



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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TO THE TOWN MAYOR and ALL MEMBERS of EPPING TOWN COUNCIL:

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 10th February 2026** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
4th February 2026

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

Cllr L Burrows, Cllr R Sharif, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non pecuniary interest as Epping Forest District councillors.

Cllr H Whitbread declares a non pecuniary interest as an Epping Forest District Councillor and Cabinet Member and an Essex County Councillor and Deputy Cabinet Member.

3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda. *Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).*

5 CONFIRMATION OF COUNCIL MINUTES

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 13th January 2026.

6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

Planning & General Purposes Committee (Meeting 1) 13th January 2026 (**Attachment B**)
Planning & General Purposes Committee (Meeting 2) 13th January 2026 (**Attachment C**)
Planning & General Purposes Committee 27th January 2026 (**Attachment D**)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) EFDC Consultation on New Economic Development Strategy (**Attachment E**)

Epping Town Council are invited to take part in Epping Forest District Council's (EFDC) consultation on their new economic development strategy.

Council is requested to **CONSIDER** this information and **DECIDE** whether a response should be made and if so, what that should be.

(ii) Epping Neighbourhood Plan (**Attachment E1**)

The Town Clerk has received the following information from Epping Forest District Council's Planning Policy Team.

"The Planning Inspector has confirmed that the Draft Plan meets the basic conditions and can now proceed on to a referendum. This will go to EFDC's Cabinet (likely 30th March 2026) for approval to proceed. If approved, the referendum would likely be late May 2026."

Council is requested to **NOTE** this information.

(iii) S137 expenditure limit increase

The Ministry of Housing, Communities and Local Government has confirmed that the Section 137 spending limit for parish and town councils in England will increase to £11.60 per elector for 2026/27, up from £11.10. This reflects the latest Retail Price Index increase and allows councils greater flexibility to fund community benefits where no specific statutory power exists.

This adjustment allows the first tier of local government to allocate a limited amount of funds for purposes that do not fall under any other specific statutory powers, enabling them to utilise their portion of council tax to support and enhance their communities.

This means the maximum spend under this power is £106,998.40 (No of electors: 9224 x £11.60).

When a Town Council makes a decision, they must:

a) have a power to undertake the duty and b) know how it is to be financed.

Grant spending should be made under the appropriate power for that spend. Where there is no power, s137 spending may be used for very specific purposes.

Council is requested to **NOTE** this information.

(iv) **Epping Forest District Council: New garden and food waste arrangements**
(Attachment E2)

Epping Town Council have shared details about their new garden and food waste arrangements, as per **Attachment E2**.

Council is requested to **NOTE** this information.

(v) **Change of Deputy Police, Fire and Crime Commissioner** (Attachment E3)

Epping Town Council have been advised of a new Deputy Police, Fire and Crime Commissioner for Essex (DPFCC), as per **Attachment E3**.

Council is requested to **NOTE** this information.

8 **TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES** (Attachment F)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 13th January 2026.

9 **REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 13th January 2026.

10 **REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS** (Attachment G)

A report from the Town Clerk on current activities and matters of interest to Council is attached.

11 **REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS**

A verbal report from ward councillors who also serve on Epping Forest District Council on any matter that may be of interest to Epping Town Council.

12 **FINANCIAL REPORT TO 31st JANUARY 2026** (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of January 2026 and **DECIDE** if any further action is required.

13 **ACCOUNTS FOR PAYMENT** (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for January 2026 totalling £46,378.35 (Barclays: £75.75, The Co-operative £45,871.50 & The Co-operative online £431.10). Please note petty cash withdrawals of £500 from The Co-operative.

14 ANNUAL TOWN MEETING 2026 FORMAT (Attachment J)

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr Janet Whitehouse

At the Ordinary Council meeting on Tuesday 12th August 2025 (Minute #151 of 2025/26), it was **RESOLVED** that the Annual Town Meeting 2026 would be held on Thursday 26th March 2026. The format (agenda) for 2025 is provided as per **Attachment J**.

Council is requested to **CONSIDER** the information and **DECIDE** what format the Annual Town Meeting 2026 should take.

15 REPRESENTATIVES ON OUTSIDE BODIES: UPDATED (Attachment K)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr Janet Whitehouse

At the Ordinary Council meeting on 13th January 2026 (Minute #347 of 2025/26), Council considered the Representatives on Outside Bodies. This was updated and a revised document is provided as per **Attachment K**. This will be revisited again at the Annual Council meeting in May 2026.

Council is requested to **CONSIDER** this information and **DECIDE** if any further action is required at the current time.

16 ALTERNATIVE AND NEW COMPETITIONS (Attachments K1 & K2)

Statutory Basis: Local Government Act 1972, s111, S145

Key Member: Cllr Janet Whitehouse

At the Ordinary Council meeting on 9th September 2025 (Minute #191 of 2025/26), Council asked the Town Clerk to draft some criteria for a Business Community Award. Some potential criteria is attached as per **Attachment K1**.

At the Ordinary Council meeting on 9th September 2025 (Minute #191 of 2025/26), Council **RESOLVED** to stop running the Rosebowl competition due to a low number of entries and consideration was to be given to an alternative competition/use for the Rosebowl. An alternative suggestion for the Rosebowl competition is provided as per **Attachment K2**.

Council is requested to **CONSIDER** this information and **DECIDE**:

- (i) If they wish to proceed with a new Business Community Award and if so, with these criteria or amended criteria;
- (ii) If they wish to proceed with the new Rosebowl competition, with or without amendments.

17 EXCLUSION OF THE PRESS AND PUBLIC

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

18 TOWNSPERSON OF THE YEAR 2025 (Attachment L)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has received some nominations for Townsperson of the Year 2025, as per **Attachment L**.

Council is requested to **CONSIDER** the nominations and **DECIDE** who to award Townsperson of the Year 2025.

19 YOUNG TOWNSPERSON OF THE YEAR 2025 (Attachment M)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has received some nominations for Young Townsperson of the Year 2025, as per **Attachment M**.

Council is requested to **CONSIDER** the nominations and **DECIDE** who to award Young Townsperson of the Year 2025.

20 PUBLIC TOILETS: POTENTIAL CONTRACTS (Attachment N)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19; Public Health Act 1875, s164

Key Member: Cllr G Scruton/Cllr J Duffell

A meeting was held with a potential public toilet contractor at Epping Hall for members to understand different operating models and look at potential options for public toilets. A summary of that meeting is provided as per **Attachment N**.

Council is requested to **CONSIDER** this information and **DECIDE** if any further action is required at the current time.

21 JULIE'S CAFÉ: LEASE/LICENCE DETAILS (Attachment O)

Statutory Basis: Local Government Act 1972, s126 & S144

Key Member: Cllr H Pegrum

At the Ordinary Council meeting on 13th January 2026 (Minute #351 of 2025/26), Council discussed Julie's café. Some further information is provided as per **Attachment O**.

Council is requested to **CONSIDER** this information and **DECIDE** what to do.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.