Calthrop, inventor of the first "safety" parachute and expert in light railways, who lived in Goldings Road, and this was agreed.

Cllr C C Pond would investigate and confirm the location of the house.

70.2 Salt/Grit bins

The Committee noted the report and agreed to delete the provision for both salt/grit bins in Goldings Hill as the routes were already gritted. It was agreed to site three bins as follows:

The Avenue, junction with Spring Grove

Roundmead Avenue/Roundmead Close

Ollards Grove, junction with Connaught Avenue

Sedley Rise (between nos. 14 and 43) would be the first reserve.

70.3 Alleyway Names

The Committee noted the report.

It was agreed the following alleyway nameplates would be the next priorities. The order in which they were done would depend on the cost of each sign and the finance available at the time.

Name	Location
Gould's Alley	Brooklyn Avenue to Traps Hill Car Park
Luctons Path	Borders Lane to Colson Road
Gillingham Path	Roding Road to the Station
Finlaison Path	Station to Algiers Road
Jackson Alley	Clifton Road to the High Road, next to Chong's
Brook Path	High Road, next parish hall, to Brook Road (if not already signed)

EH71 Essex County Council Prohibition of Waiting Order

The Committee noted the report. Many of the schemes were long overdue and were welcomed. Cllr Pearce's comments were noted. High Gables should be given a residents' parking scheme to protect it from vehicles displaced from nearby roads.

EH72 Lost Street Trees

The Chairman requested members to identify and submit exact locations for replacement trees in their Wards.

EH73 Epping Forest District Council Graffiti Removal Scheme

The Committee noted the report and asked the Clerk to write to the Leader and Portfolio Holder at Epping Forest District Council, asking them to continue to take the

lead in removing graffiti and to give authorities at least one year's notice before withdrawing the existing scheme.

EH74 Road Safety and Parking issues near Alderton School

The Committee noted the report and wished to facilitate a meeting to discuss the matter, inviting two representatives of the protesters, Alderton Ward town councillors, Davina Millership of West Essex Area Highways, a representative of the school, Cllrs Angold-Stephens and C C Pond.

The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.40 p.m.

EH75 Future Work of the Committee

The Committee suggested the following topic for future consideration:
Town Signs.

EH76 Accounts for Payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3499	Citygate (London) Ltd	Murray Hall supplies	3.75	25.17
3500	Panther Security Systems Ltd	Annual Security Contract MHall	21.00	141.00
3501	Thames Water Utilities Ltd	RVRec supply		34.58
3502	Epping Forest District Council	Grounds Maintenance Contract 06/07	15,744.70	105,714.44
3503	National Association of Local Councils	Chairmen's Networking Event	5.95	39.95
3504	Regional Waste Recycling (Commercial) Ltd	Refuse collections KHall, Cemetery & MHall	58.35	391.60
DD	NatWest (Credit Card)	Diesel, office equipment & parking	14.27	95.87
3505	Epping Forest District Council	Rates B/Crt, KHall, RVRec, WRPF, & MHall (June)		2,188.00
3506	Avoncrop Amenity Products Ltd	Cemetery & Parks and Amenities Warden Supplies.	17.89	120.09
3507	Hagemeyer UK Ltd	MHall & Parks and Amenities Warden equipment	20.87	140.14
3508	R E Dyer	Felstead Road playground repairs		330.00
3509	Royal Mail Group PLC	Newsletter delivery		1,071.67
3510	SMS Cleaning Services	Window cleaning MHall		100.00
3511	British Gas Business	Kingsley Hall Supply	82.10	551.23

Signed.....
Date 19th September 2007

LOUGHTON TOWN COUNCIL
ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 19th September 2007 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
 C E Baggarley R E Brookes M R M A Chalk
 J Davis E C Murphy R Pennington
 S Pewsey D J Wixley

Also in attendance:

Councillors: C P Pond

Officers:

L R Fuller (Town Clerk)
 J Innis (Committee Clerk)

EH77 Apologies

Apologies were received from Cllr J Davis for a late arrival.

