

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 7th March 2023 at 8pm.**

PRESENT:

Cllr B Scruton	(Town Mayor & Chair)
Cllr C Burgess	(Deputy Town Mayor)
Cllr N Avey	Cllr S Baker Cllr J Duffell
Cllr R Griffiths	Cllr H Pegrum
Cllr G Scruton	Cllr M-L Whitbread
Cllr J Whitehouse	Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: Cllr C McCredie viewed the meeting on Zoom but did not participate.

435 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr C McCredie.

436 DECLARATIONS OF INTEREST

Cllr M-L Whitbread declared a non-pecuniary interest in agenda item 16, Lower Swaines playground sign, as she had made a donation to the Playground.

Cllr N Avey declared a non-pecuniary interest in agenda item 22, Market Rubbish contracts, as he was the Epping Forest District Councillor Portfolio Holder for Contract and Commissioning, which covers waste management.

No there were no other declarations of interest.

437 DISPENSATIONS

There were no dispensations.

438 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

439 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 7th February 2023 be signed by the Mayor as a true record and adopted by the Council.

440 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council.

Planning & General Purposes Committee	7 th February 2023 (Attachment B)
Planning & General Purposes Committee	21 st February 2023 (Attachment C)
Corporate Governance Advisory Committee	21 st February 2023 (Attachment D)

441 COMMUNICATIONS TO NOTE/REQUIRING DECISION

Cllr J Whitehouse entered here.

(i) EFDC Consultation on Statement of Principles Under the Gambling Act 2005

Council discussed EFDC's consultation on Statement of Principles under the Gambling Act 2005, as per **Attachment E1**.

It was **RESOLVED** that:

(i) There were no comments to make.

(ii) City of London Corporation Forest Habitat Conservation consultation

Council discussed the City of London Corporation's Forest Habitat Conservation consultation, as per **Attachment E2**.

It was **RESOLVED** that:

(i) The following comments would be returned:

- Difficult for residents to have the detailed knowledge
- More detailed information for better access between sites would be welcome
- Welcome Purley Banks access
- Welcome opening ponds up
- Welcome ideas
- What is the management of Bell Common to be?
- What about deer management?
- Could be more information
- Need to recognise that cattle and dogs do not always mix well

(iii) Street naming: Civic Offices new developments

The Town Clerk advised members that the street naming consultation, as per **Attachment E3**, had been withdrawn by Qualis. This would be revisited at a later date and Epping Town Council would be consulted at that point, if appropriate.

It was **RESOLVED** that:

(i) No action was required at the current time.

(iv) S137 Spending limit: 2022-2023

Council **NOTED** the Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for Parish Councils for the purposes of section 137 (4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2023-2024 is £9.93 per elector. This is an increase from £8.82 in 2022-2023 (it has increased by the percentage increase in the retail index between September 2021 and September 2022). This means the maximum spend under this power is £92,895.15 (No of electors: 9355 x £9.93).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s137 (4) (a).

(v) Utility works: Affinity Water: Ivy Chimneys area 2023

Council discussed the Affinity Water works in the Ivy Chimneys area between March and August 2023, as per **Attachment E4**.

It was **RESOLVED** that:

- (i) No further action was required at the current time.

(vi) St John's Church: HMS Sickle Cross

Council **NOTED** the information from Cllr J Duffell regarding an HMS Sickle Cross and service at St John's Church in the future. This would be shared with Council as it progressed.

(vii) Former Town Mayor Cllr Brian Rolfe

Council **NOTED** the very sad news about the death of former Cllr Brian Rolfe, who was Town Mayor in 2005 and EFDC Chairman 2012-13.

(viii) Epping Forest District Council (EFDC) Local Plan approved by inspector & Next Steps for Epping Town Council's Neighbourhood Plan

Council **NOTED** the information about Epping Forest District Council's Local Plan being approved/found sound by the inspector and that Epping Town's Neighbourhood Plan would now be progressed towards conclusion.

It was **RESOLVED** that:

- (i) Epping Town Council's Neighbourhood Plan would now be put before Epping Town Council for APPROVAL at an ExtraOrdinary meeting.

442 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 7th February 2023 were **NOTED**.

