



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at 7.30pm on

Wednesday 25 March 2026

to be held at

Loughton Town Council, Council Chamber
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

to transact the business shown in the agenda.

Mark Squire
Town Clerk
19 March 2026

Councillor C Pond (Chairman)
Councillor A Fricker (Vice Chairman)

Councillors

W Dodd
C Ubah

S Harriman
K Valentine

J Obaseki

Note to Councillors:

If you are unable to attend the meeting,
please email your apologies to the office contact@loughton-tc.gov.uk

A G E N D A

- 1 Apologies**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 28 January 2026.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information/matters (if any) that may be of interest to Committee members.

We were very sad to hear that Diane Tong had recently passed away. Diane was a real stalwart and dedicated long term secretary to the Roding Allotments Association. She will be greatly missed. Our thoughts and condolences go out to all her family and friends.

Loughton Broadway Market – Min no EH170. Awaiting input from the Loughton Broadway Town Centre Partnership (LBTCP)

Assets of Community Value – Min no EH177. The submission is still with EFDC.

To receive and note.

- 6 Bench on the Corner of Church Lane / Church Hill – Min no EH169**
An application form had been obtained to apply for the new bench to be set in the verge by the bus stop on Church Hill. The original bench footings have been removed from the corner area. The office has since received an e-mail dated 12 March 2026 from a resident, who is angry that the remains of the old bench have been removed.

The Town Clerk will provide an oral update.

- 7 Heritage plaques – Min no EH171**
A dedication ceremony was held on 19 February 2026, marking the 51st Loughton Town Council (LTC) heritage plaque, installed in December last year at 62 The Uplands, commemorating Percy Thompson, a Loughton historian. (An in depth article appears on the LTC website – News and Events section).

To receive and note.

New Blue Plaque Request: nomination for Ron Greenwood, (football manager) received from a resident of 50 Upper Park on 2 March 2026 (NB: there is already a plaque for Ron Greenwood at 22 Brooklyn Avenue. The applicant, we believe, is

aware of this, but would like the Committee to consider this request) The Town Clerk will read out the original letter request.

NB: A further request remains on file, from previous financial year, for former Loughton Town Councillor, Joan Davis.

8 Allotments – Willingale Road Allotments

8.1 Allotments Report

See report page 5.

To receive and note.

8.2 Notes of the Willingale Road Allotment Meeting Tuesday 24 February 2026 – held in the Allotment Meeting Room

See notes page 6 – 8.

To receive and note.

8.3 Updated Willingale Road Allotments Management Policy

Please see attached pages 9 – 13, includes new wording on tree matters.

Members to review and agree.

9 Loughton Wombles

Further Loughton Wombles group litter picks took place on Saturday 14 February 2026: A group of fifteen Loughton Wombles focused their efforts in clearing up the Community Orchard on Willingale Road (between the allotments and the entrance to Debden Park High School).

The next Wombles outing is for Saturday 21 March 2026: report to follow.

Forthcoming litter picks:

Saturday 18 April 2026

Saturday 23 May 2026

To receive and note.

10 Cemetery Matters

10.1. Tree of Grief – Min 176.1

Following the recent tree survey, the Town Clerk will provide a further oral update.

To receive and note.

10.2 Work by Qualis staff

The Town Council cemetery laurel hedge along the back fence line has been cut back by Qualis staff during the week commencing 23 February 2026 – See photos attached, page 14. A follow up meeting with Qualis was held on 5 March 2026. The Town Clerk and Services Manager are working with Qualis to establish an up to date working schedule for the Roding Valley Recreation Ground (RVRG) and other Town Council owned areas. The current agreement dates back to the mid-1990s and is now mostly outdated. The Services Manager also met the new Qualis Grounds Supervisor, Terence Murphy on this day.

The Town Clerk and Services Manager will provide an oral update.

10.3 Memorial testing

The £5,000 budget allocation for this work will not be carried out before year end 31 March 2026. The Town Clerk will provide further background information.

Recommend that this figure is carried over as an earmarked reserve into the 2026/27 budget.

11 Willingale Road Community Orchard

Following a recent working site visit from Epping Forest Countrycare, the Senior Countryside Officer, Countrycare, EFDC Officer has asked what the policy is on having ponds on this site?

