

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 1st July 2009 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors:

C P Pond (in the Chair)		
C Davies	T Frankland	P J C House
L Howe	T G Owen	S Pewsey
C C Pond		

Also in attendance:

Councillors: K Angold-Stephens (from Min no EH70.9)
M R M Chalk D J Wixley

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

EH66 Apologies

Apologies for absence were received from Cllr R Law.

EH67 Confirmation of Minutes

The Minutes of the meeting held on 8th April 2009 were CONFIRMED as a correct record and signed by the Chairman.

EH68 Public Representations

None were received.

EH69 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5.3, 5.5, 5.6, 5.10, 7, 9 and 10 as a member of Essex County Council and 5.8 as Chairman of the Loughton and District Historical Society.

Cllr Wixley declared a personal but non-prejudicial interest in agenda item 7 as he had been involved in litter picking for the Brook Project.

EH70 Matters for Report

70.1 Tourist Brochures – Min no EH39

The Committee NOTED the report and it was AGREED Cllrs C P Pond and Pewsey would work together on a draft of the brochure which would be circulated to Committee members for consideration. Members of the Committee made various suggestions of locations and material for inclusion in the brochure but reached no conclusion on whether the insertion of advertisements would be appropriate.

70.2 Alleyway Nameplates – Min no EH48.7

The Committee NOTED the report.

70.3 Green Routes – Min no EH61.1

The Clerk reported that she was awaiting a response from Essex County Council, West Essex Area Highways, and that the City of London had expressed an interest in being involved in the choice of design for the signage to ensure it complemented new signs being planned for the Forest.

70.4 Litter Awareness Day – Min no EH61.2

The Committee NOTED the report and it was AGREED to arrange a similar event on Saturday 20th March 2010.

70.5 Highways matters – Min no EH61.3 and EH61.4

The Committee NOTED that the Chairman had been nominated as one of the non-voting parish representatives on the Local Highways Panel formed as part of Essex County Council's Localism Agenda. As the list of proposed sites for Vehicle Activated Signs or Speed Indicator Devices, already submitted by this Committee, would be considered by the Highways Panel, the Chairman requested any members wishing to propose additional sites should provide details to the Town Council office. It was likely that the cost of these signs and devices would be met from the County Council's Highways CIF fund.

70.6 Registration of Village Greens – Min no EH61.5

The Clerk reported that meetings had been arranged with the local residents who had volunteered to act as lead coordinators for each of the greens to enable the evidence to be collated for submission to Essex County Council. It was hoped to submit at least some (if not all) of the applications by the previously-agreed date of 1st August.

70.7 Flower Baskets – Min no EH61.7

The Committee NOTED that the planting scheme had been extended to the area around the junction of the High Road with Old Station Road/Ollards Grove and that the Services Manager was investigating discreet signs for the baskets to promote the Town Council.

Disappointment was expressed about the quality of the planting and it was confirmed that the annual contract for the supply and maintenance of the flower baskets would in any case be reviewed.

Proposals for flower displays in the Broadway would be presented to the Committee as part of the forthcoming budget process.

70.8 Heritage Open Days – Min no EH61.8

The Committee NOTED the report.

Cllr C C Pond reported there would be a vintage bus service running that day passing some of the locations. As well as the Loughton Cemetery and Chapel, the other venues to be open included Forest Hall, Lopping Hall, and Warren House. St. John's Church was open in any case. The event would be publicised in *Think Loughton* in the September 2009 edition. Councillors volunteered to welcome visitors to the Loughton Cemetery and Chapel and other members would be invited to assist through the monthly Digest.

Cllr K Angold-Stephens joined the meeting.

70.9 Best Allotment Prize – Min no EH61.10

The Committee NOTED that the judging would take place on 13th July 2009.

70.10 War Memorial – Min no EH61.11

The Committee NOTED the report and that work to clean the memorial and re-lay the Yorkstone paving would take place in August at a total net cost of £3,080. The assistance of the Senior Historic Buildings Advisor for Essex County Council in this project was welcomed.

The Chairman reported that after this initial cleaning of the memorial, some of the stonework which had already been repaired in the past could look unsightly and that further work to replace the discoloured stone would be necessary. Consideration of this and any further work, and the addition of further names, would be made once a report had been submitted to the Committee. Press releases would be issued to publicise this work and advise

local residents of the potential for problems which would be addressed in the second phase of works to the memorial.