443 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 7th February 2023:

Cllr G Scruton	Theydon Trusts & Joint Charities meeting	28 th February 2023
Cllr S Baker	Denys Favre tree planting	10 th February 2023
	King's Coronation Zoom	15 th February 2023
Cllr J Whitehouse	Heart of Epping presentation	20 th February 2023
Cllr H Pegrum	Theydon Trusts & Joint Charities meeting	28 th February 2023
	Maintenance of the Margaret Close properties was discussed.	
Cllr M Wright	Epping Horticultural Society meeting	8 th February 2023
	Denys Favre tree planting	10 th February 2023

King's Coronation Zoom meeting
Heart of Epping presentation

15th February 2023
20th February 2023

444 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk advised members of her meeting with the editor of North Weald Village Life and Epping Life and how this may sit alongside/complement Talk About Epping.

Members **NOTED** the report of the Town Clerk.

445 FINANCIAL REPORT TO 28th FEBRUARY 2023

Council considered the summary financial report for February 2023, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (ix) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (x) No further action was required at the current time.

446 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for February 2023 totalling **£50,370.03**. (Payments from Barclays total £47.85, the Cooperative £50,303.30 & the Co-operative Online total £18.88.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for February 2023 were **APPROVED** as presented in the schedule.

447 COUNCIL MINUTES AMENDMENT/CLARIFICATION

Council discussed the amendment/clarification to Minutes #138 and #139 of 2022/23, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The amended Minute #138 of 2022/23 (APPROVING the Safeguarding Policy 2022) was **APPROVED**;
- (iii) The amended Minute #139 of 2022/23 (APPROVING the Volunteering Policy 2022) was **APPROVED**.

448 GRANT REQUESTS

Council discussed the two grant requests for the second phase of the 2022/23 financial year:

(i) ST JOHN'S CHURCH BELL: REQUEST FOR ASSISTANCE (K1)

Church bell £500 one off, £250 per annum

The Town Clerk advised members that the request was for the Church clock, not the Church bell, as had been written on the agenda.

(ii) THE BOX

Counselling sessions £2000

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Public Health Act 1936, s234 (miscellaneous powers depending on grant request)
- (ii). A one-off payment of £500 would be awarded to St John's Church for the Church clock.
- (iii). The Box would be referred to the Epping & Theydon Joint Charities, which would likely be best placed to consider this request.

449 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE

The Corporate Governance Advisory Committee met on 21st February 2023 (Minutes #392-417 of 2022/23 refer) and made the following **RECOMMENDATIONS**:

- (i) Epping Town Council's Standing Orders should be **APPROVED**, with amendments;
- (ii) Epping Town Council's Financial Regulations should be **APPROVED**, with amendments;
- (iii) The Internal Risk Register should be **APPROVED** by Council ~~(Attachment D)~~;
- (iv) The Asset Register 2023, as per ~~Attachment E~~, should be **APPROVED** as a correct record of Council's assets at this time, with one amendment:
Page 11, Council as tenant, LO11, Owner: Epping Town Council not EFDC.
- (v) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (vi) The Complaints Procedure ~~(Attachment F)~~ should be **RE-APPROVED** as a policy of Council;
- (vii) The Equality Policy, with no amendments ~~(Attachment G)~~ should be **RE-APPROVED** as a policy of Council;
- (viii) The Health & Safety Policy, with no amendments ~~(Attachment H)~~ should be **RE-APPROVED** as a policy of Council;

- (ix) The Media Policy, with no amendments (~~Attachment I~~) should be RE-APPROVED as a policy of Council;
- (x) The Social Media Policy, with a minor amendment (~~Attachment J~~) should be RE-APPROVED as a policy of Council;
- (xi) The Community Engagement Policy, with amendments (~~Attachment K~~) should be RECOMMENDED as a policy of Council;
- (xii) The Data Protection Policy, with a minor amendment (~~Attachment L~~) should be RE-APPROVED as a policy of Council;
- (xiii) The revised Publication Scheme (~~Attachment M~~) should be RECOMMENDED as a policy of Council;
- (xiv) The insurance policies & reconciliation would be brought to Council in advance of the July 2023 meeting;
- (xv) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need.

It was **RESOLVED** that:

- (i) All RECOMMENDATIONS of the Corporate Governance Advisory Committee meeting, as detailed above, were **APPROVED** by Council.

450 LOWER SWAINES PLAYGROUND SIGN

Council discussed the Lower Swaines playground sign thanking all the sponsors and assistance, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The sign was **APPROVED** as detailed.