Recommend refusal on health and safety grounds.

12 Tree Survey – Min no EH178

The Services Manager has met with our tree contractor, who will be working with the office on batches of trees (in priority order), starting with a tree that requires felling at the Willingale Allotments. The Town Clerk will provide a further oral update.

For the 2027/2028 budget, members should consider establishing earmarked reserves for tree replanting, in addition to tree maintenance work.

To receive and note.

13 Heritage Lamp Post on School Green

A local resident contacted the Town Clerk on 26.2.26. She had spoken to the City of London Corporation (CoLC), regarding the lamp post (see photo attached, page 15) which is currently being shored up with branches and twigs due to vehicles driving over the turf which the lamp post appears to be installed in, threatening the integrity of the lamp post. CoLC mentioned that if budget could be found LTC could arrange for either wooden or heritage bollards to be installed to prevent vehicles driving over the turf by the lamp post. Another local resident who lives close by has been singlehandedly protecting the lamp post with branches and twigs for the last year or so. She has spoken to EFDC and CoLC regarding the lamp post without success. The correspondent wishes to know if a solution to secure the lamp post will soon be found.

This is primarily an Essex County Council Highways issue.

Members to review.

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

Having reviewed the competition literature, the project would need an extraordinary amount of work and would necessitate recruitment of an additional officer to work on and meet the set criteria.

See attached report pages 16 – 17.

Members to review.

15 Safer Speeds consultation

See email from Essex Highways dated 16 March 2026 (attached, pages 18 – 19).

Members to review and recommend a way forward.

16 Horticultural Show

Members to note that the Horticultural Show is booked for Saturday 5 September 2026 with surplus funds to be made to the Town Mayor's chosen charity.

Members to receive and note.

**17 Financial Position
Current Financial Position**

See pages 20 – 21.

To receive and note.

18 Environmental Issues

This agenda item provides an opportunity for the Committee to discuss concerns and improve the ambience and environment of Loughton by tackling adverse factors and promoting positive ones.

The methodology agreed is as follows:

Councillors should send to the Town Clerk at least 14 days before the meeting a statement of what the eyesore is, its exact location, its ownership, if known, and the desired course of action. Members would discuss the matter, come to a conclusion, and then the Clerk would write to the responsible body outlining what the Town Council would like to see done. If no action were taken, the matter could be publicised and revisited at a subsequent meeting.

19 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Mark Squire
TOWN CLERK
19 March 2026

Agenda item 8.1 Willingale Road Allotments Report

Current Situation

One plot remains vacant, and clearance work will be carried out once the weather improves so it can be re-let. There are currently sixteen people on the waiting list (this includes existing tenants wanting a second plot or shed plot).

An inspection of the allotment site was carried out on Thursday 12 March 2026.

Recent Allotment Meeting

An allotment meeting, open to all tenants, took place on Tuesday 24 February 2026. The purpose of the meeting was to share ideas, discuss concerns, and address recent issues to help create a safer and more welcoming allotment site. An agenda was followed, and notes were written up afterwards. It was agreed that these meetings will now take place quarterly, with the next one scheduled for May to review progress.

Due to Wyn's passing, there is now a need for additional volunteers to support Teresa and Jim. This was discussed at the meeting, and as a result, three individuals expressed an interest in becoming volunteers. They have been invited to attend a volunteers' allotment meeting on Wednesday 1 April, where they will have the opportunity to contribute their ideas.

Security:

Fencing

A key concern raised at the meeting was site security, particularly the unstable fencing around the perimeter. We'll be addressing this by asking our maintenance officer, Steve, to repair any damaged sections and install new fencing where there are gaps, to make the site more secure for everyone.

Request for Pigeon Spikes

At the allotment meeting, a plot holder suggested installing pigeon spikes along the perimeter fencing of the allotment site to help deter trespassers. Bird spikes are legal in the UK and do not cause harm to pigeons or other birds. This could help deter intruders by removing flat surfaces and making climbing uncomfortable and impractical — not by causing injury. They are widely used by councils and recommended by wildlife organisations such as the RSPB (Royal Society for the Protection of Birds). Evidence shows they are effective at deterring both pigeons and unauthorised climbing, reducing vandalism and improving site security.

