

## LOUGHTON TOWN COUNCIL

### ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held on Wednesday 4<sup>th</sup> June 2008 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:**

|                         |          |          |
|-------------------------|----------|----------|
| C P Pond (in the Chair) |          |          |
| C Davies                | P House  | L Howe   |
| G D Martin              | T G Owen | S Pewsey |
| C C Pond                |          |          |

**Also in attendance:**

**Councillors:** K Angold-Stephens                      S W Murray                      D J Wixley

**Officers:** E K Walsh (Acting Town Clerk)  
J Innis (Committee Clerk)

**EH1 Apologies**

Apologies were received from Cllr A Copland.

**EH2 Confirmation of Minutes**

The Minutes of the meeting held on 26<sup>th</sup> March 2008 were CONFIRMED as a correct record and signed by the Chairman.

**EH3 Public Representations**

None were received.

**EH4 Declarations of Interest**

Cllr Pewsey declared a personal but non-prejudicial interest in Agenda item 12 as a past member of Friends of Historic Essex.

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda items 5.1 as a resident and 5.2, 5.3, 5.8, and 10 as 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.

**EH5 Matters for Report**

**5.1 Street Museum and Heritage Boards – Min. nos. EH118.1 and 118.4**

The Committee NOTED the report and that the lamp columns would be connected during the school summer holidays. It was also reported that the location of the interpretation board had been agreed with Staples Road School.

**5.2 Search and Repair Team – Min. no. EH118.3**

The Committee NOTED the report and it was AGREED that Cllrs S Pewsey and C C Pond would attend the meeting with David Forkin, Essex County Council Area Highways Manager, on 27<sup>th</sup> June 2008. Cllr C C Pond offered to raise the issue at the forthcoming meeting of Epping Forest County Councillors with Cllr Norman Hume.

**5.3 Salt/grit bins – Min. no. EH70.2**

The Committee NOTED the report and agreed to delete the provision for salt/grit bins in Hazelwood/Upper Park as Upper Park (and roads off) was to be included in the list for 2008/09 and Traps Hill (outside no. 39) as the route was already gritted.

The following three sites were AGREED as priorities for 2008/09:

Connaught Ave/Connaught Hill  
Junction Smarts Lane/Nursery Road  
Upper Park (and roads off)

The reserve locations would be Steeds Way and Carroll Hill/Uplands.

The junction of Sparelease Hill with Tycehurst Hill would be added to the list for consideration next year.

A list of the current location of the bins would be provided to all councillors together with contact details for reporting those in need of restocking.

**5.4 Hanging Baskets - Min. no. EH118.1**

The Committee NOTED the hanging baskets had not yet been erected.

**5.5 Heritage Plaques – Min. no. EH107.6**

The Committee NOTED the report.

The following nominations were put forward for consideration for heritage plaques for 2008/09:

Ethel Haslam, suffragette

Fred Stoker, gardener

Josiah Oldfield, secretary of the Vegetarian Society

Thomas Southwood Smith, a Unitarian

Braeside Military Hospital

Mary Anne Clarke, actress

A detailed report would be made to the next meeting of the Committee and a copy of the criteria provided for all councillors.

**5.6 High Road Litter Bins – Min. no. EH122**

The Committee NOTED the report.

**5.7 War Memorial, Kings Green – Min. no. EH84**

The Committee NOTED the report. The Chairman requested that any suggestions for new names to be added to the memorial should be submitted to the Committee for consideration.

**5.8 Bus Services – OAP and concessionary travel – Min. no. EH123**

The Committee NOTED the report.

**EH6 Current Financial Position**

The Committee NOTED the report of the end of the financial year 2007/08.

**EH7 Allotments**

The Committee NOTED the report and it was AGREED to make an inspection of the Pyles Lane and Willingale Road allotments sites this year with the date and time to be arranged. It was welcomed that the Roding Road allotments now had a waiting list and the Management Committee were to be informed that an inspection would be carried out next year. However, the Acting Town Clerk reported that officers would be undertaking a routine boundary inspection at the Roding Road allotment site later this year.

**EH8 Loughton Cemetery Regulations**

The Committee noted the report. It was RESOLVED to adopt the recommended amendment to the section on when Loughton residents' rates for purchases of exclusive rights, interments and memorial applications were applicable so that it read as follows:

“the Loughton residents' rate for purchases of exclusive rights, interments and memorial applications will apply where:

the deceased was resident in the administrative parish of Loughton for five or more years but became non-resident involuntarily (for instance to receive

residential care in another area) during the period immediately prior to the date of death or had lived in Loughton for at least twenty years.”