451 KING'S CORONATION EVENTS MAY 2023

Council discussed the information regarding the King's Coronation, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Epping Town Council wished to commemorate the King's Coronation and the following ideas were **APPROVED**:
8th May: Promotion of volunteering, 3 suggestions, as per Attachment N.
Encourage businesses to decorate windows.
Children's design a crown competition
Coronation themed market (1st May 2023)

Assisting residents with street party permissions advice if requested

- (iii) The Town Clerk would lead further work on bunting and events where spending was required and this would be brought back to Council for APPROVAL:
Sunday 7th May 2023 Picnic, Stonards Hill recreation ground
Bunting in the High Street

452 PLAYGROUND INSPECTION REPORTS

Council considered the Playground Inspection Reports/information as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19 & Local Government Act 1972, s111;
- (ii) The Town Clerk advised members that the fence and gates at Ivy Chimneys playground were being looked at by the Town Supervisor;
- (iii) No further action was required at the current time than that detailed.

453 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** 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.

454 COMMUNITY AWARD

Council discussed the nominations for the Community Award 2023 (outstanding group contribution to the community), as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Community Award 2023 would be awarded (to be presented at the Civic Reception in April 2023.)

455 CIVIC AWARD SCHEME

Council discussed the Civic Award Scheme information and nominations, as per **Attachments Q and Q1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Civic Award 2022 would be awarded (to be presented at the Civic Reception in April 2023.)

456 **MARKET RUBBISH CONTRACTS**

Council discussed the rubbish contract and information for Epping Market, as per **Attachment R**.

- (i) The statutory basis for this item be **NOTED** as the Food Act 1984, s50;
- (ii) The RECOMMENDATIONS, as per **Attachment R**, were **APPROVED**;
- (iii) The current market rubbish contract would not be renewed and the new arrangements would be put in place from 1st April 2023, in line with the termination/renewal timings of the existing contract.

CLOSURE

The Town Mayor, Cllr B Scruton, closed the meeting at **9.45pm**.

Signature of Chairman

Date

ExtraOrdinary Council Meeting 27th March 2023 - Minutes

MINUTES of the EXTRAORDINARY COUNCIL MEETING

Held in the Conference Room, Epping Hall, on **Monday 27th March 2023** at 6pm.

PRESENT:

Cllr C Burgess	(Deputy Town Mayor)	
Cllr N Avey	Cllr S Baker	Cllr H Pegrum
Cllr G Scruton	Cllr M-L Whitbread	Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: Cllr L Burrows, Cllr H Whitbread

468 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr B Scruton (Town Mayor), Cllr R Griffiths, Cllr J Duffell, Cllr C McCredie and Cllr J Whitehouse.

In the absence of Cllr B Scruton (Town Mayor), the meeting was chaired by Cllr C Burgess (Deputy Town Mayor).

469 DECLARATIONS OF INTEREST

Cllr H Pegrum declared a pecuniary (negative) interest in agenda item 5 Epping Neighbourhood Plan as is a tenant of the land at South Epping.

Epping Town Council have a pecuniary (negative) interest in agenda item 5 Epping Neighbourhood Plan, as they manage Brook Road recreation ground in the South Epping area..

470 DISPENSATIONS

Cllr H Pegrum requested a dispensation from Council in relation to agenda Item 5 Epping Neighbourhood Plan, to enable him to participate in the discussion regarding the overall Neighbourhood Plan.
Council granted Cllr H Pegrum this dispensation, due to his extensive local knowledge. He remained in the meeting, participated in the discussion, but did not vote.
The dispensation was recorded in the appropriate legislative manner.

471 PUBLIC PARTICIPATION – QUESTION TIME

There were no public questions or comments.

472 EPPING TOWN NEIGHBOURHOOD PLAN

Cllr S Baker entered here.

Council discussed Epping Town's Neighbourhood Plan, as per **Attachment A**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Localism Act 2011;

- (ii) Epping Town Neighbourhood Plan was APPROVED to progress to Epping Forest District Council (EFDC) and then subject to any EFDC amendments, on to examination and referendum.
- (iii) The following amendments would be made:
P14 above average playground provision

Page 14: Play at Stonards Hill, Coopersale / Lower Swaines, Frampton Road and Parklands. However, access to play facilities in the town can only be described as "average," and some additional provision would be desirable.

Remove the line in yellow and amend to are above average

P33 welcome the leisure centre and the sports centre staying until the leisure centre is provided/open

Page 33: • the retention of the Epping Sports Centre until a replacement facility is provided in Epping,

Amend to: • the retention of the Epping Sports Centre until the replacement facility is provided in Epping (which has now been agreed)

CLOSURE

The Chair of the meeting, Cllr C Burgess, closed the meeting at 5.40pm.