EH71 Financial Position

The Committee NOTED the end of year financial report.

EH72 Brook Project

The Committee NOTED the report.

Cllr K Angold-Stephens reported that progress had been made and he was in contact with Epping Forest Countrycare; Essex Wildlife Trust was also keen to be involved. It was anticipated that the much of the future maintenance work could be carried out by volunteers.

The Committee discussed the future management and re-confirmed the Council's previous decision. It was thus AGREED in principle to manage, or secure the management of the land involved, subject to a funding cap of £5,000 per annum; and to pay due attention to the ecological requirements of the area in planning this maintenance.

EH73 Reference from Planning and Licensing Committee

The Committee NOTED the report and it was agreed to submit the following areas to Epping Forest District Council for designation as additional conservation areas:

The Broadway shopping area

East side of Church Hill/Uplands/Carroll Hill/Church Hill

High Beech Road/Forest View Road/Ollards Grove/Connaught Avenue/Hill

Wellfields

Debden Green

Cllr C C Pond offered to provide supporting information to enable this list to be submitted. Members would be invited to suggest any other parts of Loughton warranting consideration as conservation areas, through the monthly Digest.

EH74 Bus Shelters

The Committee NOTED the report and AGREED to make a grant application to Essex County Council to enable bus shelters to be installed in the following locations, which would be subject to site surveys:

Jessel Drive / Colebrook Lane junction (southbound)

Outside The Spinney (Loughton High Rd bound)

and 73/77 Church Hill (towards Loughton town centre) as a reserve location

The Committee requested that the shelters be of a robust design.

EH75 Salt and Grit bins

The Committee NOTED the report and AGREED the following three sites as priorities for 2009/10:

Clays Lane / Goldings Hill – replacement

Roundmead Ave / Hilltop Close / Hilltop

St Johns Rd / Grasmere Close / The Heights

The reserve location would be Summerfield Road, and the Goldings Road / Englands Lane junction would be added to the list for consideration next year.

EH76 Heritage Plaques

The Committee NOTED the list of proposed subjects for plaques in 2009/10. The Chairman would consider the criteria for installing the plaques and prepare a report, to enable the Committee to reach a decision at the next meeting.

EH77 Christmas Lights

The Committee NOTED the report and AGREED expenditure of £320 plus VAT for the removal of redundant lights on trees in Centric Parade and Standard Green.

EH78 Future Work of the Committee

- (1) Supporting Armed Forces Day – Cllr Pewsey to prepare a report.
- (2) Areas of special architectural interest – Cllr Chalk to prepare a report.

Signed.....
Date: 16th September 2009

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 16th September 2009 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors: C P Pond (in the Chair)
 C Davies (from Min no EH83) T Frankland
 L Howe R Law S Pewsey
 C C Pond

Also in attendance:

Councillors: M R M Chalk A Copland D J Wixley

Officers:

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

One member of the public

EH79 Apologies

Apologies for absence were received from Cllrs P House and T G Owen.

EH80 Confirmation of Minutes

The Minutes of the meeting held on 1st July 2009 were CONFIRMED as a correct record and signed by the Chairman.

EH81 Public Representations

The Committee AGREED to bring forward Agenda item 5.7, Heritage Plaques, after the Declarations of Interest, as a member of the public wished to address the Committee.

EH82 Declarations of Interest

Cllr R Law declared a personal but non-prejudicial interest in agenda item 5.7 as he was acquainted with the member of the public registered to speak.

Cllr Chalk declared a personal but non-prejudicial interest in agenda items 5.3 as a member of the Roding Valley Nature Reserve Management Committee and 10 as a member of Essex Wildlife Trust.

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5.2, 5.3, 5.5, 5.6, 5.9, 8 and 10 and other issues that were to be raised under Matters for Report relating to services provided by Essex County Council as he was a member of that council.

Cllr Davies joined the meeting.

EH83 Matters for Report

83.1 Heritage Plaques – Min no EH76

The meeting was adjourned to hear an address by a member of the public regarding agenda item 5.7, Heritage Plaques – Donald W Gillingham.