EH78 Confirmation of Minutes

The Minutes of the meeting held on 13th June 2007 were CONFIRMED as a correct record and signed by the Chairman.

EH79 Public Representations

None were received.

EH80 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in all agenda items except items 5.2, 5.8, 5.9, 5.11, 6 – 13 as he is a member of Essex County Council.
 Cllr C P Pond declared a personal but non-prejudicial interest in agenda items 5.3 as a resident, 5.9 and 11 as a member of the Epping Forest District Council.

EH81 Matters for Report
81.1 Speed Control and Traffic Police – Min. no. EH64.1

It was noted that the matter would be on the agenda of the November meeting of the West Essex Area Forum. The Committee agreed to consider nominating a town council representative to attend at the next meeting of the Committee.

81.2 Heritage Open Days – Min. no. EH64.2

The Clerk and Chairman reported on the preparations and arrangements for the Heritage Open Days event and the town council's participation. The clerk estimated that approximately 70 staff hours had been spent on the project.

81.3 Street Museum – Min. no. EH64.3

The Committee noted the report and would await Essex County Council's agreement as to the designs and locations of the lampposts.
 Cllrs Pewsey and Pond would draft the information for the interpretation board. Permission to place the board on Staples Road School's property at the boundary would be sought.

81.4 Land at junction of Church Hill and Sedley Rise – Min. no. EH64.4

The Committee noted that Essex County Council was taking action against the tenant acting illegally.

Cllr Davis joined the meeting.

81.5 Parking on grass verges – Min. no. EH66

The Committee noted the report and it was agreed to ask if Epping Forest District Council would consider making appropriate byelaws, at the next meeting with the Leader.

81.6 Hanging Baskets – Min. no. EH67

The Committee noted the report and it was agreed to spend £500 from the street furniture budget on a structural survey of the lampposts.

81.7 Pavement between the Wesley Hall and King's Green – Min. no. EH68

The Committee noted the report and requested that Essex County Council should be asked to treat the area as a matter of urgency.

81.8 Heritage Plaque – Min. no. EH70.1

The Committee noted the current position on the plaque to Everard Richard Calthrop.

81.9 Epping Forest District Council Graffiti Removal Scheme – Min. no. EH73

The Committee noted the report and hoped the performance would improve.

81.10 Road safety and parking issues near Alderton School – Min. no. EH74

The Committee noted the report on a possible meeting with Essex County Council Area Highways Manager.

81.11 Best Dressed Window Competition

The Committee agreed the volunteers to deliver competition entry forms.

EH82 Current Financial Position

The current financial position was NOTED.

EH83 Willingale Road Allotments and adjacent open space

The Committee noted the report and it was agreed to replace the fence and pay half of the cost from its Allotment budget with any shortfall taken from the contingency budget.

EH84 War Memorial, Kings Green

The Committee noted the report. It was agreed to include the renovation of the war memorial and stone plinth in its future work programme. The priority and timetable for the project would be discussed at the next meeting. £4,000 would be budgeted in 2008/09, assuming a grant would be available for half the cost.

A grant from the English Heritage Trust and the Royal British Legion should be investigated.

EH85 Town Signs – Min. no. EH75

The Committee agreed not to proceed with this project.

EH86 Community W.C.s

The Committee noted the report. It was agreed officers should make initial investigations but this was not a priority.

EH87 Epping Forest District Council Veteran Tree Scheme

The Committee agreed to participate in the scheme. Cllr C P Pond would request Countrycare to organise a training day in Loughton; possibly on Loughton Town Council property, in which case a risk assessment would be required.

EH88 Budgets and Priorities for 2008/09

The Committee had no extra items other than those already mentioned.

EH89 Future Work of the Committee

It was agreed to consider a litter picking event at a future meeting; Cllr Pewsey would provide the text.

