

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the Meeting held on Tuesday 22 September 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
D Wixley

Officers: L Petyt Start (Town Clerk)
D Taylor (Services Manager)

In attendance: S Murray

EH226 Apologies

Apologies for absence were received from Cllr's Ubah and Valentine. Cllr Wixley had been nominated as substitute for Cllr Ubah.

EH227 Declarations of Interest

Cllr Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC). Cllr Fricker declared a non-pecuniary interest in items relating to Roding Road allotments as an allotment holder at this site, and Loughton Athletics Club as he is a member.

EH228 Confirmation of Minutes

EH215.4 Cllr Wixley advised contractors were present working when he attended therefore there was no requirement to contact Rev Davis.

It was noted there had been no response from Essex County Council regarding the request for a pedestrian crossing on Oakwood Hill.

The minutes of the meeting held on 9 June 2026 were CONFIRMED as a correct record and signed by the Chairman.

EH229 Public Representations

None were received.

EH230 Town Clerk's / Chairman's Report

No additional information/matters were reported relevant to the committee.

EH231 Renewal of Request for Conservation Area Status for certain Loughton Areas; and Request for Local List Additions

Members AGREED to restate its firm request to EFDC for the Uplands to be considered for conservation area status and to add numbers 56 and 62 to the Local List

EH232 Murray Hall Solar Panel Project and Heating

Advice has been received that the roof at the Murray Hall is not suitable for the installation of solar panels. Members were requested to consider utilising the EMR allocated for solar panels to upgrade to the heating system instead.

Members requested a written report to verify the unsuitability and for this item to be considered by Recreation Committee

EH233 Bench on the Corner of Church Lane / Church Hill – Min no EH192

Members NOTED an application to license a new bench had been submitted to Essex County Council (ECC). Support for the application has been requested from the two Loughton County Councillors. Quotes are being sought for the hard stand base using the supplied specification (ECC). Prices will be presented as soon as available although it's anticipated the work may be complicated due to its location and it may require traffic management measures.

EH234 Heritage Plaques

234.1 Heritage Plaques Records

Members NOTED The Planning and Licensing Clerk has reviewed and updated the records of the Heritage Plaques, now captured in full on the website.

The Planning Clerk was thanked for her work.

EH235 Allotments

235.1 Willingale Road Allotments

Members reviewed and NOTED the report.

The Services Assistant was thanked for her work.

235.2 Allotment Regulations, Policies and Tenancy Agreement

Members AGREED to further improve administration of the annual renewal of the tenancy agreements and distribution of the regulations and updated policies; to develop and enable electronic 'DocuSign'. However, manual completion and paper submission must still be permitted as part of the administration, if required by tenants.

235.3 Roding Road Allotments and Leisure Gardens Association (RRALGA)

Discussion and decision DEFERRED.

235.4 Roding Road Allotments Fence

Members AGREED to spend £600 to replace this stretch of fence previously repaired, if required.

EH236 Loughton Wombles

Members received and NOTED the report.

Additional future dates have been agreed as 7 November and 5 December.

EH237 Cemetery Matters

237.1 Memorial Testing – Min No EH196.3

Members NOTED the Town Council's grave digging contractor has completed the memorial testing of the last area of the Cemetery. 288 tests have taken place with 59 memorials laid down, seven memorials were staked and banded and one memorial required remedial action. Letters have been sent to the registered owners of all memorials which failed the testing. The corner stones of Grave No 750, the iconic war grave, were identified as requiring repair. An order has been placed to repair the corner stones and clean the memorial including the Angel.

Memorial Testing will proceed in sections annually.

237.2 Cemetery Regulations

Members received updated Cemetery Regulations, with minor amends agreed, the revised Cemetery Regulations were ADOPTED.

237.3 St Johns Churchyard

Members NOTED St Johns church has recommenced maintenance of its graveyard. Cllr Wixley was thanked for his investigation into this matter.

EH238 Tree Survey – Min no EH198

Members NOTED the work to remove the overhanging trees along the boundary over the cremated remains plots at the Cemetery had been completed. Also, the management of the Oak Processionary moth and beehive management had been undertaken appropriately.

EH239 Christmas Lights

Noting the cost and absence of matching motifs being available, members AGREED to delay the extension of the scheme until the new contract commencing 2028. The aim of the new scheme will be to extend and a uniform display.

EH240 Community Events

240.1 Remembrance Sunday – 8 November 2026

Cllrs Dodd and Murray agreed to attend as volunteer marshals. Deputy Town Clerk will communicate request in due course.

240.2 Light up a Life – 28 November 2026

Date noted.

240.3 Loughton Horticultural Show

Report was received and NOTED.

For 2027 it was agreed there will be increased promotion particularly noting entries from gardens are very welcome

240.4 Loughton Best Allotment Awards

Report was received and NOTED.

240.5 Loughton Day

The Town Clerk provided a verbal update noting a most successful and positive event for the fourth year.

It was agreed to continue with the annual event if there was participation from the community groups and to include Epping Forest 150 as part of future Loughton Day. More promotion would be good and a banner across the High Road if possible; the timing of the Mayor's Speech to change for when peak number of visitors are in attendance; stall holders to be required to attend for the duration of the event; primary school choirs to be invited.

Thanks were conveyed to all the staff for their hard work in organising and delivering the event.

EH241 Environment, Sustainability and Climate Change Policy

Draft revised was received and discussed.

Revised policy with amendments was ADOPTED.

EH242 Interpretation Board York Hill

Members NOTED maintenance has taken place and the board put back in position.

A request was made to refresh the Shaftesbury Retreat board.

EH243 Financial Position

Members received and NOTED the financial position as of 31 August 2026 together with details of the funds available from earmarked reserves.

EH244 Epping Forest 150-year Anniversary

Epping Forest 150 was discussed, and it was AGREED Council would become an official supporter of 'Epping Forest 150' with Loughton Day as a key element of the celebrations.

Town Clerk, Deputy Town Clerk and Cllr Wixley to attend the launch reception 11 November 6.30pm.

EH245 Environmental Issues

Ditch at Loughton Underground Station is atrocious due to being full of litter again.

A request was made to contact waste management to resolve. It was noted this is Highways land.

EH246 Future Work of the Committee

No issues were identified.

Signed:

Date: 18 November 2026