The Committee considered the Agenda report and the criteria for erecting heritage plaques.

It was AGREED to seek permission to erect commemorative plaques to Sir Rowland Hill and Francis Worrall Stevens, Donald W Gillingham and Rupert Arnold Brabner and Jean Gwenneth Brabner.

Plaques to Octavius Dixie Deacon and Sir Frank Baines would be held as first and second reserve respectively.

83.2 Heritage Open Days – Min no EH70.8

The Chairman thanked the volunteers for their attendance at the Heritage Open Days event held in Loughton Cemetery and chapel. It was noted that the Warren had been unable to open for the event on this occasion. Members expressed concern that whilst it had been the lead article in the recent edition of Think Loughton, there had been insufficient publicity for this event.

83.3 Tourist Brochures – Min no EH70.1

The Committee NOTED that work on the draft brochure was in progress.

83.4 Highways Matters – Min no EH70.5

The Committee NOTED that the Local Highways Panel had met on 21st July to address constitutional matters.

83.5 Registration of Village Greens – Min no EH7.6

The Committee NOTED that evidence gathering continued but that there were issues regarding the designation of three of the greens as 'urban open spaces' on the Local Plan and one as a county wildlife site.

83.6 Best Allotment Prize – Min no EH70.9

The Committee NOTED the report and that the judging criteria would be reviewed before the next competition.

83.7 Town Centre Partnerships – Min no EH61.9

The Committee NOTED the meeting held with the Chairman of the High Road Town Centre Partnership. It was also reported that the last meeting of that Partnership had been poorly attended and that an agenda for the meeting had not been issued to our representatives.

83.8 War Memorial – Min no EH70.10

The Committee was very pleased with the result of the recent cleaning works to the War Memorial and gave a vote of thanks to Mr Graham Tite, Senior Historic Buildings Advisor for Essex County Council for his help and advice.

At a future meeting, the Committee would be asked to consider whether additional stone works were required once a report from the contractor had been received. The City of London and the Royal British Legion would also be asked for their views on such works.

The Town Clerk reported that, further to a request from the Loughton Royal British Legion, the chains around the perimeter of the green that posed a trip hazard would be removed before this year's Remembrance Services and for the period including the Light up a Life ceremony on 28th November 2009. This would provide an opportunity to consider what would be the most appropriate measures for protecting Kings Green from vehicle incursion. A report would be submitted to the Committee meeting on 11th February 2010.

83.9 Best Dressed Window Competition – Min no EH48.8

Councillors were reminded that volunteers were required to distribute the competition entry forms to local shops and businesses.

83.10 Communities Initiative Fund – Min no EH61.1

The Chairman reported that an Essex County Council Community Infrastructure Funding for Highways with a budget of up to £50,000 had been announced with a closing date in November 2009. It was AGREED to seek funding for Vehicle Activated Signs and Speed Indicator Devices with locations as previously identified should a decision not be made soon by the Local Highways Panel and also to promote a fast track solution to the problems caused by parking on both sides of Traps Hill.

The Committee noted that there were also grant funding opportunities through the standard CIF fund and the West Essex Area Forum Budget.

83.11 Part-night Street Lighting Pilot Scheme

The Town Clerk detailed the comments she had made in response to an Essex County Council request for evidence on the pilot scheme which had been taking place in Maldon and Uttlesford whereby street lights had been turned off at midnight for the remainder of the night. The Committee concurred with those comments and added that the County Council should pursue opportunities for the use of alternative energy sources for lighting such as solar power.

EH84 Financial Position

The Committee NOTED the report.

EH85 Willingale Road Allotments

The Committee RESOLVED to appoint the Debden Horticultural and Allotment Society as managers of the Willingale Road allotment site pursuant to Section 29 of the Small Holdings and Allotments Act 1908 and subject to the conditions of appointment.

EH86 Bus Service Consultation

A report prepared by Cllr Copland on the 804 bus route was circulated to members at the meeting. The Committee AGREED to ask Essex County Council not to withdraw the early morning and mid-afternoon journeys on the service 804 between Buckhurst Hill and Debden Broadway and return, particularly as this was likely to put the remainder of the service in jeopardy.

EH87 East of England Plan

The Committee NOTED that the consultation on the East of England regional Assembly's review of the Plan would be dealt with at a forthcoming meeting of the Planning and Licensing Committee.