This amendment was to be made with immediate effect.

#### **EH9 Christmas Lights**

The Committee NOTED the report and the public's concern over the lack of Christmas lights in the High Road in 2007. However, it acknowledged the efforts made by The Broadway Town Centre Partnership to put on a display in the Broadway.

The Committee confirmed that the responsibility for the lights should remain with the Town Centre Partnerships and expressed support for the work of these organisations in connection with this matter.

The Committee AGREED to recommend to the Resources and General Services Committee that the maximum amount of the grant funding available for Christmas lights in 2008/09 should be increased to £8,000, thus providing funding of up to £4,000 for each Town Centre Partnership. Having decided that it did not want to use its contingency budget so early in the financial year, the Committee unanimously AGREED to submit this request to the Resources and General Services Committee, as required by section 3.2 of the Council's Financial Regulations, for a supplementary estimate to be made available for this matter, the costs to be met from the Council's resources.

It was also AGREED to contact the Chairmen of both Town Centre Partnerships to gather information and discuss the way forward including proposals for securing match funding from local traders and for the Broadway from Epping Forest District Council. Following these discussions and subject to the agreement of the Resources and General Services Committee, a report would be prepared for the next meeting of this Committee.

#### **EH10 Registration of Village Greens**

The Committee NOTED the report and gave the Registration of Village Greens a high priority. A representative of Essex County Council would be invited to give a presentation at the next meeting of the Committee. Members were asked to submit a list of green areas, which met the criteria, for consideration.

#### **EH11 Litter Awareness Day**

The Committee AGREED to hold a litter picking day in April 2009 and Cllr Pewsey offered to coordinate the event and draw up a set of proposals for the next meeting of the Committee.

#### **EH12 Friends of Historic Essex**

The Committee NOTED the report and it was AGREED to subscribe to the Friends of Historic Essex at an annual cost of £10.

#### **EH13 Future Work of the Committee**

- (1) Tourist leaflets – a report would be made at the next meeting
- (2) Waste Management Group – a report would be made at the next meeting
- (3) Free-cycle, a furniture collection scheme – Cllr Howe to prepare a report
- (4) The cleaning of milestones – Cllr C C Pond to prepare a report
- (5) Clean Neighbourhoods and Environment Act 2005 – to be referred to the Strategy and Staff Group for consideration
- (6) War graves in Loughton Cemetery – Cllr Martin to prepare a report

- (7) The consultation on the Debden town development proposals – the Committee requested that a report on the regeneration proposals be made to the Council at its meeting on 9<sup>th</sup> July 2008.

**Signed.....**  
**Date                   3<sup>rd</sup> September 2008**

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 3<sup>rd</sup> September 2008 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
 A P Copland C Davies P House  
 G D Martin T G Owen S Pewsey  
 C C Pond S M Harper (as substitute for Cllr L Howe)

**Also in attendance:**

**Councillors:** D J Wixley

**Officers:**

E K Walsh (Town Clerk)  
 J Innis (Committee Clerk)

**EH14 Apologies**

Apologies were received from Cllr L Howe. Cllr Harper had been nominated as Cllr Howe's substitute for this meeting.

**EH15 Confirmation of Minutes**

The Minutes of the meeting held on 4<sup>th</sup> June 2008 were CONFIRMED as a correct record and signed by the Chairman.

**EH16 Public Representations**

None were received.

**EH17 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda items 10, 14 and 15 as a member of Essex County Council  
 Cllrs C P Pond and Wixley declared personal but non-prejudicial interests in Agenda item 10 as members of Epping Forest District Council.

**EH18 Matters for Report**

**18.1 Christmas Lights – Min. no. EH9**

The Committee NOTED the report.

**18.2 War Memorial, Kings Green – Min. no. EH5.7**

The Committee NOTED the report and that work would continue on plans for the refurbishment of the memorial.

**18.3 Salt/grit Bins – Min. no. EH5.3**

The Committee welcomed the report and that salt/grit bins could be provided in green with the council logo attached.

**18.4 Hanging Baskets – Min. no. EH5.4**

The Committee NOTED the report and the names of councillor volunteers were put forward to deliver sponsorship letters to businesses in and around the High Road.