I raised this idea at a virtual allotment officers' meeting run by Ray Howes, a representative of the National Allotment Society. He confirmed that this is an effective option, alongside ensuring that fencing is as robust as possible and at least 2 metres high.

Members to Review and Agree.

Cesspit

The cesspit is continuing to be monitored.

Updated Management Policy

I have reviewed the management policy, last updated in 2021, and added a new section on trees to provide clearer guidance, as this has recently been queried by new tenants.

Members to Review and Agree.

O Drew - Office Administrator. 16 March 2026

Agenda item 8.2

Notes of the Willingale Road Allotment Meeting Tuesday 24 February 2026 Held in the Allotment Meeting Room

Mark Squire, Town Clerk, welcomed everyone to the meeting, which was long overdue, and said he was very pleased to see such a good turnout.

He introduced himself and the three officers in attendance: Pippa Bryce, Deputy Town Mayor, and Allotment Officer (2014–2022), Olivia Drew, Office Administrator and current Allotment Officer, and Debbie Taylor, Services Manager and former Allotment Officer.

Mark then went through the agenda that had been distributed to all attendees.

1 Funding

Mark outlined the income and expenditure budget. He explained that although the Council would like to spend more money on the allotments, the budget is consistently overspent each year. Allotment rents are used solely for the upkeep of the allotment site, with additional funding provided annually by the Council.

2 Ongoing Work Handyman

Mark reported that the Council now employs a handyman, Steve, who carries out ad hoc repairs and maintenance work, including jobs at the allotments. His time spent working at the allotments is paid for by Loughton Town Council, not the allotment rents or budget.

Water Trough Covers

Olivia explained that Steve will shortly be fitting sliding covers to the water tanks. The design, provided by the National Allotment Society, will help keep the water clean and meets safety requirements for children and animals on site.

Some tenants raised concerns that the covers may be difficult to use when filling buckets and could be prone to damage. These concerns were noted, and the covers will be monitored once installed to ensure they are robust and practical.

Tree Works

A tree surgeon will remove the dead tree on Plot 17.

Cesspit

The cesspit has been emptied twice yearly for the past two years due to it reaching capacity, believed to be largely as a result of rainwater. A new lid will be fitted, and the cesspit will be monitored monthly with the aim of returning to annual emptying.

3 Crime

Mark reminded tenants to report any theft or crime to the police, as increased reporting may result in greater attention from the authorities.

There was discussion regarding site security. It was agreed that the perimeter fencing requires attention, particularly along the boundary with Debden Park High School, where there are significant gaps. Repairs and new fencing will be addressed as a matter of priority.

The Council will contact and engage with the Headteacher to remind pupils that entering the allotment site constitutes trespassing.

It was also suggested that pigeon spikes could be fitted to the tops of the gates and fencing to deter climbing over.

4 Administration

Olivia reminded tenants that during the summer period they are responsible for always supervising their children. The allotment site is not a playground, and children must not enter other tenants' plots or damage produce. This forms part of the management agreement, and tenants may risk losing their tenancy if children are reported for causing damage.

Tenants were also reminded not to bring non-allotment items or household waste onto their plots. Waste should be disposed of at home via household bins or taken to the recycling centre. Waste removals place a significant strain on the budget, and that money could otherwise go toward much-needed site improvements.

Finally, tenants are responsible for keeping their plots cultivated and maintaining the surrounding paths in a neat and tidy condition.

5 Volunteers

Mark thanked the volunteers for their valuable work on site. However, there are currently only two active volunteers, and additional support would be welcomed.

Tenants were encouraged to volunteer their time, and the idea of forming a working group was suggested. A tenant proposed creating a list outlining the tasks volunteers undertake, as this may help others understand what the role involves. Three tenants have already expressed an interest in becoming volunteers.

6 WhatsApp Group

Olivia reported that there are currently two WhatsApp groups in use: one for urgent and formal messages and the other for more informal communication, which can be used more widely to share advice and tenant support. It was suggested that the newer, informal group could improve communication between tenants by enabling the sharing of questions and information, and by helping to build a stronger allotment community. Details on how tenants can join this group will follow.

7 Ideas

The Council welcomes suggestions for site improvements, working parties, community gatherings, and opportunities to share surplus produce. Possible events were discussed.