EH88 Living Landscapes Areas

The Committee NOTED the report. A brochure prepared by the Essex Wildlife Trust was circulated to members at the meeting.

EH89 Future Work of the Committee

The Committee suggested the following topics for future consideration:

- (1) Parking on grass verges in Oakwood Hill – Cllr Wixley to prepare a report
- (2) The Great English Elm Experiment – information was submitted by Cllr Frankland
- (3) Free tree scheme – a request for members to identify suitable locations to be made in the monthly Digest

Signed.....
Date: 11th November 2009

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 11th November 2009 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors: C P Pond (in the Chair)
 C Davies (from Min no EH94.2) T Frankland
 L Howe T G Owen S Pewsey
 C C Pond D J Wixley (as substitute for P House)

Also in attendance:

Councillors: M R M Chalk

Officers:

S Haynes (Deputy Town Clerk)
 J Innis (Committee Clerk)

EH90 Apologies

Apologies for absence were received from Cllrs P House and R Law. The Clerk reported that Cllr D J Wixley had been nominated as Cllr House's substitute for this meeting.

EH91 Confirmation of Minutes

The Minutes of the meeting held on 16th September 2009 were amended at EH85 to read the "Debden Horticultural and Allotment Society". The minutes were CONFIRMED as a correct record and signed by the Chairman.

EH92 Public Representations

None were received.

EH93 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5.3, 5.4 and 5.6 as a member of Essex County Council.

EH94 Matters for Report

94.1 Litter Awareness Day – Min no EH61.2

The Committee AGREED to reschedule this event to Saturday, 13th March 2010.

Cllr C Davies joined the meeting.

94.2 Additional Conservation Areas – Min no EH73

The Committee NOTED the report.

94.3 Highways Matters – Min no EH83.4

The Committee NOTED the list of priorities submitted by the Town Clerk for consideration by the Local Highways Panel at its next meeting on the 24th November 2009. The Chairman confirmed that the submission relating to item 5 was for the rephrasing of the Roding Road traffic lights and not for parking restrictions as listed in the agenda.

94.4 Community Initiatives Fund – Min no EH83.10

It was reported that Essex County Council had stated they would start consultation on parking restrictions in Traps Hill during late November / early December 2009. The Committee NOTED that a proposal to the Community

Infrastructure Fund (Highways) for a new mini roundabout scheme had been submitted to provide safety improvements at the junctions of Traps Hill with Church Lane / Sparelease Hill and Borders Lane, Alderton Hill / Alderton Hall Lane. The Chairman confirmed that this was to include a zebra crossing near the junctions.

The Committee NOTED that a financial assistance application had been made to the Community Initiative Fund for two town signs. It was AGREED to make provision for these signs in the list of priorities and make a financial contribution of £2,500 in the 2010/11 estimates.

94.5 War Memorial – Min no EH83.8

The Committee NOTED the report. It was AGREED not to proceed with the additional restoration works as the Essex County Council's Historic Buildings Advisor had reported that they were not needed and might be detrimental to the substance of the memorial. Cllr Pewsey had submitted to the Town Clerk a list of names to be added to new plaques to be installed on the War Memorial, which the Committee would consider at a future meeting. Cllr Pewsey thanked all those involved with the restoration works and also to former councillor, Garry Martin for his help in compiling the names. It was suggested that the plaques should be made of polycarbonate and sprayed a bronze colour as reports had been received of thefts of metal plaques from war memorials.

94.6 Bus Service Consultation – Min no EH86

94.6.1 The Committee NOTED the report.

94.6.2 The Committee was concerned that the withdrawal of the H1 route would adversely affect passengers travelling to hospitals and the college. The Deputy Town Clerk was asked to write to Essex County Council outlining the Committee's concerns on the withdrawal of the H1 service and that the County Council be requested, if necessary to provide a replacement service.

94.7 East of England Plan > 2031 – Min no EH87

The Committee NOTED the report.

94.8 The Great English Elm Experiment – Min no EH89

The Committee NOTED that further information was being sought through Epping Forest Countrycare.

EH95 Financial Position

The Committee NOTED the current financial report.