The Town Clerk was awaiting a response from businesses that she had already contacted. The design of signs acknowledging businesses that had taken part in the scheme was also discussed.

The new Town Centre Manager recently appointed by Epping Forest District Council would be invited to attend the next meeting of the Committee.

**18.5 Heritage Plaques – Min. no. EH5.5**

It was reported the commemorative plaque to Gladys Mills had now been erected and the plans for the unveiling of the Ron Greenwood plaque were progressing. For new plaques, consideration would be given to holding similar events with the consent of the home owners.

The Committee NOTED the report and it was AGREED to seek permission to erect commemorative plaques to Ethel Haslam, Mary Anne Clark and Fred Stoker. Plaques to Josiah Oldfield, Braeside Military Hospital, Thomas Southwood Smith and Jean Gwyneth Brabner and her son, Commander R A Brabner, MP, would be considered at a later date, the first two being held in reserve for 2008/09.

**18.6 Litter Awareness Day – Min. no. EH11**

Cllr Pewsey confirmed the arrangements he had drawn up for a litter awareness day to be held on Saturday 9<sup>th</sup> May 2009. In the event that elections clashed with this date it would be rescheduled.

**EH19 Current Financial Position**

The Committee NOTED the report.

**EH20 Search and Repair**

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

The Committee NOTED the report and that the Town Clerk would be meeting with the local highways inspectors. All councillors would be invited to provide a list of “hotspots” in their wards to the Town Clerk for presentation to the inspectors.

**EH21 Christmas Windows**

The Committee members AGREED the volunteers to distribute the entry forms for the Best Dressed Window competition.

**EH22 Allotments**

The Committee NOTED the report on the Willingale Road and Pyrles Lane allotments visit.

Cllr Copland declared a personal but non-prejudicial interest in this item as he lives near the Pyrles Lane allotments.

The Committee considered the Pyrles Lane allotment options shown in the report and AGREED to delete option 3 and defer further discussion on the remaining options until a subsequent meeting pending alternative costings for new fencing and a gate.

**EH23 Registration of Village Greens**

The Committee NOTED the report and AGREED the following sites as a priority for the registration process:

Bus garage green

Jessel Green

Rochford Green

Newmans Lane green and along Rectory Lane to Hatfields

Roding Valley Nature Reserve land adjacent to Oakwood Hill

Rookwood Gardens

Luctons Field

The Town Clerk would prepare a detailed schedule for the registrations.

**EH24 Green Routes between Loughton and Chigwell**

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

Cllr Pewsey outlined his proposal. The Committee AGREED in principle to progress the green routes scheme within the Loughton boundary including a Loughton cycle by-pass and the submission of a funding bid to the Essex County Council CIF (Highways) fund.

A report would also be made to the next meeting of the Recreation Committee regarding the proposals for land within its area of responsibility.

**EH25 Cleaning of Milestones**

The Committee NOTED the report and members volunteered to take part in the cleaning of the milestones on a Saturday, the date to be agreed.

**EH26 Free-Cycle**

The Committee NOTED Cllr Howe's proposal and that this would be discussed at the next meeting when she was present.

**EH27 Vehicle Activated Signs (VAS) & Speed Indicator Devices (SIDS)**

The Committee NOTED the report and various locations were considered.

Cllr Copland declared a personal but non-prejudicial interest in Pyrles Lane as a local resident.

The criteria for the installation of these devices would be confirmed with Essex County Council and members were asked to submit in writing sites for consideration at the next meeting.

**EH28 Tree Initiative**

The Committee NOTED the report. It was AGREED to invite Paul Hewitt, the Countryside Manager for Epping Forest District Council, to the next meeting to assist in progressing this scheme and advise on suitable sites for tree planting in Loughton.

The Committee AGREED to suspend Standing Order number 1.4. and AGREED to conclude the meeting by 9.35 p.m.

**EH29 Forest Forum**

The Committee NOTED the report and that a meeting would be scheduled by the Town Clerk with the Forest Services Manager for the City of London to discuss matters of mutual interest. With regard to the "Branching Out" project, the Committee expressed concern about any possible reductions in parking provision for local visitors to the forest.

**EH30 Future Work of the Committee**

The Committee suggested the following topics for future consideration:

- (1) The development of a website dedicated to the history and research of the War Memorial and the listed names – Cllrs Martin and Pewsey to meet with the Town Clerk to progress this.
- (2) Green Statement – Cllr Pewsey to prepare a report.