8 Questions and Answers

A tenant asked whether it was acceptable for another tenant to remove a bench from her plot and place it on their own plot, which had occurred last year. It was confirmed that this is not acceptable.

Another tenant raised questions regarding the Freedom of Information Act and the allotment budget, including whether rents are used solely for the site. It was confirmed that allotment rents are used exclusively for site maintenance. Further discussion took place regarding electricity payments, and Mark invited the tenant to attend the office for a more detailed discussion.

It was reported that entrance gates are often left open. For the safety of all tenants, gates must be locked when entering and leaving the site.

The possibility of providing a skip for waste was discussed. It was agreed that this could be open to misuse, with the risk of tenants bringing household rubbish from

home. One tenant kindly offered to assist by taking waste to the recycling centre for those without transport. Another way the new WhatsApp group could be utilised.

9 Way Forward

It was agreed that quarterly meetings will be held, with the next meeting scheduled for May. A meeting will also be held for volunteers to attend.

Mark thanked everyone for attending and for contributing to a positive and constructive meeting.

Following the meeting a tenant approached the Services Manager and suggested that new tenants, where English is their second language, it would be useful to have the management agreement talked through with them, so the rules are made clear.

Agenda item 8.3

Updated Willingale Road Allotments Management Policy

Willingale Road Allotments Management Policy

Introduction

The purpose of this Policy is to help provide an effective service to allotment tenants and people on the waiting list, and to be clear about what is expected of plot holders during their tenancy.

Loughton Town Council is committed to high standards of customer service. We are here to help you and will always deal with your enquiries promptly and in the best possible way. We expect the same level of courtesy from you, the tenant. It is unacceptable for our employees or councillors to be subjected to verbal abuse or physical intimidation or assault while they are carrying out their duties. We will take appropriate action against anyone behaving violently or using threatening behaviour towards our employees or councillors.

Loughton Town Council is a member of the National Allotments Society.

Loughton Town Council Tenancy Agreement

The Tenancy Agreement that a plot holder signs is a legally binding document and all clauses of the Agreement apply to the tenant.

Allotment Gardens will be let to applicants over 18 only.

A new tenant joining partway through the year will be charged an apportioned rent based on the number of full months remaining in the allotment year including the first month of occupancy.

New tenants will be required to pay a tenancy deposit of £50.00 which will be refundable should they decide to leave, and their plot is left clear of rubbish.

Allotment Facilities

The Council maintains and meets the expense of supplying water and electricity to the allotment site and reserves the right to upgrade or change that facility as necessary.

The Council maintains the structure of: the meeting room, the tearoom, the toilets and other ancillary buildings on site coming under the jurisdiction of the Council. Access to these buildings is available to tenants, who will be provided with a key. It is expected that tenants will leave these facilities in a neat and tidy condition as they would expect to find them.

The Council will endeavour to provide a secure boundary for the allotment site and reserves the right to upgrade or change that boundary as necessary.

Site Security

The Tenant will be issued with a key and must access the Allotment Site on foot. No duplicate keys shall be made. No keys shall be passed to anyone other than the Tenant, or the person authorised by the Tenant in writing, to work on his/her plot. The main access gate shall be kept closed and locked at all times for the protection of tenants and prevention of unauthorised visitors. Emergency services may be provided with keys and an emergency number to call. Please ensure that the gate is locked at all times after you enter the site.

New tenants will be required to pay a key deposit, which will be refundable when their tenancy is terminated. Under existing Council policy this was to be £30.00.

Rental Charges

12 months' notice of any rent increase will normally be given by Loughton Town Council and be included in the renewal notice of the preceding year to take effect the following year.

Notice to Quit

The Council has authority and responsibility for the giving of notice to allotment holders for non-cultivation and/or non-payment of rent. See clause 11 of your Tenancy Agreement.

In the event of a termination of the Tenancy, the Tenant shall return to Loughton Town Council any property such as keys etc made available to them during the Tenancy and shall leave the plot in a clean and tidy condition. If, in the opinion of Loughton Town Council the plot has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition will be charged to the vacating plot-holder.

Non-Cultivation of Tenanted Plots

Under the Terms and Conditions of the Tenancy Agreement, plot holders shall keep the plot maintained in a proper state of cultivation, fertility and in good condition.

