

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the Meeting held on Wednesday 11 June 2025 at 7.30pm at 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

**Present**

**Councillors**

C Pond (in the Chair)	W Dodd
A Fricker	S Harriman
C Ubah	K Valentine
D Wixley (as substitute for Cllr Obaseki)	

**Officers:**

M Squire (Town Clerk)  
P Hoy (Services Manager)  
D Taylor (Community & Services, Assistant Manager)

**EH100 Apologies**

An apology was received from Cllr Obaseki. Cllr Wixley had been nominated as her substitute for this meeting.

**EH101 Declarations of Interest**

Cllr C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities.

Cllrs Wixley & Fricker declared a non-pecuniary interest in agenda item 16 as members of Epping Forest Heritage Trust (EFHT).

**EH102 Confirmation of Minutes**

The minutes of the meeting held on 25 March 2025 were CONFIRMED as a correct record and signed by the Chairman.

**EH103 Public Representations**

None were received.

**EH104 Town Clerk's / Chairman's Report**

The Committee NOTED the reports.

Cllr Pond thanked all staff for their input with the arrangements for his wife's funeral which took place on 3 June 2025.

Debbie Taylor was congratulated on her promotion to Services Manager and best wishes and messages of gratitude were extended to Paul Hoy, upon his imminent retirement as Services Manager.

**EH105 Councillor Joyce Obaseki – see Town Council Min No. 100 – Town Clerk's Report**

Members AGREED to the request for a further month's leave of absence for Cllr Obaseki until 17 July 2025. She had informed the Town Clerk that she should be back to attend meetings as from 20 June 2025. The Town Clerk would send her a reminder in due course.

**EH106 Heritage plaques**

The Committee AGREED to proceed with the plaque for Percy Thompson as it was requested first and meets the criteria. Only one plaque will be installed annually until further notice. Consideration in the future will be given to the other two named in the report, i.e. Vernon Robertson and former Cllr Joan Davis.

**EH107 Weekly Markets – Min no EH90**

Members NOTED the frustrating bureaucracy and potential additional costs involved in obtaining approval from ECC Highways and/or the North East Parking Partnership (NEPP), which in turn may prohibit the market operator from establishing the weekly Sunday market. The Town Clerk was currently awaiting a response from the NEPP, Interim Engineering Manager, who is trying to achieve a workable solution going forward.

**EH108 Christmas Lights – Min no EH91**

Members NOTED the report and images of the proposed displays were circulated.

**EH109 Allotments – Willingale Road Allotments**

The Committee NOTED the report and

- AGREED to proceed with the Town Clerk's suggested financial options regarding virement of funds from other Environment and Heritage (E & H) Committee budget headings, to purchase a new cesspit (replacing the old one which is still taking in ground water).
- AGREED to increase the Annual Rent by 4.5%, in keeping with the most recent Retail Price Index indicator.

**EH110 Davenant Playing Fields – Min no EH91**

The Committee NOTED the report and would await a written response from the school.

**EH111 Pyrles Lane (former) Allotment Site – Min EH94**

The Committee NOTED that a letter had been sent to the Secretary of State and a response is awaited.

**EH112 Events**

**112.1 Loughton Wombles – Min EH95.1**

Members NOTED the report.

**112.2 Loughton Day (community event)**

Members NOTED the report and AGREED to run a 'strawberries and cream' stall.

**EH113 Cemetery Matters**

**113.1 Bench installation**

Members NOTED that a further bench was installed by the 'oak tree roundabout on 11 April 2025.

**113.2 Churchyard Cemetery Plot Endowment – Earmarked Reserve Funds (EMR) – £8,262**

Members NOTED the report and AGREED that the balance of £3,479 should be vired to another appropriate E & H Committee budget line, when a suitable project is identified.

**EH114 Benches owned by Loughton Town Council and the City of London Corporation, Epping Forest (CoLC) – Min no EH96**

The Committee NOTED the report.