Other issues raised included items to be put before the Recreation Committee and Strategy and Staff Group.

Signed.....  
Date 5<sup>th</sup> November 2008

## LOUGHTON TOWN COUNCIL

### ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held on Wednesday 5<sup>th</sup> November 2008 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
 A P Copland (from Min no EH36.5) C Davies  
 P House T G Owen S Pewsey  
 C C Pond

**Also in attendance:**

**Councillors:** D J Wixley

**Officers:** E K Walsh (Town Clerk)  
 J Innis (Committee Clerk)

Sue Taylor, Director of Loughton Festival  
 1 member of the public

**EH31 Apologies**

Apologies for absence were received from Cllrs L Howe and G D Martin.

**EH32 Confirmation of Minutes**

The Minutes of the meeting held on 3<sup>rd</sup> September 2008 were CONFIRMED as a correct record and signed by the Chairman.

**EH33 Public Representations**

None were received.

**EH34 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5, as an acquaintance of the speaker and 6.6 and 6.10, as a member of Essex County Council.

Cllr Pewsey declared a personal but non-prejudicial interest in Agenda item 5, because of his past involvement with the Loughton Festival.

Cllrs C P Pond and Wixley declared a personal but non-prejudicial interest in Agenda item 6.1 as members of Epping Forest District Council.

**EH35 Loughton Festival 2009**

Mrs Sue Taylor, the Festival's Director, was welcomed to the meeting. She reported on the plans for next year's annual celebration to promote the culture and heritage of Loughton and the Forest.

The members were invited to ask questions and accepted this opportunity.

Mrs Taylor was thanked for her input and left the meeting.

**EH36 Matters for Report**

**36.1 Town Centre Enhancement – Min no EH107.4**

The Committee NOTED the report.

**36.2 Salt/grit bins – Min no EH18.3**

The Clerk reported the new bins had been installed this week and that the Council's logo would also be displayed on them.

**36.3 Flower baskets – Min no EH18.4**

The Clerk reported on the approaches being made to local shops and businesses in the High Road to sponsor the flower baskets and outlined the cost of each basket for this year and for subsequent years.

The Committee discussed the installation of flower baskets in the Broadway when the regeneration works had been completed.

**36.4 Heritage Plaques – Min no EH18.5**

The Committee NOTED that the unveiling of the plaque to Ron Greenwood had been attended by Sir Trevor Brooking, the Town Mayor and several councillors and officers.

Cllr Copland joined the meeting.

**36.5 Litter Awareness Day – Min no EH18.6**

The Committee NOTED that the date of the Litter Awareness Day 2009 would have to be rearranged to avoid conflict with the June elections and the Loughton Festival.

**36.6 Search and Repair – Min no EH20**

The Committee NOTED that the Clerk had held two meetings with Highways Officers from Essex County Council and that it was hoped that there would be an improvement in the standard of repairs in the town following the introduction of a RAMI scheme.

**36.7 Allotments – Min no EH22**

The Town Clerk provided details of the estimated costs of works to reinstate the allotments at the Pyrles Lane site. She reported on a meeting with David Hogg, Leisure Services Officer at Epping Forest District Council, at which the possibility of using this site for a community allotment project was discussed.

The viability of such a scheme, which could include local schools and residents, was discussed. It was noted that as a project in the District Council's Active for Life Scheme it would be eligible for grant funding. The Committee AGREED in principle to proceed with the proposal and to investigate it further.

**36.8 Registration of Village Greens – Min no EH23**

The Committee NOTED the report and councillors agreed to pass on any letters and e-mails they had received from residents to the office. The Town Clerk was asked to write to land owners as a priority.

**36.9 Cleaning of Milestones**

The Committee discussed the arrangements for the cleaning of the three milestones on Saturday 22<sup>nd</sup> November 2008 and Cllrs Copland, Pewsey, C C Pond, C P Pond and Wixley volunteered to undertake this work. Cllr C C Pond would liaise with the Services Manager to finalise the arrangements.

**36.10 Vehicle Activated Signs (VAS) and Speed Indicator Devices (SIDs) – Min no EH27**

The Committee NOTED the report and it was agreed to defer this item until the next meeting when the criteria for installing these devices should be known.