- From September 2014 all tenanted plots will be reviewed against the requirement for a plot to be 75% cultivated, other than where possession of the plot has been taken within the last 3 months.
- Should less than 75% of the allotment plot be cultivated in any one growing year between April to September: a first letter giving the tenant 14 days to respond with a reason for the non-cultivation and a plan to bring the plot back into cultivation will be sent. Should there be no improvement within the agreed specified time period a second letter giving notice to quit the allotment plot will be served by the Town Clerk under the Terms and Conditions of the Tenancy Agreement.
- There may be times when personal circumstances mean you are unable to tend your plot. Please notify the Council at once and where possible, we will work towards a workable solution on a case-by-case basis. However, allotment plots are provided by the Council for cultivation, and should a workable solution not be found, a notice to quit will be issued and the plot re-allocated to the next person on the waiting list.
- Where a plot falls vacant because of a tenant's death the plot, if it can be shown that a member of the tenant's immediate family has been jointly cultivating it for a period of time and wishes to take on the Tenancy, may be offered to the immediate family at the discretion of Loughton Town Council.

Allocation of Overgrown Plots

The Council will not normally clear overgrown plots; cultivation is the responsibility of the tenant under legislation and under the Terms and Conditions of the Tenancy Agreement.

The plot must be cleared for cultivation between October and March.

The requirement for a plot to be 75% cultivated by September of the year in which the plot was taken will apply to plots re-allocated between October and March. However, this requirement will be waived for plots allocated between April and September.

It is expected that if an overgrown plot is allocated between April and September that it will be at least 75% cultivated by September of the following year.

Allotment Garden Inspections

A person duly authorised by Loughton Town Council may enter onto the site for inspection of allotment plots and or sheds, greenhouses and polytunnels. Full access and co-operation must be given by the tenant. Loughton Town Council will inspect the site on a quarterly basis normally in August, November, February and May.

Management of Waiting Lists

Applicants for the waiting list will be asked to provide their name, telephone number, and home address. This information will be kept on file under the terms of the Data Protection Act and will not be passed to any third party.

Priority will always be given on the waiting list to residents of Loughton.

The waiting list will be maintained and individuals contacted at least annually to see if they still want a plot.

If a plot is offered but the individual does not take it for whatever reason, their place on the waiting list will be frozen for 12 months. After that, their name will be returned to the waiting list at the position previously held. If a second plot is offered and refused, then the individual will move to the bottom of the waiting list. If a third plot is offered and refused, then the individual will be removed from the waiting list.

No new tenant may rent more than 2 plots at this site. Where existing tenants hold more than 2 plots this will be kept under review.

All allotment management documents will be made available to those on the waiting list through one or all of the following: Council website, email and by paper on request.

Water

The Tenant shall practise sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.

The Tenant shall at all times have consideration for other Tenants when extracting water from water points provided by Loughton Town Council.

Hoses may be used on site to fill water butts or tanks on Tenants' plots. Hoses are **not** to be used for irrigation of crops.

Bonfires

Bonfires are allowed only for the burning of materials from the Allotment Gardens i.e. diseased plants and dried out organic matter that will burn without smoke or hazardous residue. No bonfire may be alight other than in the 3 hours before sunset. All fires must be attended at all times and not cause a nuisance to other plot holders or neighbouring properties. They must comply with the Environmental Protection Act 1990 and the requirements of the principal authorities for this district.

All fires must be fully extinguished before leaving the site.

The Tenant shall not bring or allow to be brought onto the Allotment Site any materials for the purpose of burning such as waste.

Composting

Composting is encouraged, but in order to keep down vermin, non-vegetable food waste may not be added to compost heaps or bins.

Dogs

The Tenant shall not bring, or, cause to be brought onto the Allotment Gardens any dog unless it is held at all times on a leash and remains on the Tenant's plot only. Any fouling shall be removed and disposed of off-site by the Tenant.

Livestock

Under the 1950 Allotment Act, the keeping of hens and rabbits is permitted on allotments and viewed as an allotment holder's right, so long as they are for the tenant's own use and not for business or profit. However, the Council's permission is to be sought in advance, but this will not be unreasonably withheld.