Signature of Chairman

Date

MINUTES of the NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE MEETING
Held at Epping Hall, St Johns Road, Epping on **Wednesday, 1st March 2023 at 19.30 hours.**

PRESENT:

COUNCIL MEMBERS:	Cllr N Avey (Chairman) Cllr M Wright (Vice Chairman)
RESIDENT STAKEHOLDERS:	Tim Valder-Hogg
COUNCILLORS ASSISTING:	Cllr C McCredie
COMMUNITY PARTNERS:	Charlie Geddes, Fiona Martin and Peter Murray
OFFICER(S):	Beverley Rumsey (Town Clerk) Geraldine Vallis (Planning & Events Officer) Martin Small (Neighbourhood Planning expert)
IN ATTENDANCE:	One members of the public was present.

418 APOLOGIES FOR ABSENCE

Apologies were received from: Cllr B Scruton (Mayor), Cllr J Whitehouse, Cllr S Baker and Margaret Emmens

419 CONFIRMATION OF MINUTES (ATTACHMENT A)

It was commented that the reference to Copped Hall site on the minutes needed to be clarified that it is only the land to Bury Lane which was sold to a developer. Beverley said that these minutes have been to the Epping Town Council's Full Council meeting and were approved.

It was **RESOLVED** that the minutes of the Neighbourhood Planning Advisory Committee (NPAC) Meeting held on Thursday, 25th November 2021 be signed by the Chairman as a true record and adopted by the Council.

420 CURRENT NEIGHBOURHOOD PLAN (ATTACHMENT B)

The Chairman handed over to Martin. Martin confirmed that this draft Neighbourhood Plan is the one that will be taken forward which will be referred to for planning applications in the future. Martin has said that with the pandemic and lockdowns, the Local Plan has now been adopted and approved since began almost 10 years ago. Martin said that there are three things to consider:

- 1) Strategic Housing Market – the 2012 assessment that was done and Housing members is a crucial element of the documents through the long process.
- 2) Area that we don't anticipate any work done is the Epping Forest environmental air quality
- 3) 2021 Census results are out and the housing assessment 2012 and 2017 which has been updated since 2011 census which was used to review the Local Plan. Epping

has actually changed with numbers with one area bring into question further development.

- 4) Changes to Planning system – Robert Gunrick has been undertaking an 18 months process with allocation planning and design studies development to match a tick box exercise.

Martin said that the current situation is that the government has agreed to have 300,000 homes to be built per annum by 2020 across the whole of England and this number is not being built and this has not changed as there is a general election coming up.

Martin said that in relation to the District Council's current Local Plan which the numbers are different as it comes to the end of its life. Martin said that there are other legislation to consider such as the Climate Change Act, the Environment Bill, Air & Quality, Net Zero Development and Tree cover has increased. Martin said that these elements have not moved the goal posts but are additional factors.

Martin said that the draft Neighbourhood Plan has been sent to Epping Town Council for consideration. Martin confirmed that the next steps are once the Town Council adopts the draft Neighbourhood Plan, it is submitted to Epping Forest District Council with three other documents which are:

1. Consultation Statement which includes details about the questionnaire that was produced with 10 questions and there were sub groups to look at the detailed comments. Martin said that this is incorporated to add legitimacy to the content of the Neighbourhood Plan and are building blocks as a basis for altering comments.
2. Basic Conditions which is in support of the Neighbourhood Plan conforming to the EFDC Local Plan and National Planning Policy Framework (NPPF) and other national parameters.
3. Document which confirms plans that are all environmental which follows the Local Plan's lead. Martin said that the committee will need to write to Epping Forest District Council to check that this work does not need to be repeated. Martin said that with other locations, it relates to the same environmental things and would need to get the tick to the goahead.

Martin said that the committee will be having a meeting with EFDC later this month and the Neighbourhood Plan will be put to them. Martin said that if the Neighbourhood Plan does conform with the Local Plan, then there is an examination by an Inspector which will be a shorter process than the Local Plan. Martin said that the inspector goes through and hopefully there would only be modifications and meet all the other requirements and the final draft goes to Referendum and the requirement is if there is over 50% turnout that approves the Neighbourhood Plan, it would then become statutory policy.

Martin said that the Local Plan has come to conclusion, it is now time to finalise the Neighbourhood Plan so that this evening it can be signed off.