**36.11 Tree initiative – Min no EH28**

The Committee NOTED that Mr Paul Hewitt, Countryside Manager, would be visiting the town on 20<sup>th</sup> November 2008 to discuss the tree initiative and free tree scheme. He would also carry out an inspection of Lady Whittaker's Mead with regard to recommending a maintenance schedule.

**36.12 Future work of the Committee – Min no EH30**

Cllr Pewsey reported Cllr C C Pond had prepared a draft Environment and Sustainability Policy which would be considered at the next meeting of the Strategy and Staff Group.

**EH37 Current Financial Position**

The Committee NOTED the report.

**EH38 Community Toilet Scheme**

The Committee NOTED the report and agreed to approach the Town Centre Partnerships regarding this scheme. As the shops in the Broadway were owned by Epping Forest District Council, it would be approached regarding assistance in upgrading the shops' facilities if necessary. It was also agreed to make an approach to the libraries. The desirability of a community WC in the Church Hill Homebase store was agreed.

Cllr C C Pond declared a personal but non-prejudicial interest in this item as a member of Essex County Council, the issue of libraries having been raised.

The Committee AGREED to include £1,000 in its 2009/10 budget to facilitate and promote this scheme.

**EH39 Priorities**

The Committee reviewed its priorities and AGREED on the list as follows:

| Revised Priority           | Main Function   | Greater Detail/Current Position   |
|----------------------------|---|---|
| <b>On-going activities</b> |   |   |
| High                       | Running the committee   | Agenda, reports, research, minutes, finance, admin                      |
| High                       | Broadway toilet and Community Lavatory scheme   | Cleaning and maintenance, initial research and approaches to businesses |
| 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                               |   |
| <b>Current activities</b>  |   |   |
| High                       | Lady Whitaker's Mead  | Development of new cemetery   |
| High                       | Willingale Road allotments  | New management appointment – in hand                                    |
| 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   |

|        |  |   |
|--------|--|---|
| Medium | Vehicle Activated Signs/Speed Indicator Device | Further research to be undertaken   |
| High   | Open House Weekend                             | This referred to 2007; no decision to repeat in future years has been taken |
| High   | Tourist Brochures                              | In preparation  |
| Medium | Interpretation Boards                          | In preparation  |
| High   | Street Museum                                  | Nearing completion  |
| Low    | Clean Neighbourhoods and Environment Act       | No further action   |
| Medium | Flower baskets                                 | Permissions, contract, installation   |
| High   | War Memorial, Kings Green                      | Cleaning and renovation   |
| High   | Registration of Village Greens                 | Research and collation of evidence, prior to application                    |

**EH40 Estimates 2009/10****40.1 Fees and Charges**

The Committee AGREED that all hire fees should increase in-line with the RPI rate for September, 5 percent. The Committee also AGREED to the Rolling Programme.

**40.2 The Estimates for 2009/10 were AGREED as follows:**

| Cost centre                      |             | 2008/09       |                      |                                  | 2009/10          |                                  |
|----------------------------------|-------------|---------------|----------------------|----------------------------------|------------------|----------------------------------|
|                                  |             | Annual Budget | Forecast / Committed | Transfer from Earmarked Reserves | Estimate 2009/10 | Transfer from Earmarked Reserves |
| Christmas BDW competitions       | Expenditure | 450           | 450                  |                                  | 450              |                                  |
| Cemetery-Church Lane             | Expenditure | 48,600        | 43,200               |                                  | 50,900           |                                  |
|                                  | Income*     | 19,000        | 20,000               |                                  | 16,000           | 6,000                            |
| Street furniture                 | Expenditure | 16,820        | 16,500               | 750                              | 18,250           |                                  |
|                                  | Income*     |               |                      |                                  |                  | 5,500                            |
| Allotments                       | Expenditure | 1,000         | 1,000                |                                  | 5,000            |                                  |
|                                  | Income      | 90            | 765                  |                                  | 345              |                                  |
| Lady Whitakers Mead/new cemetery | Expenditure | 7,500         | 7,500                |                                  | 15,000           |                                  |
| Other services                   | Expenditure | 2,500         | 2,500                |                                  | 2,500            |                                  |
| Service Re-charge (EH)           | Expenditure | 69,100        | 69,100               |                                  | TBC              |                                  |

|                                     |  |                |                |            |               |               |
|-------------------------------------|--|----------------|----------------|------------|---------------|---------------|
| <b>Expenditure</b>                  |  | <b>145,970</b> | <b>140,250</b> | <b>750</b> | <b>92,100</b> |               |
| <b>Income</b>                       |  | <b>19,090</b>  | <b>20,765</b>  | <b>0</b>   | <b>16,345</b> | <b>11,500</b> |
| <b>Net Expenditure over Income</b>  |  | <b>126,880</b> | <b>119,485</b> |            | <b>75,755</b> |               |
|                                     |  |                |                |            |               |               |
| <b>Net Expenditure over Income*</b> |  |                | <b>119,485</b> |            | <b>64,255</b> |               |