Building and Structures

Loughton Town Council does not permit glass on the allotment plots in any form, e.g. sheets, greenhouses or cold frames. We recommend polycarbonate, Perspex or other alternatives.

The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of Loughton Town Council. Failing to do so will result in an order for the structure to be removed. Loughton Town Council will not be held responsible for loss by accident, fire, theft or damage of any tools or contents in a shed, greenhouse or polytunnel.

All sheds will be of maximum size 1.8m x 1.2m (6' x 4') and must be painted green. There is a maximum of one shed and one greenhouse per plot. The maximum size of polytunnel allowed per plot is 3m x 4m and it must have secure anchorage.

Trees

Trees are permitted but only if they are potted, have a small root system or are recognised dwarf varieties. This is to prevent excessive shading of neighbouring plots and to avoid the significant water uptake associated with larger trees, which can negatively affect nearby planting. Larger, established trees may be visible on some plots; these are historic plantings that pre-date the Council's management of the site.

Tenants must seek approval before introducing any new trees to their plot. Permitted trees must not exceed a height of 2 metres. The Council reserves the right to request the removal of any tree that breaches these conditions or causes nuisance to neighbouring plots.

Chemicals

Only commercially available products from garden or horticultural suppliers shall be used for the control of weeds, pests, diseases or vegetation, provided that the application shall not be detrimental to cultivation, or cause annoyance to adjacent plot-holders.

Chemicals must be applied in accordance with manufacturers' recommendations.

Fuel, lubricants or other flammable liquids may not be stored in any shed, except in approved containers with a maximum capacity of 5 litres for use in garden equipment. The use and storage of chemicals must be in compliance with the Control of Pesticides Regulations Act (amended) (1997) and the Control of Substances Hazardous to Health Regulations (2002). This information is available on request from Loughton Town Council.

Vermin

Any incidence of vermin (e.g. rats) on the Allotment Site must be reported directly to Loughton Town Council and will be dealt with by their contracted agents.

Numbering and Noticeboards

Loughton Town Council will provide a noticeboard defining the numbers of allotment plots. The Tenant will erect a board showing the plot number in figures at least four inches high on each plot and keep it in good order to ensure it is visible at all times.

Tenants shall not erect any notice or advertisement on the Allotment Gardens. The noticeboards shall be utilised only for displaying information to tenants by Loughton Town Council.

Complaints

Loughton Town Council operates a Complaints Procedure Policy, and any disputes will be dealt with through this mechanism.

General Management

Should a current tenant wish to move to another plot on the same allotment site, the tenant will have to put his/her name down on the waiting list if a plot was not immediately available. The practice of 'plot-hopping' by current tenants is unfair to people who have been waiting for a considerable amount of time and goes against all best practice. Tenants must seek the Council's permission in this regard.

Requests from existing tenants to split their full sized plot to make two half plots in preference to moving to an existing half plot elsewhere on the site, will be accepted, but the policy will be kept under review.

When moving house, tenants are asked to notify the Council immediately so that records can be updated. An allotment tenancy should be thought of in the same way as a utility service in these circumstances. Failure to pay an invoice due to a move, or non-notification of change of address will result in a notice to quit being served on the allotment plot tenant as per the terms and conditions of the tenancy agreement.

Management of the Site

Under the provisions of the Small Holdings and Allotments Act 1908, as amended, the Council may appoint an association or body of persons ("the managers") wholly or jointly to manage the Allotment Site. If it does so, the duties, liabilities, and responsibilities of the Council will pass directly to the Managers on their appointment, save as otherwise provided in their Conditions of Appointment.

[The Management and Tenancy Agreement – last reviewed February 2026](#)

Agenda Item 10.2
Cemetery Matters – Work by Qualis Staff



Agenda item 13
Heritage Lamp Post on School Green



Agenda Item 14

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

- The deadline for Expressions of Interest for UK Town of Culture 2028 is 31 March 2026 with the shortlist of towns expected to be announced in Spring.
- Staff resources are very limited to gather the information required to make our bid. It is estimated that the Town Council would need to employ another member of staff on a part time basis, to work on all the necessary criteria required.
- Applications require the following information

Vision

- What is the story of your town (e.g., places and landscapes, people, communities, culture and heritage) and what is special about it (e.g., including, how it has contributed to a local identity - and, if relevant, how it has contributed to the national story)?
- How will your programme celebrate the story of your town, and what themes will be explored in your programme?
- How will your programme help to build knowledge of your town (e.g., improving, celebrating, raising the profile)?