**EH115 Epping Forest Heritage Trust – Strategy and Impact Report 2025 to 2030**

The Committee NOTED with interest the report from the EFHT and commended them on their good work.

**EH116 Financial Position**

**Current Financial Position**

The Committee NOTED the current financial position as of 31 May 2025 together with current details of the funds available from earmarked reserves.

**EH117 Environmental Issues**

No issues were raised.

**EH118 Future Work of the Committee**

Cllr Pond suggested the dead tree at the entrance to the Cemetery be kept in situ, (if safe) and to be recognised as a “dule /dool tree”(a symbol of sorrow and grief). Officers would liaise with contractors to assess the safety aspects.

Cllr Pond would also inform members of the availability of a new round of ECC Locality Fund monies, if and when this becomes available.

Cllr Wixley proposed the consideration of solar panels at Murray Hall. This would have to be reviewed by the Recreation Committee, although there is no budget for such a major project currently.

**Signed:** .....

**Date:** 24 September 2025

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the Meeting held on Wednesday 24 September 2025 at 7.30pm at  
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

**Present**

**Councillors**

C Pond (in the Chair)  
A Fricker  
K Valentine

W Dodd  
S Harriman  
C Ubah

**Also present:** Cllr D Wixley

**Officers:**

M Squire (Town Clerk)  
D Taylor (Services Manager)

**EH119 Apologies**

No apologies were received.

**EH120 Declarations of Interest**

Cllr C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities. The Town Clerk declared a non-pecuniary interest in Agenda item 6, as he is known to the homeowner.

**EH121 Confirmation of Minutes**

The minutes of the meeting held on 11 June 2025 were CONFIRMED as a correct record and signed by the Chairman.

**EH122 Public Representations**

None were received.

**EH123 Town Clerk's / Chairman's Report**

Members NOTED the Town Clerk's report and specifically:

- Litter along Station Approach – Min no EH81 refers. The office had received confirmation from the Area Waste Officer, EFDC that this area will be litter picked on a weekly basis. Town Council officers will continue to monitor.
- The annual supply of salt for the Salt Grit Volunteer Scheme was delivered; two pallets had been requested but only one received. However, there is still a good supply in stock from last winter.
- Fields in Trust status for Jessel Green – Members noted the preparation for the digital flyer for the forthcoming consultation which will commence in late autumn and were appreciative of Cllr K Valentine's work in this respect.

**EH124 Heritage Plaques**

Members NOTED the report and the contents of a complimentary letter, received from Caroline Boyle, which was read out by the Town Clerk.

**EH125 Christmas Lights – Min no EH108**

The Committee AGREED to the extra cost of £1,462 + VAT for an additional set of warm static LED lights to go on the Kings Green tree. The additional lights would be placed higher and wider which would enhance the general appearance of the tree.

**EH126 Christmas Window Competition 2025**

The Committee AGREED to continue with the competition in its present format. Town Councillors will be requested at a later date to distribute flyers. Certain Members would be asked to assist the Town Mayor in the judging of this competition, later in the year.

**EH127 Allotments – Willingale Road Allotments**

The Committee NOTED the report. It was AGREED that a meeting should be called for Plot Holders to fill the gap of limited volunteers on the site and collectively improve the allotments with the volunteers' assistance. In the longer term, there is the potential that allotment volunteers be appointed to manage the site. The Town Clerk reported further on the incident of 12 September 2025. The Committee AGREED the matter should be left in the hands of Essex Police.

**EH128 Pyrles Lane (former) Allotment Site – Min EH94 refers**

Cllr Wixley declared a non-pecuniary interest in this item as he was formerly a District Councillor. The Committee NOTED the contents of the letter from the Ministry of Housing Communities & Local Government dated 22 August 2025 and also NOTED that there may be some impasse in the delivery of this development project as a whole.

**EH129 Events**

**129.1 Horticultural Show**

The Committee NOTED the report. Final income and expense figures would be available at the next Environment & Heritage Committee meeting.