\*Including transfers from Earmarked Reserves

**EH41 Members' Expenses**

The Committee APPROVED the attendance of Cllr Wixley at the Councillor Training course in Dunmow on 5<sup>th</sup> November 2008 and AGREED to pay his expenses.

**EH42 Future Work of the Committee**

The Committee suggested the following topics for future consideration:

Best Allotment prize – Cllr C P Pond to prepare a report

Use of Community Service participants – passed to Strategy and Staff Group

Signed.....

Date

11<sup>th</sup> February 2009

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 11<sup>th</sup> February 2009 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
 C Davies P House T G Owen  
 S Pewsey C C Pond  
 S M Harper (as substitute for Cllr L Howe)

**Also in attendance:**

**Councillors:** T Frankland D J Wixley

**Officers:** E K Walsh (Town Clerk)  
 J Innis (Committee Clerk)

Mr Jim Nolan, Assistant Director, Environment & Street Scene, Epping Forest District Council

1 member of the public

**EH43 Apologies**

Apologies for absence were received from Cllr L Howe. Cllr Harper had been nominated as Cllr Howe's substitute for this meeting.

**EH44 Confirmation of Minutes**

The Minutes of the meeting held on 5<sup>th</sup> November 2008 were CONFIRMED as a correct record and signed by the Chairman.

**EH45 Public Representations**

None were received.

**EH46 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 6.3, 6.5, 8, 12 and 13 as a member of Essex County Council, 9 as a member of the Loughton & District Historical Society and 10 owing to his involvement with the Hills Amenity Society.

Cllr Pewsey declared a personal but non-prejudicial interest in Agenda item 9, as a member of the Loughton & District Historical Society and 10 as a past member of the Hills Amenity Society.

Cllrs Harper, C P Pond and Wixley declared a personal but non-prejudicial interest in Agenda item 9 as members of the Loughton & District Historical Society.

**EH47 Safer, Cleaner, Greener initiative**

Mr Jim Nolan, Assistant Director of Environment and Street Scene, Epping Forest District Council, was welcomed to the meeting. He gave a short visual presentation on the Safer, Cleaner, Greener initiative and provided handouts to the members present. The members were invited to ask questions and accepted this opportunity. Mr Nolan was thanked for his input and left the meeting.

**EH48 Matters for Report****48.1 Town Centre Enhancement – Min no EH36.1**

Cllr C C Pond gave a verbal report of the meeting of the Town Centre Enhancement Group (The Broadway) meeting held on 12<sup>th</sup> January 2009. He reported that the relocation of the bus stops in the Broadway area was still ongoing slowly.

**48.2 Litter Awareness Day – Min no EH36.5**

Suggestions were put forward for possible sites to be included in the Litter Awareness Day to be held on Saturday 25<sup>th</sup> April and ward councillors were requested to agree on the sites within their local area. The event would be promoted to councillors through the monthly digest and publicised by the usual methods. Cllr Pewsey agreed to draft a letter for circulation to the schools in the town to encourage their involvement.

**48.3 Search and Repair – Min no EH36.6**

The Committee NOTED the report and councillors were invited to send their list of sites for repair to the Town Council office for collation and forwarding to the West Area Highways Office.

**48.4 Registration of Village Greens – Min no EH36.8**

The Committee NOTED the report.

**48.5 Vehicle Activated Signs (VAS) and Speed Indicator Devices (SIDS) – Min. no. EH36.10**

The Committee NOTED the report and agreed to put forward the following roads for assessment by the West Area Highways Office as potential sites for speed reduction equipment:

Alderton Hill  
Chester Road and Hillyfields  
Colebrook Lane  
Station Road  
Warren Hill  
Wellfields

The Committee noted funding for any sites approved was limited.

**48.6 Tree initiative – Min no EH36.11**

The Committee NOTED that tree works would be carried out along the length of the border of Lady Whitakers Mead with Debden Lane.