EH90 Accounts for Payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3625	Cash	Reimburse petty cash	13.02	105.40
3626	Arwin Services	Cleaning at BCrt, KHall & Broadway toilet	131.95	885.95
3627	Budget Pest Control	RVRec maintenance	6.99	46.94
3628	Docendo Ltd	BCrt office equipment & maintenance	166.08	1,115.08
3629	Gillett & Johnston (Croydon) Ltd	Lopping Hall clock service	23.45	157.45
3630	Homebase Ltd	MHall supplies	8.08	54.26
3631	LWC Engineering	Willingale Road allotments works	45.33	304.33
3632	Royal Mail	Postage		250.00
3633	Screwfix Direct	MHall supplies	13.10	87.96
3634	Whizzywig Ltd	Newsletter design & production	102.38	687.38
3635	Thames Water Utilities Ltd	KHall supply		131.04
TRF	Deposits account	Reimburse imprest account		2,896.62

Signed.....
Date 14th November 2007

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 14th November 2007 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
 R E Brookes M R M A Chalk J Davis
 E C Murphy R Pennington S Pewsey
 C P Pond (as substitute for D J Wixley)

Also in attendance:

Councillors: J L Woods

Officers: L R Fuller (Town Clerk)
 J Innis (Committee Clerk)

EH91 Apologies

Apologies were received from Cllrs Wixley and Baggarley. Cllr C P Pond had been nominated as Cllr Wixley's substitute for this meeting.

EH92 Confirmation of Minutes

The Minutes of the meeting held on 19th September 2007 were CONFIRMED as a correct record and signed by the Chairman.

EH93 Public Representations

None were received.

EH94 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5.1 – 5.4, 5.6, 9 as he is a member of Essex County Council.

Cllr C P Pond declared a personal but non-prejudicial interest in agenda items 5.1 as a resident and 5.6 as a member of Epping Forest District Council.

EH95 Matters for Report

95.1 Speed Control and Traffic Police – Min. no. EH81.1

Cllr Murphy was nominated to represent and speak on this subject on behalf of the town council at the West Essex Area Forum on 28th November 2007 and Cllr Chalk would also attend. The representatives were informed of various matters to raise at the meeting.

95.2 Street Museum – Min. no. EH81.3

The Committee noted the report regarding the replacement lampposts and the interpretation board. It was further reported that the school's building works were not now expected to be completed until May 2008, and the siting for the interpretation board would be agreed then.

95.3 Parking on grass verges – Min. no. EH81.5

The Committee noted the report and awaited a response from the Leader of Epping Forest District Council.

95.4 Hanging Baskets – Min. no. EH81.6

The Committee noted the report. If permission to hang the baskets was received within two weeks and baskets could be procured for the winter, then they should be obtained. If not they should be ready for the summer season.

95.5 Best Dressed Window Competition – Min. no. EH81.11

The Committee noted the arrangements.

95.6 Reference from Council – Town Centre Enhancement

Cllr C C Pond reiterated his personal but non-prejudicial interest as a member of Essex County Council.

The Clerk reported that unfortunately the motion about the Town Centre Enhancement which should have been referred to this Committee from the Council meeting on 17th October 2007 had got missed. It would now be placed on the agenda for Resources and General Services Committee meeting on 21st November 2007. The Committee was invited to make comments on the motion, which would be taken into account by the Resources and General Services Committee. Various points were made about the deferral of phases 3 and 4 of the High Road enhancement and possible measures to be taken in the interim. A joint approach from Loughton Town Council and Epping Forest District Council to Essex County Council was endorsed.

95.7 Alleyway nameplates

The Clerk reported on the installation of the latest alleyway nameplates.

EH96 Current Financial Position

The current financial position was NOTED.

EH97 Heritage Plaques

The Committee noted that Mrs Gladys Mills lived at two properties in Loughton. It was AGREED to erect a commemorative heritage plaque on 43 Barncroft Close and if that was not possible to install it on 136 Roding Road.

EH98 Contingency Planning for Pandemic Flu

The Committee agreed to respond to the consultation and AGREED with the Deputy Town Clerk's recommendation. It was noted that there is very little available space in Loughton Cemetery.