**129.2 Loughton Day (community event)**

The Committee NOTED the report. The Town Clerk recalled a highly successful event with an increased number and variety of stalls and footfall despite the less favourable weather conditions. The event had been very well received by visitors and participants alike, with very positive feedback coming back to the Town Council from members of the public. Councillors who assisted on the 'Strawberry and Cream' stall were thanked as were the volunteers and officers involved in the planning and working of the event. There has been a subsequent office debrief into areas that worked well and those that did not work so well. Members also added their own observations.

Final income and expense figures would be available at the next Environment & Heritage Committee meeting.

**129.3 Loughton Wombles**

Members NOTED the report.

**EH130 Cemetery Matters**

**130.1 Memorial Bench Plaque**

The Committee AGREED to the request for a proposed plaque to be added to an existing bench in the Town Council cemetery and for future memorial plaques to be placed on this bench, which has no specific owner.

The Committee AGREED for the officers to use their discretion to implement plaque requests without formal submission to the Committee (unless there is anything controversial in the actual request).

**130.2 'Dule /Dool tree' at the Loughton Town Council Cemetery Entrance**

The Committee AGREED to the implementation of the dule tree on the basis submitted and that an appropriate description board should be added.

**EH131 Benches owned by Loughton Town Council and the City of London Corporation, Epping Forest (CoLC) – Min no EH114**

The Committee NOTED the report.

**EH132 Environmental Sustainability – Min no EH59**

The Committee AGREED the new draft Environmental Policy proposal, as prepared by Cllr Fricker. On paragraph iv 'Sustainable Travel' the wording 'where appropriate' should be added to the text – 'Promote and support modern working practices, such as remote working, amongst staff and councillors.' Any other minor changes would also be added if necessary.

Cllr Fricker expressed the importance of promoting the 'Bee Friendly Award.'

**EH133 Request for Safe Crossing along Rectory Lane**

Members AGREED that a safe crossing was required at this location following Cllr Obaseki's report. However, given

- that this request had been lodged already many years ago with the Local Highways Panel (and nothing had come of it)
- the looming decentralisation of ECC and County unitary bodies

it is unlikely that realistically any action will be taken for the foreseeable future.

However, the Committee AGREED to support the request for a crossing and asked the Town Clerk to write to the ECC Highways Portfolio holder, Tom Cunningham to request that this scheme is implemented.

**EH134 New Road signs at 'Hilltop', Loughton**

The Committee NOTED the report.

**EH135 Locality Fund**

Members mooted various ideas to use the Locality Fund for various community orientated projects. However, some of these suggestions would vastly exceed the funding amount available; or were too major a project to realistically meet the tight deadline.

One option was to replace the deteriorating wooden decking at the Murray Hall which is widely used by the community. The Town Clerk would check with the ECC officer to ascertain whether this is a plausible project.

This item will also appear on the Resources and General Services agenda for 8 October 2025 to seek further suggestions.

**EH136 Assets of Community Value**

These assets are specifically Debden House and Debden House campsite.

The Committee AGREED that the Town Clerk should apply to protect those assets as Assets of Community Value (AVC).

**EH137 Financial Position**

**Current Financial Position**

The Committee NOTED the current financial position as of 31 July 2025.

**EH138 Environmental Issues**

Cllr Dodd raised concerns about the number of weeds growing in the pavements, and also the problematic bins at the top of Deepdene Road. She was advised to report to EFDC directly.

**EH139 Future Work of the Committee**

The lack of treatment of weeds on the pavements should be brought back to the next Environment & Heritage Committee meeting.

**Signed:** .....

**Date:** 19 November 2025

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the Meeting held on Wednesday 19 November 2025 at 7.30pm at  
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

**Present**

**Councillors**

C Pond (in the Chair)

W Dodd

J Obaseki

A Fricker

K Valentine

S Harriman

C Ubah

**Also present:**

**Officers:**

M Squire (Town Clerk)

D Taylor (Services Manager)

**EH140 Apologies**

No apologies were received.