EH96 Committee Priorities

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

Revised Priority	Main Function	Greater Detail/Current Position
On-going activities		
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	
Current activities		
High	Lady Whitaker's Mead	Development of new cemetery
High	Open House Weekend	Cemetery opened Sept 2009 events
High	Tourist Brochures	In preparation
High	Street Museum	Nearing completion, awaiting installation of sign
High	Registration of Village Greens	Research and collation of evidence, prior to application
High	War Memorial, Kings Green	Additional names
High	Conservation Areas	Proposals submitted to EFDC
Medium	Alleyway nameplates	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	Sites proposed, awaiting input from ECC
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation Boards	In preparation
Medium	Town signs	CIF application submitted
Low	Seats (new)	Site surveys, permissions, purchase and installation

Eh97 Estimates for 2010/11

97.1 Income – Fees and Charges

The Committee AGREED the fees and charges should increase in line with the rate of inflation of 1.3% for the following:

- 1 Cemetery
- 2 Allotment rents
- 3 Licence for vehicle access to Roding Road allotment site

It was NOTED that radar keys for access to the Broadway toilet were sold at cost and no fee was charged for licences for pedestrian access on to the Roding Road allotments.

97.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented.

97.3 Estimates 2010/11

The estimates for 2010/11 as presented in the Agenda were AGREED such that the net figures were as follows:

	£
Total budget expenditure	89,460
Income	<u>16,345</u>
Net expenditure	73,115
Less income from earmarked reserves*	2,000
Total net expenditure	£71,115

*Details of transfers from earmarked reserves:

<i>Pyrls Lane project</i>	<u>2,000</u>
	£2,000

EH98 Future Work of the Committee

The Committee suggested the following topics for future consideration:

- 1 Listed buildings, including public houses - Cllr C C Pond would prepare a report.
- 2 Seats – councillors to submit suggestions for locations of new seats to the Town Council office. There would need to be consultation with local residents.

Signed.....
Date: **3rd February 2010**

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 3rd February 2010 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors: C P Pond (in the Chair)
 C Davies (from Min no EH103.3) L Howe
 T G Owen S Pewsey C C Pond

Also in attendance:

Councillors: M R M Chalk (from Min no EH103.2)

Officers:

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

1 member of the public

EH99 Apologies

Apologies for absence were received from Cllrs T Frankland, P House and R Law.

EH100 Confirmation of Minutes

The Minutes of the meeting held on 11th November 2009 were CONFIRMED as a correct record and signed by the Chairman.

EH101 Public Representations

None were received.

EH102 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5.2, 5.3, 5.4 and 5.8, 5.9, 7, 8 and 9 as a member of Essex County Council.

EH103 Matters for Report

103.1 Alleyway Nameplates – Min no EH70.2

The Committee NOTED that works to reinstate the vandalised name plates in Goulds Alley, Cuthberts Alley and Great Eastern Path and to install a new sign in Finlaison Path would be undertaken before the end of this financial year.

Cllr Chalk joined the meeting.

103.2 Green Routes – Min no EH70.3

The Committee NOTED that the new signage, funded through the Essex County Council Community Initiatives Fund (Highways), would soon be installed showing pedestrian routes from the stations to the Roding Valley Recreation Ground and a cycle by-pass route from the High Road to Goldings Hill, skirting the Forest and avoiding the congested town centre.

Cllr Davies joined the meeting.

103.3 Bus Shelters – Min no EH74

The Town Clerk confirmed that plans for a new shelter at the Jessel Drive/Colebrook Lane junction and one outside of the Spinney, in Borders Lane were progressing and that these were to be funded through Essex

County Council's parish bus shelter scheme. Members would be requested to suggest new locations for shelters to the office, through the monthly digest. Cllr C C Pond reported that the new shelters in the Broadway area would be installed during March.

103.4 Salt and Grit bins – Min no EH75

The numerous requests for new salt and grit bins to be installed on roads across the town, including a petition from 35 residents in Shaftesbury following the severe weather were NOTED. These requests would be considered at the Committee's annual review of salt and grit bins in the new municipal year. In view of the level of public expectation in this regard, the Committee agreed to consider an increase in the number of new bins installed annually but recognised there would be budgetary implications.

103.5 Heritage Plaques – Min no EH83.1

The report was NOTED.