EH99 Road Safety in Borders Lane

The Committee noted the request for a pedestrian crossing in Borders Lane. It was reported that Essex County Council had agreed to a crossing as part of the highway works associated with the college development and this was welcomed. The council would like consultation on its siting.

EH100 Priorities

The Committee reviewed its priorities and AGREED on the list shown below:

Revised Priority	Main Function	Greater Detail/Current Position
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Broadway toilet	Cleaning and maintenance
High	Cemetery (Church Lane)	Burials, administration, maintenance
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, admin.
High	Best Dressed Window	Admin and arrangements
High	Parish Paths Partnership	On-going
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	
Current activities		
High	Lady Whitaker's Mead	Development of new cemetery
High	Willingale Road allotments	New management appointment
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
Low	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Salt/grit bins	site surveys, permissions, and ordering
Medium	Christmas lights on Kings Green	Maintenance; upgrading should be effected Nov. 2007
Medium	Vehicle Activated Signs/Speed Indicator Device	No further action
High	Open House Weekend	This referred to 2007; no decision to repeat in future years has been taken
High	Tourist Brochures	No further action
Medium	Interpretation Boards	No further action
High	Street Museum	Permissions, installation, etc. see agenda report
Low	Clean Neighbourhoods and Environment Act	No further action
Medium	Hanging baskets	Permissions, contract, installation
Medium	War Memorial, Kings Green	Clean/renovation
Low	Community Lavatory Schemes	Research

EH101 Estimates 2008/09

101.1 Fees and Charges

The Committee AGREED that all hire fees should increase in line with the rate of inflation. The Committee also AGREED to the Rolling Programme. It was agreed not to insert a figure for a Speed Indicator Device.

101.2 The estimates for 2008/09 were AGREED as below

Cost centre		2007/08			2008/09	
		Annual Budget	Forecast / Committed	Transfer from Earmarked Reserves	Estimate 2008/09	Transfer from Earmarked Reserves
Christmas BDW competitions	Expenditure	450	450		450	
Cemetery-Church Lane	Expenditure	47,600	44,500		48,600	
	Income*	20,000	15,000		15,000	4,000
Street furniture	Expenditure	9,550	13,700		18,820	2,000
Allotments	Expenditure	1,000	1,000		1,000	
	Income	80	87		90	
Lady Whitakers Mead/new cemetery	Expenditure	7,500	3,030		7,500	
Other services	Expenditure	3,000	3,000		3,000	500
Service Re-charge (EH)	Expenditure	65,000	65,000		TBC	
Expenditure		134,100	130,680	0	79,370	
Income		20,080	15,087	0	15,090	6,500
Net Expenditure over Income		114,020	115,593		64,280	
Net Expenditure over Income*			115,593		57,780	
*Including transfers from Earmarked Reserves						

EH102 Future Work of the Committee

Cllr C C Pond reported that he was drafting an environmental policy for the council as an organisation; there was a query as to whether other councils might already have a model policy to use as an example.

Cllr C P Pond drew the Committee's attention to an article about the re-use of graves; this article would form the agenda report to the next meeting.

Cllr Murphy raised a question about firework safety and nuisance and would write a report for the next meeting.

Signed.....
Date 30th January 2008

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 30th January 2008 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors:

C C Pond (in the Chair)		
R E Brookes (from Min. no. EH107.4)		M R M A Chalk
J Davis	E C Murphy	R Pennington
S Pewsey	D J Wixley	

Also in attendance:

Councillors: K Angold-Stephens
R E Pearce (from Min. no. EH107.4)

Officers: L R Fuller (Town Clerk)
J Innis (Committee Clerk)

1 member of the public

EH103 Apologies

Apologies were received from Cllr Baggarley. Cllr Brookes sent apologies for a late arrival.

EH104 Confirmation of Minutes

The Minutes of the meeting held on 14th November 2007 were CONFIRMED as a correct record and signed by the Chairman.

EH105 Public Representations

None were received.