**EH141 Declarations of Interest**

Cllr C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities. Cllr Fricker declared a non-pecuniary interest in items relating to Roding Road allotments as he has an allotment at this site.

**EH142 Confirmation of Minutes**

The minutes of the meeting held on 24 September 2025 were CONFIRMED as a correct record and signed by the Chairman.

**EH143 Public Representations**

None were received.

**EH144 Town Clerk's / Chairman's Report**

Members NOTED the Town Clerk's report and specifically, that

- the Deputy Town Clerk's written report on the EFDC briefing "Understanding Waste & Recycling" Epping Forest' would be presented to the full Town Council meeting on 10 December 2025.
- Further work would be carried out to incorporate any valid narrative that existed in the former "Environment, Sustainability and Climate Change Policy." Biodiversity requirements should be considered in all aspects of Town Council work.
- The Town Clerk would publicise on the Loughton Town Council (LTC) website and social media that LTC are not responsible for the salt grit bins (or maintenance of) but continue only with the LTC salt grit volunteer scheme in Loughton.

**EH145 Bench on the corner of Church Lane / Church Hill**

The Town Clerk read out the letters of complaint he had received from local residents living in the vicinity of the dilapidated bench. Members NOTED the familiar dilemma of providing seating facilities for the elderly / less able, set against anti-social behaviour. The Committee AGREED as a 'first step' that the adjoining owner would be approached to see whether it is possible either to install a bench adjacent to the bus shelter, or to widen the space for the shelter such as to accommodate

seating in it. The Committee would review again pending the response. The existing bench would be taped off, for the time being.

Additionally, members were shown photos of two recently renovated benches, (close to The Plume and Feathers Public House) which have been recently repaired by the Maintenance Assistant.

**EH146 Loughton Broadway Market**

The Committee AGREED to support the proposal for a street market. Members also NOTED that 'The Broadway Town Centre Partnership' (TBTCP) was to liaise with ECC for permissions to use the highway and were drawing up a site plan map as the starting point. LTC would provide a licence for a nominal fee, if all ECC stipulations were met. Negotiations for the market were otherwise a matter between ECC and TBTCP, not involving LTC.

**EH147 Heritage Plaques – Min no EH124**

The Committee NOTED the report.

**EH148 Christmas Lights – Min no EH125**

Members AGREED that if any flags caused obstruction / safety concerns for the LED Christmas lights, they would have to be removed and the cost absorbed by LTC, as ECC were not willing to revisit the issue.

**EH149 Part night to all night street lighting**

The Committee AGREED that a decision on this request would be deferred until the Town Clerk had obtained an up to date quotation for the potential costs to implement all night street lighting. An update would be provided at the next Committee meeting.

**EH150 Christmas Window Competition 2025 – Min No EH126**

Cllrs Dodd and Harriman AGREED to assist the Town Mayor in judging this year's Christmas Windows Competition. Members were thanked for volunteering to deliver the promotional flyers to retailers around Loughton.

**EH151 Allotments – Willingale Road Allotments**

**151.1 Allotments Report**

The Committee NOTED the report.

**151.2 Correspondence from an existing plot holder**

The Committee AGREED to officers organising a plot holders' meeting to attract more volunteers. A long term possibility could be to form an allotment society to run the site. Cllr Fricker offered to supply/email further information on 'devolved management for allotment associations' and 'tackling vandalism on allotment sites' (which has subsequently been received).

The Town Clerk would provide the plot holder with a breakdown of expenditure on the allotments over the past five years as requested.

**EH152 Events**

**152.1 Horticultural Show – Min no EH129.1**

The Committee NOTED the report.

**152.2 Loughton Day (community event) – Min no EH129.2**

The Committee NOTED the report and thanked the officers concerned for their hard work.

Cllr Fricker reiterated that he had sourced a disused ramp which may be suitable for better mobility access to Loughton Cricket Club clubhouse. The Town Clerk had also previously suggested to the cricket club chairman that they could apply for a grant for a ramp into the clubhouse. The Town Clerk would pursue these matters with the club.