103.6 Best Dressed Window Competition – Min no EH83.9

The report was considered and the Committee agreed in principle to amend the competition rules so that shops and businesses were no longer required to submit an entry form and all seasonal window displays in the town could be judged. The winners of each category would then be asked to nominate their favourite charity. The amended competition rules would be presented to the Committee at a future meeting for approval.

103.7 Litter Awareness Day – Min no EH94

It was NOTED that this would take place on Saturday 13th March 2010 and be publicised widely. Councillors intending to lead groups of volunteers in their wards were asked to contact Cllr Pewsey, the coordinator of the event.

103.8 Highways Matters – Min no EH94.3

The Chairman reported on the meetings of the Local Highways Panel held on 24th November 2009 and 26th January 2010. The District Council's proposal to increase the number of parish representatives on the panel from three to five and with new voting rights was welcomed. It was NOTED that budget restraints would restrict the number of new works programmed for 2010/11. Councillors were invited to submit comprehensive details of serious potholes in local roads to the council office for collation and submission to the Highways Authority.

103.9 Street Museum – Min no EH96

The report was NOTED.

103.10 Christmas Lights on Kings Green – Min no EH96

It was NOTED that following some problems with the lighting display last Christmas, new light bulbs would be installed in Autumn 2010.

103.11 Flower Baskets – Min no EH96

It was confirmed that plans for the new flower displays on the lamp columns in the Broadway were progressing.

103.12 Seats – Minute no EH98 (Future Work of the Committee)

Two requests for new benches had been received – Rectory Lane near to St Nicholas Church and Nursery Road junction with Forest Road. Investigations into these locations will be undertaken.

EH104 Financial Position

The Committee NOTED the current financial report. The Town Clerk confirmed that, in future details of the Committee's earmarked reserves would be included on all agendas.

EH105 The Listing of Buildings in Loughton

The Committee thanked Cllr C C Pond for his detailed report and AGREED to:

- i contact English Heritage and, with reference to Dr Simon Thurley's work, suggest that a thematic listing of (say) Victorian and Edwardian suburbs be undertaken to protect local street scenes.
- ii support the greater use of conservation areas to control inappropriate development.
- iii authorise the Town Clerk, when the opportunities arose, to respond to relevant consultations (including the Essex County Council heritage scrutiny) and submit evidence to influence the drafting of the Local Development Framework by Epping Forest District Council.

Cllr C C Pond's offer to assist the Town Clerk in this regard was accepted.

EH106 Parish Paths Partnership (P3) Scheme

The Committee, whilst acknowledging that the majority of public rights of way in the town were urban routes, confirmed a wish to retain its membership of the P3 Scheme. The West Essex Ramblers Association would be contacted to discuss matters of common interest and councillors would be invited to report any problems identified on existing rights of way to the council office. The Committee also confirmed its intention to seek public right of way designation for any well used local paths or roads potentially under threat from development.

EH107 Replacement of Street Trees

The Committee AGREED to pursue the replacement of lost street trees in the town. Through the monthly digest, members would be invited to identify the locations of any lost trees in their wards.

EH108 Training Courses

The Committee APPROVED the attendance of Cllr D Wixley on a Raising the Profile course to be run by the Essex Association of Local Councils at Great Dunmow on 4th February 2010.

EH109 Future Work of the Committee

No items were raised.

Signed.....
Date: 31st March 2010

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

MINUTES of the meeting held on Wednesday 31st March 2010 at 7.45 p.m. at 1 Buckingham Court.

Present

Councillors: C P Pond (in the Chair)
 C Davies (from Min no EH114) T Frankland
 P House L Howe T G Owen
 S Pewsey C C Pond

Also in attendance:

Councillors: M R M Chalk D J Wixley

Officers: S Haynes (Deputy Town Clerk)
 J Innis (Committee Clerk)

Cathy MacBride, Town Centres Support Officer, Epping Forest District Council

EH110 Apologies

Apologies for absence were received from Cllr R Law.

EH111 Confirmation of Minutes

The Minutes of the meeting held on 3rd February 2010 were CONFIRMED as a correct record and signed by the Chairman.

EH112 Public Representations

None were received.

EH113 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 5.1, 5.5 and 5.6 as a member of Essex County Council.