**48.7 Alleyway Nameplates**

The Committee NOTED the report.

**48.8 Christmas Windows – Min no EH21**

The Committee NOTED the report and reviewed the competition rules. It was AGREED to add the following words in paragraph 6 of the competition rules:

*“When no award is made in a category, the Town Council reserves the right to re-distribute the award on the judges’ decision to one or more categories and/or entrants.”*

**48.9 Heritage Plaques – Min no EH5.5**

It was confirmed that all three of the suggested heritage plaques would be installed in due course.

**48.10 Salt/grit bins**

The Committee discussed the use/maintenance of the salt/grit bins in view of the present weather conditions.

**EH49 Current Financial Position**

The Committee NOTED the report.

**EH50 Epping Forest Transport Strategy 2009-2016**

The Committee thanked Cllrs J and K Angold–Stephens for their report.

Cllr Wixley declared a personal but non-prejudicial interest as a member of Friends of Epping Forest.

The Committee generally supported the transport strategy and AGREED to make the following responses to the questionnaire.

- It considered that the Forest should be treated as a special area and that traffic speed should be reduced on the A104, A121 and B172.
- The road signage and traffic calming measures should be tailored to the Forest environment.
- Some concern was expressed over potential safety issues regarding the cattle grids which might cause injuries to animals including horses.
- More crossing points should be provided to assist visitors to the Forest.
- The Committee raised objections to the closure of Fairmead Road and Wake Road as this would disadvantage disabled people from accessing the Forest and requested that these roads be made safe for cyclists, pedestrians and wheelchairs.
- Additionally, the Committee would welcome bus links into the Forest.

#### **EH51 Heritage Open Days**

The Committee AGREED that if the Loughton and District Historical Society decided to coordinate the local Heritage Open Days events in 2009, the Loughton Cemetery and Chapel in Church Lane could be included in the list of properties to be open to the public and the Council would assist with the publicity.

#### **EH52 Conservation Area Appraisals**

The Committee NOTED the report.

#### **EH53 Best Allotment Prize**

The Committee AGREED to award an annual prize for the “best allotment” in Loughton and to invite all sites in the town to take part in the competition. Commencing in 2009, the allotments would be inspected during the month of July each year by three councillors from this Committee accompanied by a council officer. The prize would be an engraved trophy for the winner to hold for 11 months plus a £25 gardening voucher with the expenses to be met from the agreed allotment budget.

#### **EH54 Speed Management Strategy Consultation 2009**

Cllr C C Pond gave a report on the Essex County Council Speed Management Strategy, which set out the criteria for highways matters on both rural and urban areas, including speed limits, reduction of accident rates and road signage.

The Committee generally welcomed the strategy, making specific comments on the criteria for lower speeds on rural roads and limiting signage in conservation areas. Cllr C C Pond was asked to send the Town Clerk information summarising the discussion so as to prepare a more detailed response.

#### **EH55 Minerals Development Document Consultation 2009**

The Committee NOTED the report and supported the proposals to reduce the demand for primary aggregate and increase the quantity and quality of recycling/reuse of building materials. It suggested that Essex County Council might consider taking powers to enforce commercial recycling of such materials to reduce the amount going to landfill sites.

**EH56 Future Work of the Committee**

- (1) The adoption and implementation of the Clean Neighbourhoods and Environment Act 2005 – the Clerk to prepare a report
- (2) Supplementary Street Cleaning – the Clerk to prepare a report

**Signed.....**  
**Date           8<sup>th</sup> April 2009**

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 8<sup>th</sup> April 2009 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C P Pond (in the Chair)  
 C Davies (from Min no EH58) L Howe  
 T G Owen S Pewsey C C Pond  
 S M Harper (as substitute for Cllr P House)  
 R Law (as substitute for Cllr G D Martin)

**Also in attendance:**

**Councillors:** M R M Chalk G D Martin (until Min no EH61.11)  
 P Richardson (from Min no EH61.11) D J Wixley

**Officers:**

E K Walsh (Town Clerk)  
 J Innis (Committee Clerk)

**EH57 Apologies**

Apologies for absence were received from Cllr House. Cllr Harper had been nominated as Cllr House's substitute for this meeting. Cllr Law had been nominated as Cllr Martin's substitute.

Cllr C Davies joined the meeting.