EH106 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5.1, 5.2, 5.4, 5.7, 8.1, 8.3 as he is a member of Essex County Council and item 7 as Chairman of Loughton and District Historical Society.

Cllrs Pewsey and Wixley declared a personal but non-prejudicial interest in agenda item 7 as members of the Loughton and District Historical Society.

EH107 Matters for Report

107.1 Street Museum – Min. no. EH95.2

The Committee noted the report. The chairman reported that no further response had yet been received from the Post Office Museum with regard to the post box.

107.2 Hanging Baskets – Min. no. EH95.4

The Committee noted the report and that Essex County Council had not yet granted permission for the baskets. The Properties and Projects Officer would maintain contact to progress the matter.

107.3 Best Dressed Christmas Window Competition 2007

The Committee noted the report. In order to encourage entries from shops which had good displays but had not entered the competition, the judging team would drop a note, encouraging those premises to apply in the following year, through their doors as they carried out their judging rounds.

Cllr Pearce joined the meeting.

107.4 Town Centre Enhancement – Min. no. EH95.6

The Committee noted the report and expressed its bitter disappointment with and condemnation of Epping Forest District Council's decision not to proceed with the Town Centre enhancements before 2012.

Cllr Brookes joined the meeting.

It was agreed that the matter should be remitted to the next Council meeting with a request to convey this opinion to Epping Forest District Council.

107.5 Alleyway nameplates – Min. no. EH95.7

The Committee noted the report on the current position with the named alleyways.

107.6 Heritage Plaques

The Committee noted the report.

107.7 Road Safety in Borders Lane – Min. no. EH99

The Committee noted that the site for the Puffin Crossing had been previously decided by Essex County Council.

EH108 Current Financial Position

The current financial position was NOTED.

EH109 Heritage Open Days

The Committee agreed that, subject to the agreement of the Loughton and District Historical Society, the Society would organise and co-ordinate the Heritage Open Days event this year and that Loughton Cemetery and the chapel would be included in the scheme. It was hoped that organisations that had not participated in the last event would also take part.

EH110 Future Work of the Committee – Reference from last meeting – Min. no. EH102

110.1 Environmental Policy – Environment and Heritage Committee

The Committee noted the report. It was agreed that the Strategy and Staff Group would look at this for all committees, and would consider other councils' policies and best practice.

110.2 Re-use of graves

The Committee noted the report and it was agreed to support in principle re-use of graves but to await further details.

110.3 Firework Safety and Nuisance

The Committee noted the report and, although the council had no power in respect of the sale and use of fireworks, representations should be made to the Trading Standards and the local Member of Parliament expressing concern about the sale of large fireworks, with a copy to the police.

EH111 Loughton Cemetery Regulations

The Committee noted the report and a recent photograph of the lawn section of the cemetery was circulated at the meeting.

The Clerk reported on the present situation and the members AGREED to adopt the following amendments to the regulations with immediate effect:

COMMEMORATION AND MEMORIALS – GENERAL

11.11 No further double headstones, double vertical or double memorials are allowed in the cemetery. (but see regulation 12.1 for the lawn section)

COMMEMORATION AND MEMORIALS – DIMENSIONS

12.1 All memorials in the lawn cemetery area are to have maximum dimensions of twenty-four inches (60cm) by twelve inches (30cm), with chamfered edges.

Up to two memorial plaques of these dimensions, laid along the length of the grave, are permitted per grave. Additionally, up to two memorial vases each of maximum dimensions seven inches (18cm) tall by seven inches (18cm) square, or one double vase maximum dimensions seven inches (18cm) tall by seven inches (18cm) deep by sixteen inches (41 cm) wide may be placed adjacent to the horizontal plaque at the head of the grave.

The Committee also RE-AFFIRMED the designation of this part of the cemetery as a lawn section.

It was further AGREED that a Cemetery Working Party should be formed comprising the chairman and vice chairman of the Committee and inviting one other councillor to join the group. A site visit would be arranged when the working group had been formed.