The Committee AGREED to bring forward Agenda item 6, Town Centres Manager.

Cllr Davies joined the meeting during the next item.

EH114 Town Centres Manager

Cathy MacBride, Town Centre Support Officer, Epping Forest District Council, was welcomed to the meeting. She gave a short visual presentation and explained her role was to support the work of the Town Centre Partnerships in promoting farmers markets, town centre awards, strategy, training, events and marketing in the six town centres in the Epping Forest District. The members were invited to ask questions and accepted this opportunity. Ms MacBride was thanked for her input and left the meeting.

EH115 Matters for Report

115.1 Epping Forest Transport Strategy – Min no EH50

The Committee NOTED the report.

115.2 Best Allotment – Min no EH83.6

The Committee was pleased to note that Ken Crowther, a local gardening celebrity, had accepted the invitation to judge this year's competition, which

will take place during July. A review of the judging criteria will be presented to the Committee at the next meeting.

115.3 Bus Shelters – Min no EH74

115.3.1 The Committee NOTED that two new shelters would be installed at the following locations and welcomed the grant from Essex County Council:

Jessel Drive / Colebrook Lane junction (southbound)

Outside The Spinney (Loughton High Rd bound)

115.3.2 New locations

The Committee confirmed that officers could pursue a new shelter on the following location as a 2010/11 project:

Outside numbers 73-77 Church Hill (towards Loughton town centre)

115.4 Willingale Road Allotments – Min no EH85

The Committee NOTED the report and the Deputy Town Clerk gave a short visual presentation of the fencing options available.

The Committee AGREED to ask the Services Manager to obtain a quote for chestnut paling fencing for both 4' and 5' heights with installation and planting costs. The fencing which is a like for like replacement for that which had degenerated, should be interplanted with quickset hawthorn to make an effective barrier.

It was AGREED that:

- i. the budget for this project would not exceed £3,000.
- ii. the Services Manager could proceed in discussions with the Committee Chairman.
- iii. Grant funding should be sought.

The Committee requested that a letter be sent to the Debden Horticultural and Allotment Society reminding the management committee of its responsibilities under the terms of the management appointment.

The Committee asked that the Services Manager consider the fencing implications for the adjacent nature reserve site. This matter will be passed to the Recreation Committee for consideration at the appropriate time.

115.5 Community Initiatives Fund – Min no EH94.4

The Committee NOTED the award of £4,000 granted by Essex County Council towards the cost of two new town signs.

115.6 Bus Services – Min no EH94.6

The Committee NOTED the report.

Cllr C C Pond reported that the 804 bus service was to be abandoned by its commercial operator and would not be replaced. The ECC 804 school bus service to West Hatch would continue.

It was AGREED to write to Essex County Council asking for a direct Loughton to Epping bus service.

115.7 Litter Awareness Day – Min no EH103.7

The Committee NOTED the report.

115.8 Highways Matters – Min no EH103.8

115.8.1 Local Highways Panel

The Chairman's report was circulated to the meeting. It was noted that a £2.1m government grant had been made to Essex County Council to enable repairs to potholes to be carried out across the county following the winter damage to the roads.

115.8.2 Letter of Complaint from a Local Resident

The Committee NOTED the report and concurred with the problem of overhanging vegetation obstructing pedestrian access in many parts of Loughton.

It was AGREED that:

- i a letter be sent to Essex County Council Highways to highlight this problem.
- ii the matter should be raised at the next meeting of the Local Highways Panel and those of the Epping Forest Branch of the Essex Association of Local Councils and Local Council Liaison Committee.
- iii information on how to report problem locations should be included in the councillor digest.

EH116 Financial Position

The Committee noted the current financial position.

EH117 War Memorial – Kings Green

The Committee AGREED that it was appropriate that the Town Council insured the War Memorial and requested the matter be referred to the Resources and General Services Committee to include the Memorial in the Council’s insurance on the basis described by officers.

EH118 Commemorative Plaques Conference

The Committee noted the report.

EH119 Future Work of the Committee

- 1) Access over the M11 bridge from Roding Valley Recreation Ground to Chigwell – Cllr Pewsey to prepare a report.
- 2) Additional dog waste bins – Cllr Davies to prepare a report.

Signed.....

Date: 9th June 2010