**152.3 Loughton Wombles**

The Committee NOTED the report and the Loughton Wombles were thanked for their contribution in keeping the town litter free.

**EH153 Cemetery Matters**

**153.1 Memorial Bench Plaque – Min no EH130.1**

The Committee NOTED the report.

**153.2 ‘Dule /Dool tree at the Loughton Town Council Cemetery entrance – Min no EH130.2**

Members NOTED that the interpretation board for the Dule/Dool tree would be installed soon at a cost of circa £600, (the costs can be allocated from a number of relevant budget lines).

**153.3 Cemetery Theft**

The Committee NOTED the report.

**EH154 Request for safe crossing along Rectory Lane – Min no EH133**

The Town Clerk read out a response from ECC Highways Portfolio holder, Tom Cunningham, which did not provide a clear way forward but put emphasis on local schools to instigate an application, which did not seem appropriate. The Highways Panel have it on their list but have said it is not a high priority. ECC are only pursuing current projects which have already been funded and with pending devolution, there is no realistic opportunity for this project to be taken forward in the short to medium term.

Members NOTED the report.

**EH155 Locality Fund – Min no EH135**

The Committee NOTED the report.

**EH156 Assets of Community Value – Min no EH136**

The Committee NOTED the report.

**EH157 New Road signs at ‘Hilltop’, Loughton**

Members NOTED that three signs had been installed.

**EH158 Annual Tree Survey**

The Committee NOTED the report.

**EH159 Financial Position**

**Current Financial Position**

The Committee NOTED the report

**EH160 Fees for Financial Year 2026/27**

Members AGREED the new fee structure for 2026/27.

**EH161 Budget 2026/27**

**161.1 Committee Priorities**

The Committee AGREED to add in 'Street Lighting' as a priority and amend 'St John The Baptist – Closed Churchyard' and 'Registration of Village Greens' to medium priority.

**161.2 Budget 2026/27**

The Committee NOTED the draft 2026/27 Budget and that £10,000 would provisionally be added to Earmarked Funds for street lighting.

**EH162 Environmental Issues**

No issues were raised.

**EH163 Future Work of the Committee**

No issues were raised.

**Signed:** .....

**Date:** 28 January 2026

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the Meeting held on Wednesday 28 January 2026 at 7.45pm at 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

**Present**

**Councillors**

C Pond (in the Chair)

W Dodd

A Fricker

S Harriman

K Valentine

C Ubah

**Also present:**

Cllr D Wixley, Cllr S Fontenelle

**Officers:**

M Squire (Town Clerk)

D Taylor (Services Manager)

The Committee noted that the meeting would not be recorded.

**EH164 Apologies**

An apology for absence was received from Cllr Obaseki.

**EH165 Declarations of Interest**

Cllr Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities. Cllr Fricker declared a non-pecuniary interest in agenda item 15 as a member of Loughton Athletic Club.

**EH166 Confirmation of Minutes**

The minutes of the meeting held on 19 November 2025 were CONFIRMED as a correct record and signed by the Chairman.

**EH167 Public Representations**

None were received.

**EH168 Town Clerk's / Chairman's Report**

There were no formal reports.

**EH169 Bench on the corner of Church Lane / Church Hill - Min no EH145**

The Committee NOTED that the Town Clerk and Services Manager, had visited the resident of the adjoining property, who confirmed that he wanted the dilapidated bench removed from outside his property but also said other neighbours should be consulted too. An idea was that seats could be installed at the existing bus stop, but the Chairman confirmed that this had been vetoed on a previous occasion due to the width of the footway required at the bus stop. A further suggestion would be to install seating on the verge adjoining the property.

Members AGREED that

- the office should seek permission from ECC (the landowner) to dig into the verge where the seating could be positioned off of the pavement.
- the remaining stumps of the existing obsolete bench should be removed on health and safety grounds.

**EH170 Loughton Broadway Market – Min no EH146**

The Committee NOTED that further input was still awaited from The Broadway Town Centre Partnership (TBTCP).