There was a discussion about the map that is in the Neighbourhood Plan such as the wildlife corridors; development of St Johns and the density and numbers increase if anything can be done about this. Martin said that the Qualis sites have been approved by the District Council with planning permission given and these developments are in addition to what's in the Local Plan and the Neighbourhood Plan.

Martin said that the wording for Neighbourhood Plan has changed to confirm permission of these developments granted with polices for the new developments.

Martin said that he can't get the 705 number for Epping to add up in the Neighbourhood Plan and the excessive Qualis sites don't add up. Martin advised that the committee should stick to the numbers in the current Neighbourhood Plan. Martin said that the worst case scenario is that the developments approved fall through, eg if they go bust. Martin said that with new applications, they will match planning

permission and the numbers will stay the same. Martin said that the District Council would refer to these developments as windfalls and the number for Epping was 705 but developers will be convinced there maybe a higher number. Martin said that there is a density pattern and the Neighbourhood Plan has South Epping as a lower density but this may not happen in practice. Martin said that the developer options have much smaller numbers and their investment may not pay off and might give higher site with low density development but don't think this will be enforced. Martin said that while the suggested potential for the low density site is a minimum of 450 new dwellings for South Epping, there is scope for 450 more to be built. Martin said that it can't be included anything that is circumspect as the number has been approved with wording. Martin suggested putting something in the Neighbourhood Plan about the potential for lower density. The distance between the train station and centre of Epping was discussed and while it was agreed it was walkable to the town centre from South Epping, it was not likely the site was visited by the Inspector who reviewed the Local Plan. Martin said that there was a model shift from cars for 40 years which has not happened. Martin said that the higher numbers would be more appealing to developers and possibly the less numbers they may not be interested in the development. The EFDC Masterplanning process was discussed and the Town Clerk confirmed there was only one meeting held with representatives from the committee. Martin said that a developer may want to build 900 dwellings and there maybe a cut off point as they would not be making the money and may step away from this. The infrastructure for South Epping was discussed including GP surgery, school etc which was suggested that this may not be fulfilled now that the Local Plan has been approved. Martin said that at the next review, South Epping might not materialise and get swept into the next Local Plan given the 2021 Census and post-Brexit.

It was discussed about the map not being correct in the Local Plan for South Epping with the wildlife corridors. Martin said that this is not critical for planning issues for this. Martin said that for the Neighbourhood Plan, the committee don't need to repeat everything in the Main Modifications in the Local Plan and advised to keep it as simple as possible.

It was discussed the map in the Neighbourhood Plan. Martin thanked the committee members who sent feedback on the map as they have local knowledge. An enquiry was received from the developer who wrote to the Town Council was discussed regarding the section for East of Epping, north of Stonards Hill Recreation Ground which was suggested that the map should be changed. It was described as a country park which is currently a green space known locally. It was suggested about having this space in dark green on both sides so that it would stop being built on. The map was compared with the Local Plan map and it was not allocated as a Green Belt site with dark green on both sides. It was AGREED that the committee will want to safeguard the future development aspirations.

The discussion went back to South Epping development and Martin said that the lower number which triggers 450ish may not have any of the associated infrastructure. Martin said that this would depend on the Essex County Council's Highway assessment which could reduce the numbers of dwellings. Martin said that there is no infrastructure or improvement to the roads requested and if not a requirement for schools or GPs, the developer may provide a financial contribution to expand the existing school. Martin said that these options can't be included in this Neighbourhood Plan but once the planning application comes forward once approved, Martin suggested the information will be state what would be provided.

It was discussed about the dog walking areas in Epping which were always on the cusp of green spaces, it would be down to Councillors, Epping Society and other pressure groups.

Martin said that the introduction of comments for the Local Plan produced will change with the risk in the initial stage which have been allocated in the plan with outline permission but this could change if there is a new government.

The discussion reverted back to the EFDC'S Masterplanning for South Epping and it was agreed that this was not open to community involvement. The Town Clerk said that originally the Town Council was involved in the Master planning with developers three years ago. The Town Clerk said that EFDC are doing things in the background. Martin said that the committee need to be continually vigilant if they do build something, there needs to a good community and the valued input first time round.

Martin said that in the Neighbourhood Plan has 450 homes supported by appropriate infrastructure which is in Policy 5 on page 25. Martin said that the developer will try to maximise the number of houses and the density wording that goes in the Neighbourhood Plan so that the master planning is made clear. Martin said that South Epping have a lot of public opposition so that the Planning Officers will be on alert. Martin said that Harlow's new town in Gilston village has been approved with 23 percent of affordable housing as the 40 percent of the affordable housing in the original application didn't work for the developer.