The chairman expressed his thanks to the cemetery attendant and officers involved with the management of the cemetery for its tidy appearance.

EH112 Parking

The Committee's comments on the review were that a further 250 yards of Colson Road should be included, and also 100 yards of Chequers Road, and Borders Lane as far as the Murray Hall.

EH113 Future Work of the Committee

A bus shelter outside the Murray Hall – Cllr Chalk to provide a report.

Christmas lights in the Broadway – Cllr Davis to provide a report.

To consider corporate membership of Essex Wildlife Trust.

Search and repair teams – Cllr Pewsey to provide a report.

Litter picking – Cllr Pewsey to provide a report.

Signed.....

Date 26th March 2008

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 26th March 2008 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors: C C Pond (in the Chair)
 C E Baggarley R E Brookes (from Min. no. EH120.1)
 M R M A Chalk R Pennington S Pewsey
 D J Wixley

Officers: L R Fuller (Town Clerk)
 J Innis (Committee Clerk)

EH114 Apologies

Apologies were received from Cllr J Davis.

EH115 Confirmation of Minutes

The Minutes of the meeting held on 13th January 2008 were CONFIRMED as a correct record and signed by the Chairman.

EH116 Public Representations

None were received.

EH117 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda items 5, 8, and 10 as a member of Essex County Council.

EH118 Matters for Report

118.1 Street Museum and Hanging Baskets – Min. nos. EH107.1 and 107.2

It was reported that the transfer of the High Road lamp standards to Essex County Council from Epping Forest District Council had been accepted and the application for permission for hanging baskets would be considered shortly.

The Properties and Projects Officer was still chasing up the lamp standards for the street museum.

118.2 Salt/grit bins

The Committee noted the report. Essex County Council is responsible for repairing or replacing the bins and for replenishing the contents.

118.3 Search and Repair Team (rapid response road repairs)

A verbal report of the meeting held in the morning of 26th March 2008 was made to the meeting.

It was agreed in principle to participate in the scheme subject to agreement of the details, and to make a contribution at a low level in the first year, the amount to be agreed by the Committee.

118.4 Heritage Boards

The Committee noted the report.

EH119 Current Financial Position

The current financial position was NOTED.

EH120 Future Work of the Committee – Min. no. EH113**120.1 Bus shelter**

Cllr C C Pond declared a personal but non-prejudicial interest in this item as a member of Essex County Council.

Cllr Brookes joined the meeting.

Cllr Chalk's request for a bus shelter outside the Spinney in Borders Lane was noted. This stop was to be relocated and it was agreed to revisit this subject when the position of the bus stop was known.

120.2 Corporate Membership of Essex Wildlife Trust

Cllr Chalk declared a personal but non-prejudicial interest in this item as a member of the Essex Wildlife Trust and also as a member of the local group. The Committee noted the report and it was AGREED to subscribe to a Bronze Corporate membership at an annual cost of £75 plus VAT.

EH121 Draft Joint Municipal Waste Management Strategy for Essex

The Committee noted the report but did not wish to make any comments on the final draft of the strategy.

EH122 High Road litter bins

The Committee noted the report.

Cllr Pewsey tabled a survey of the condition of the wooden bins in the High Road and reported the metal bins were in good condition.

The Clerk was asked to write to Epping Forest District Council to ask whether the bins were still under guarantee but, if not, to replace missing doors and latches.

EH123 Bus Services – OAP and concessionary travel

The Committee noted the report and was very sorry to note Epping Forest District Council's refusal to participate in negotiations to extend the start time of the concessionary fares scheme.

The Clerk was asked to write to Epping Forest District Council expressing the Committee's strong concern for the adverse effect on the users of routes 541/3, H1 and 250 because concessionary fares would not apply until 9.30 a.m.

EH124 Future Work of the Committee

Cllr Pewsey suggested Fair Trade status for Loughton.

The Chairman expressed his thanks to the Town Clerk, the Properties and Projects Officer and the Committee Clerk for all their work.

Signed.....

Date 4th June 2008