Cllr Fontenelle declared a non-pecuniary interest in this item as interim Chairman of the TBTCP.

**EH171 Heritage plaques – Min no EH147**

The Committee NOTED the office had received provisional dates from the homeowner for the dedication ceremony for the Percy Thompson plaque for either the 19, 20 or 23 February 2026. The Chairman asked to be advised once a date is finalised.

**EH172 Part night to all night street lighting – Min no EH149**

After some review Members AGREED that any such request to operate all night lighting would be deferred and revisited again for discussion later, in the summer of 2026.

Cllr Dodd asked if the underpass at Loughton Station should have all night lighting? Officers to speak to Transport for London (TFL) and enquire whether there was a fault with these lights.

**EH173 Christmas Window Competition 2025 – Min No EH150**

The Committee NOTED the winners' report. The Town Mayor, Cllr Wixley, reported how enjoyable it had been to make the presentations, and how well they had been received. Thanks were expressed also to Cllrs Dodd and Harriman for their participation and also to Debra Paris, (the officer responsible for organising the competition) for all their hard work.

**EH174 Allotments – Willingale Road Allotments**

The Committee NOTED the report and that a meeting was to be held on the evening of 24 February 2026, primarily to

- encourage a wider allotment volunteer group
- hear the views of allotment holders
- and to explain the financial position of the Town Council in relation to the allotments.

The Committee AGREED to the expenditure to produce covers for the 13 water tanks at the allotments for safety, hygiene and compliance reasons.

The Committee OBJECTED to the use of anti-climb paint on the top of the allotment gates as concerns were raised about the effects this could have on wildlife.

**EH175 Loughton Wombles**

The Committee NOTED the report and AGREED to the next litter pick to be staged at Willingale Road Community Orchard.

**EH176 Cemetery Matters**

**176.1 Tree of Grief**

The Committee NOTED that the interpretation board had now been delivered in respect of the Tree of Grief at the Loughton Cemetery. The recent tree survey report highlighted that further work is needed on this tree. The Town Clerk will make further enquires with the contractor who undertook the survey to advise of our plans and enquire about its safety.

### **176.2 Cemetery WC Flood**

Members NOTED an oral report that the Cemetery WC had recently flooded and that a local plumber had been called out to stem the water flow. The building had been partially sealed off and once the area has dried out, the Maintenance Assistant would carry out any necessary repairs.

### **176.3 Cemetery Paths**

Members NOTED that Qualis staff had recently been hoeing the edges of the Loughton Town Council (LTC) cemetery paths. Although this work was welcomed, this work was not scheduled in and LTC had not been notified. This aspect would be raised alongside other items at a forthcoming meeting, scheduled with the Town Clerk, Services Manager and Qualis on 20 February 2026.

### **EH177 Assets of Community Value – Min no EH156**

The Committee NOTED that a decision as to whether or not to cite Debden House and Debden House campsite as an Asset of Community Value (ACV) was still awaited from EFDC.

### **EH178 Tree Survey**

The Committee NOTED that the office would work through the list in priority, obtaining relevant quotes and informing the Committee at future meetings, of work carried out and the impact on tree budget allocations. Cllr Fricker requested that consideration should also be given for replanting of replacement trees for those which had been felled. He also suggested introducing a Memorial tree policy which could assist financially with replacement of those trees felled. The office would take this forward.

Members AGREED that for the 2027/28 budget, separate ‘tree allocations’ should be made for each of the LTC cemetery, allotments and Lady Whitakers Mead budget projections.

Cllr Fricker reported that the tree which is growing adjacent to Loughton Athletics Club was not mentioned in the report. This tree requires felling to avoid anyone climbing up on it to gain access to the building.

### **EH179 Hanging Baskets**

The Committee NOTED that the hanging baskets order will be sent out in due course to the current contractors. Later this month ECC will be contacted for their usual permission to hang the baskets on the lamp columns in The Broadway, High Road and Old Station Road.