Local Needs

- How does your bid align with any other local and / or regional plans to tackle local needs?
- How have you developed the ideas within this bid? To what extent have you already consulted your local community and community groups (i.e., residents, businesses, institutions, creative providers, and cultural organisations) on your interest in UK Town of Culture?
- How will your local community and community groups be involved in developing and delivering the full application, programme and its legacy? How will you hold yourself accountable to community groups and members when making decisions about the programme?

Culture For Everyone

They require a maximum 400 words for each section

Quality and Innovation

- What is your cultural and heritage infrastructure, and how will you use it and build upon them in your programme? If your infrastructure is more limited, how could you leverage UK Town of Culture to develop your infrastructure on a permanent or temporary basis?
- What type of activities will your programme deliver, and how will they work together? Please refer to proposed lead artists / creatives, if they are known. You may refer to creating and / or promoting existing events that could become a returning event using the leverage generated by UK Town of Culture investment

Opportunity

- How will you ensure the initiatives and opportunities (e.g., learning and skills-building, career awareness, bringing different communities together) you are planning is genuinely aligned with your community's needs and interests, especially for younger members of the community?
- What social and community impacts will these help you to achieve in your area, and why are these important to your town?

Accessible

- How will you embed accessibility across the design and content of your programme?
- How would you aim to reach the widest possible audience?

Communication

- How will you build a communication plan that utilises a breadth of media formats and reaches different types of audiences?

MAKING IT HAPPEN

In this section, we want to understand how you will deliver a successful programme. Maximum 400 words for each section

Partnerships

- How will you secure and work with additional external partners (e.g., artists and creatives, cultural and heritage organisations, funders, institutions, businesses, voluntary sector and civic society partners, and residents) to deliver the programme?
- How will you ensure your partners are representative of your town population?

Programme Management

- How will the programme be managed throughout the year, including leadership structure and delivery model.
- How will you provide clear roles and responsibilities, and ensure the team has the skills and capacity to deliver?
- What are the key risks associated with your proposed programme (i.e., risk, mitigating action, RAG rating)?

Financial Management

- If shortlisted, how would you use a £60,000 grant to strengthen your full application?
- How much do you expect it will cost to deliver your programme?
- How much additional funding will you need to raise to deliver the programme, and where will you get that additional funding (e.g., existing / reallocated budgets, income from charitable trusts and foundations, income from public funding bodies, business investment / sponsorship, crowdfunding, cultural partnership cash contributions / joint funding applications, in-kind support)?

Monitoring, Evaluation and Legacy

- What outcomes of your programme can be monitored and evaluated? Please refer to outcomes referenced throughout your bid, including those referenced in "Local Needs" and "Opportunity".
- How are you currently monitoring the impact of any culture and heritage programme(s) and how could these methods be adapted and used to evaluate UK Town of Culture?

What baseline information is available to help assess the impact of our programme.

PB

Agenda Item 15
Safer Speed Strategy Consultation

From: Safer Speeds <saferspeeds@essexhighways.org>

Sent: 16 March 2026 11:06

Subject: Essex Safer Speeds Strategy consultation

PUBLIC

Good morning,

We are pleased to have launched a public consultation on the new draft [Essex Safer Speeds Strategy](#). The consultation starts today (Monday 16 March 2026) and will run for six weeks, closing on Sunday 26 April 2026.

There is more information about the strategy and consultation below.

Essex Safer Speeds Strategy

Speed is the biggest factor in serious road traffic collisions in Essex. In 2025, 60 people lost their lives on the county's roads, while many more suffered life-changing injuries. Nearly half of the deaths were related to excess speed. Residents also often tell us they feel unsafe walking, cycling or moving around their neighbourhoods because of vehicle speeds.

To achieve our shared Vision Zero aspiration that no one should be killed or seriously injured on Essex roads by 2040, we need to take steps to manage speeds, improve road design and support safer travel choices.