**EH58 Confirmation of Minutes**

The Minutes of the meeting held on 11<sup>th</sup> February 2009 amended at minute no. EH50, fifth bullet point, penultimate line "...that these roads be made safe..." from those circulated were CONFIRMED as a correct record and signed by the Chairman.

**EH59 Public Representations**

None were received.

**EH60 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5.1, 5.3 and 5.4 as a member of Essex County Council, and item 5.8 as a member of the Loughton & District Historical Society and involvement with the Hills Amenity Society. Cllrs Harper, Pewsey, C P Pond and Wixley declared a personal but non-prejudicial interest in Agenda item 5.8 as members of the Loughton & District Historical Society.

**EH61 Matters for Report**

**61.1 Green Routes – Min no EH24**

The Committee NOTED that the grant application had been successful and £5,000 would be made available from Essex County Council's Community Initiatives Fund (Highways) to provide signage for a cycle route bypassing the High Road, and to mark the walking routes to the Roding Valley Recreation Ground from the Debden and Loughton stations.

**61.2 Litter Awareness Day – Min no EH36.5**

The Committee NOTED the report and invited any volunteers who wished to take part in the event on 25<sup>th</sup> April 2009 to contact the town council office.

- 61.3 Search and Repair – Min no EH36.6**  
The Committee NOTED the report. It was AGREED the Chairman or Vice Chairman of this Committee would be the nominated representative, if required, on the Local Highways Panel to be formed as part of Essex County Council's Localism Agenda.
- 61.4 Vehicle Activated Signs (VAS) and Speed Indicator Devices (SIDS) – Min no EH48.5**  
The Committee NOTED that the request for vehicle activated signs at various locations in the town would be considered by the Local Highways Panel referred to in Min no 61.3.
- 61.5 Registration of Village Greens – Min no EH36.8**  
The Committee NOTED the report. The target date of 1<sup>st</sup> August 2009 was AGREED for the submission of the registration forms to Essex County Council.
- 61.6 Heritage Plaques**  
The Committee NOTED the report.
- 61.7 Flower baskets – Min no EH36.3**  
The Committee NOTED the report. It was requested that a copy of the budget for this project be circulated to members with the minutes of this meeting.
- 61.8 Heritage Open Days – Min no EH51**  
The Committee NOTED the report.
- 61.9 Town Centres Manager – Council Min no 31**  
The Committee NOTED the report. It was AGREED the Chairman of this Committee, the Chairman of the Resources and General Services Committee and the Town Clerk should meet both of the Town Centre Partnerships' chairmen to discuss Christmas lights, and other innovative suggestions. A meeting with Community Transport (VAEF) to discuss transport links with the Broadway would be considered at a later date.
- 61.10 Best Allotment Prize – Min no EH53**  
The Committee NOTED the report. The Committee AGREED the Judging Criteria and that the Judging Panel would consist of the Town Mayor, the Chairman and Vice Chairman of this Committee and a council officer.
- 61.11 War Memorial – Min no EH18.2**  
The Clerk clarified that the cleaning and repair works on the War Memorial could be undertaken without the need for seeking major grant funding. The Committee discussed the renovation works.

Cllr Richardson joined the meeting.

The Chairman emphasised that if these works were to be completed before the next Remembrance Day ceremony in November 2009 they should be agreed first, and that any further works, including any relating to additional names on the memorial (which would be submitted to the committee for consideration) should be properly considered in next year's budget preparation.

Cllr Martin left the meeting.

It was AGREED to carry out the cleaning of the memorial and reinstate the surrounding Yorkstone paving. The Clerk was asked to circulate to members of the Committee details of the quotations received before a decision on the choice of contractor was made.

Additional works, for which outside funding might have to be sought, would be discussed at the next meeting of the Committee.

**EH62 Current Financial Position**

The Committee NOTED the report.

**EH63 Clean Neighbourhoods and Environment Act 2005**

The Committee NOTED the report and agreed to defer this item until the September 2009 meeting when Mr Jim Nolan, Assistant Director of Environment and Street Scene at Epping Forest District Council, would be invited to attend and report on how the first six months of the Safer, Cleaner, Green Strategy had progressed.

**EH64 Our Heritage, Our Future**

The Committee AGREED to send a representative to the East of England Association of Civic Trust Societies event on 20<sup>th</sup> June 2009 and pay the expenses. The event would be promoted through the regular digest sent to councillors.

**EH65 Future Work of the Committee**

No items were raised.

Signed.....

Date                    1<sup>st</sup> July 2009