The Committee AGREED to add additional columns to the display using columns from The Drive to Traps Hill. The budget for hanging baskets has been approved and as long as the quote is within this range, officers will proceed with the order.

Cllr Fontenelle left the meeting during this item.

### **EH180 UK Town of Culture – Loughton is where I live**

The Committee AGREED that

- officers should explore further to ascertain what is exactly involved in entering Loughton into the Town of Culture competition.
- it was a good proposal in principle but would be largely dependent on the amount of work involved for the office.

### **EH181 ECC – Love your Bus – grant scheme**

The Committee NOTED that Cllr Pond was working alongside the Responsible Financial Officer (RFO) to meet this tight deadline and to pursue this grant scheme in relation to achieving enhancements to 'route 397'.

Cllr Fontenelle returned to the meeting.

**EH182 Recycling Briefing**

The Committee NOTED the report about food and garden waste being collected separately by different waste vehicles, as from 31 March 2026.

**EH183 Loughton Town Council - Introducing Treasure Trails, EFDC Initiative**

The Committee AGREED that

- whilst they had no objection to this fun children's project
- it was perceived as a commercial operation
- it did not really meet LTC's perception and wish to achieve an in depth heritage and historically accurate trail, involving a wider scope of Loughton
- LTC should not participate and this should be a stand-alone project between the company concerned and EFDC
- the Town Clerk would convey the above to EFDC and the company concerned.

Cllr Fontelle left the meeting during this item.

**EH184 Financial Position**

The Committee NOTED the report.

**EH185 Environmental Issues**

The Committee NOTED Cllr Fricker's report of excessive litter in Clays Lane. The Town Clerk would check whether this area had been cleared.

**EH186 Future Work of the Committee**

Cllr Dodd enquired whether anything could be done to reduce the speed of vehicles on the roads (particularly Goldings Hill) to avoid endangering wildlife? Road signage is the responsibility of ECC, and motorists speeding is a matter for Essex Police. Members AGREED however, that awareness could be raised on LTC's social media platforms.

Signed: .....  
Date: 25 March 2026

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the Meeting held on Wednesday 25 March 2026 at 7.30pm at  
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

**Present**

**Councillors**

C Pond (in the Chair)

W Dodd

A Fricker

S Harriman

K Valentine

**Also present:**

Cllr D Wixley

**Officers:**

M Squire (Town Clerk)

D Taylor (Services Manager)

O Drew (Community and Services Officer)

**EH187 Apologies**

None were received.

**EH188 Declarations of Interest**

Cllr Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities. Cllr Wixley declared a non-pecuniary interest in item 11 – and stated that this item should be on a Recreation Committee agenda.

**EH189 Confirmation of Minutes**

The minutes of the meeting held on 28 January 2026 were CONFIRMED as a correct record and signed by the Chairman.

**EH190 Public Representations**

None were received.

**EH191 Town Clerk's / Chairman's Report**

Members NOTED the Town Clerk's report and specifically

- the sad news that Diane Tong had recently passed away;
- that the Assets of Community Value (Min no EH177 refers) submission was still with EFDC and has been for some considerable time.

The Town Clerk brought to the attention of the Committee that Cllr Kin-Wan Lee had raised concerns via an EFDC Councillor, regarding Sainsbury's supermarket LED lights in Station Road, which are causing light nuisance problems to the residents of Meadow Road.

**EH192 Bench on the Corner of Church Lane / Church Hill – Min no EH169**

The Committee NOTED the report and AGREED that the office would continue with the ECC application, and any progress made would be reported back to the Committee in due course.

**EH193 Heritage plaques – Min no EH171**

Members NOTED the report.

Members AGREED that as there is already a plaque for Ron Greenwood at 22 Brooklyn Avenue and as he has already been commemorated in Loughton, this would be sufficient.

Members NOTED a further request remains on file, from the previous financial year, for former LTC Councillor, Joan Davis. This will be reviewed again in detail at the next meeting alongside the Heritage Plaque criteria for reference.