The new draft Essex Safer Speeds Strategy, which we have developed in partnership with the [Safer Essex Roads Partnership](#), sets out a flexible and evidence-based approach. It will help us introduce safer speeds across Essex, with recommended speed limits decided based on how different streets are used. There will not be a blanket approach. Speed limits will instead be decided on a case-by-case basis, where there is demand for change by local communities.

Public consultation

We want to hear the thoughts of people who live, visit or work in Essex on the draft Essex Safer Speeds Strategy. The feedback we receive through the public consultation will help us refine and improve the strategy before it is finalised and adopted later this year. The six-week consultation is open until Sunday, 26 April 2026.

For more information about the strategy and to take part in the consultation, please visit: <https://consultations.essex.gov.uk/essex-highways/essex-safer-speeds-strategy>

Printed copies of the survey, consultation summary document and full draft strategy will soon be available in main libraries. They can also be requested by emailing saferspeeds@essexhighways.org

We will be joining the Safer Essex Roads Partnership at four of its upcoming Vision Zero community roadshow events, offering an opportunity for people to find out more about the draft strategy and ask any questions. Details are available on the consultation page.

Agenda Item 15
Safer Speed Strategy Consultation/continued

How you can help

We would really appreciate feedback from your organisation or group through a response to the consultation. The easiest way to provide feedback is by completing the online survey at: <https://consultations.essex.gov.uk/essex-highways/essex-safer-speeds-strategy>.

Alternatively, you can send a response by email to saferspeeds@essexhighways.org

We would also ask you to please consider sharing the public consultation link across your networks, social media pages and other channels to help us promote the consultation and encourage as much feedback as possible from local residents.

The communications toolkit attached to this email includes a press release, newsletter copy, social media copy, imagery and videos which you may use and edit as appropriate.

Questions

If you have any questions about the strategy or consultation, please email us at saferspeeds@essexhighways.org

Kind regards,

The Essex Safer Speeds Strategy project team

Agenda item 17
Current Financial Position

16/03/2026		Loughton Town Council Current Year			Page 1	
09:50		Summary Income & Expenditure by Budget Heading 16/03/2026				
Month No: 11		Committee Report				
		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Environment and Heritage						
203	Christmas Best Dressed Window	Expenditure	348	360	12	12
305	Cemetery (Church Lane)	Income	21,267	13,178	(8,089)	
		Expenditure	65,855	74,650	8,795	8,795
		Net Income over Expenditure	(44,588)	(61,472)	(16,884)	
		plus Transfer from EMR	0	0	0	
		Movement to/(from) Gen Reserve	(44,588)	(61,472)	(16,884)	
315	Street Furniture	Expenditure	28,895	34,819	5,924	5,924
		plus Transfer from EMR	100	0	(100)	
		Movement to/(from) Gen Reserve	(28,795)	(34,819)	(6,024)	
316	Allotments	Income	4,611	4,205	(406)	
		Expenditure	3,764	6,810	3,046	3,046
		Movement to/(from) Gen Reserve	847			
319	Cemetery (Debden Lane)	Expenditure	840	1,000	160	160
328	Other services (EH)	Income	1,985	1,750	(235)	
		Expenditure	4,823	4,480	(343)	(343)
		Movement to/(from) Gen Reserve	(2,838)			
		Environment and Heritage Income	27,863	19,133	(8,730)	
		Expenditure	104,524	122,119	17,595	0
		Net Income over Expenditure	(76,662)	(102,986)	(26,324)	17,595
		plus Transfer from EMR	100	0	(100)	
		Movement to/(from) Gen Reserve	(76,562)	(102,986)	(26,424)	
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		Grand Totals:- Income	27,863	19,133	(8,730)	
		Expenditure	104,524	122,119	17,595	0
		Net Income over Expenditure	(76,662)	(102,986)	(26,324)	17,595
		plus Transfer from EMR	100	0	(100)	
		Movement to/(from) Gen Reserve	(76,562)	(102,986)	(26,424)	

Agenda item
Current Financial Position – Earmarked Funds

Earmarked Reserves

A summary of the Committee’s reserves showing the amounts available from reserves as at 25/3/2026 is provided below:

Environment & Heritage Committee	25/03/2026
Christmas lights	350
Cemetery	17,292
Cemetery – Closed Churchyard	10,000
Cemetery plot maintenance endowment (restricted fund)	8,262
Total	35,904