#### **EH194 Allotments – Willingale Road Allotments**

##### **194.1 Allotments Report**

The Committee NOTED the report.

Members AGREED that the Allotment Officer should obtain costings, for pigeon spikes for the perimeter fencing, and present them at the next Committee meeting, along with any other pest deterrent ideas.

##### **194.2 Notes of the Willingale Road Allotment Meeting Tuesday 24 February 2026 – held in the Allotment Meeting Room**

The Committee NOTED the report. Cllr Fricker declared a non-pecuniary interest as he has an allotment at Roding Road and felt that the Willingale Road tenants are well provided for compared to other sites in Loughton.

##### **194.3 Updated Willingale Road Allotments Management Policy**

Members AGREED to the changes made to the Policy, and the new section relating to “Trees”.

#### **EH195 Loughton Wombles**

Members NOTED the report.

The Town Clerk provided an oral report, that Staples Road Primary School had requested that a delegation of Loughton Wombles visit the school, to provide a brief educational session with the children, regarding the Wombles’ role in the community and the importance of keeping the environment litter free.

Members AGREED to this request.

#### **EH196 Cemetery Matters**

##### **196.1 Tree of Grief – Min 176.1**

Members NOTED that a monthly risk assessment will be implemented on the ‘Tree of Grief’ going forward.

##### **196.2 Work by Qualis staff**

Members NOTED the report and that a further meeting would be held with Qualis again in June 2026. The office had agreed with Qualis to meet on a regular basis, two or three times a year.

##### **196.3 Memorial testing**

Members NOTED the £5,000 budget allocation for this work will not be carried out before year end 31 March 2026. The Town Council’s grave digging contractor is currently taking the qualifications to carry out this testing. Once the training has been successfully completed, the necessary testing work will be undertaken.

The Town Clerk reported that the deterioration of the cemetery pathways is considerable and for future budgets, sizeable, earmarked funds need to be placed for subsequent path repairs.

**EH197 Willingale Road Community Orchard**

The Committee AGREED this item should be placed on the Recreation Committee agenda for 27 May 2026.

**EH198 Tree Survey – Min no EH178**

The Committee NOTED the report and AGREED members should consider establishing earmarked reserves for tree replanting, in addition to tree maintenance work. If possible, balances should be carried over from this financial year to the next financial year for necessary tree works.

**EH199 Heritage Lamp Post on School Green**

The Committee AGREED that the Services Manager should contact the City of London Corporation (CoLC), to enquire if posts could be installed by LTC, in order to prevent vehicles driving over the turf by the lamp post. Additionally, to enquire if there are any known, underlying ‘utility’ pipelines which could potentially cause problems with installing posts along this side of the green.

**EH200 UK Town of Culture – Loughton is where I live – Min no EH178**

The Committee NOTED that entering this competition (having reviewed the competition literature) would entail an extraordinary amount of work and would necessitate recruitment of an additional officer to work on and meet the set criteria. The Committee therefore AGREED not to take this project forward.

**EH201 Safer Speeds consultation**

The Committee NOTED the email from ECC Highways dated 16 March 2026 and AGREED that members should complete the online public survey, individually, if they wish.

**EH202 Horticultural Show**

Members NOTED that the Horticultural Show is booked for Saturday 5 September 2026 and that any surplus funds accrued should be made to the Town Mayor’s chosen charity.

**EH203 Financial Position**

**Current Financial Position**

Members AGREED that if the year-end financials showed any significant surplus to create new earmarked reserves for tree works and new tree planting.

**EH204 Environmental Issues**

No issues were raised.

**EH205 Future Work of the Committee**

The Committee NOTED Cllr Wixley’s comments regarding the grass cutting around the wooden posts on Kings Green and on the Roding Valley Recreation Ground (RVRG) in general, whereby the grass has not been cut but sprayed and has killed the grass. This issue should be taken to the next Recreation Committee meeting.

Signed: .....

Date: 9 June 2026