Martin went through some amendments for the committee:

Page 16 - air pollution change with the recreational distance at the end of the paragraph. Martin suggested that the strippy key on the map needs to be revised.

Page 28 – Community Aspirations, paragraph 7.2 which is the same green box as the rest.

Page 33 – Blue Box Policy 13 left paragraph which was the library with the loss of 60 parking spaces with the library mentioned individually.

There was a discussion about St Margaret's Hospital for the blood, X-rays and walk in care which it was agreed should be kept in the town as it is a drive to Harlow Hospital. It was also mentioned that both GPs are over subscribed in addition to the St Margaret's Hospital.

Page 34 – Include eg X-rays, MRIs, blood tests, etc.

Community Aspirations – 3rd Bullet point in Section 106 – take out what was flagged up.

Page 35 – 10.2 lack of affordable housing, specialist housing to be a blend of different housing. It was not read in the plan for shared ownership, housing associations, etc and should be included.

Planning Policy – Bungalows not housing, add in text about the different housing types not way own them.

Martin said that Planning applications for large five-bedroom houses should refer to policies and text needs to explain the policy and content

Table 2 – comparison of age range start from age 45 and it was suggested and agreed to include younger people. Martin said that this was from the 2011 Census but will find the 2021 version and compare with the District and Parish numbers. The Town Clerk said that she couldn't find the numbers from the 2021 Census.

It was discussed about wildlife corridors regarding the map with a lane from the eastern side of the golf course. It was questioned whether we need to layer further elements such as lanes with hedgerows and trees and could include the lane which meets Houlbloss Hill which is a green lane. It was discussed that there is a public right of way from Stewards Green Lane to Coopersale Street which is part of the Essex Way. It was discussed that the map of the masterplan has green corridors which include what Natural England have an alternative alternative and not put in the green wedge to the M25 which should not be used as a circular walk because of the road noise. It was suggested that Brook Road should have a wildlife green space with bracken and hedge which would be a circular walk and used as a green space. It was suggested about having a SANG (Suitable Alternative Natural Greenspace) across the bridge and back again. It was also suggested about having an adjacent SANG to Brook Road rather than the M25 Master Plan, leave blank and show the hedgerow in the Masterplan. It was suggested that EFDC should put in the SANG. It was discussed that that area is a haven for wildlife next to motorway. It was suggested that there should be a flexibility to what they come up with and take out the residential site allocation. There was another suggestion about having a Green Belt boundary changed to the whole of South Epping or leave blank with just hedgerow or stripes. It was discussed that this should be informed on the Local Plan and should be able to build on other certain areas. It was said that as that is not an official SANG 2.3 – 2.5k, it could be suggested to ask to have the walk bridge enhanced so that it is a pedestrian bridge.

Martin advised that we should go with the advice to remove the green and leave the orange so that it mirrors the Local Plan and take out the corridor which was **AGREED**.

Martin said that the CIL (Community Infrastructure Levy) is in the Local Plan rather than S106 (Section 106) agreement and once in place within the Neighbourhood Plan, there maybe more money for things in Epping.

421 NEXT STEPS

Martin said that he has started doing the Introduction with 1 the Consultation Statement; 2 the Basic Conditions which needs to conform to the Local Plan and 3 will be the meeting in March to enable EFDC so confirm if we can rely on the work that they have done. Martin said that this will be an eight page record of summary with 15 annexes and he was not anticipating any comments from the committee about them. Martin confirmed that an updated Neighbourhood Plan which will be available for the Town Council meeting to endorse this subject to the amendments spoken about. The Town Clerk confirmed that this will be at an extraordinary meeting which will be arranged. The Chairman asked the committee to agree the Neighbourhood Plan to move it to the next stage. The committee **AGREED** to the amendments. Martin said that this is a good plan and there has been a good representation of residents on the committee which worked really well.

Martin was asked to clarify residents percentage agreement for referendum of the Neighbourhood Plan.

Martin stated that the Inspector's examination may have amendments but hopefully this will be tweeks. Martin was asked what input that the Inspector would take and he confirmed that groups such as Epping Society will be consulted along with developers and landowners who may want other sites to be added on it.

Martin said that with the Annexes A table, there is a selection of scoring, for example no multi-storey car park.

Martin said that the Town Council would be representing the NPAC with the Inspectors and EFDC will be there to assist with the inspection.

Martin said that we may need to look at anything after the Inspection which might need more work before going to public Referendum. Martin said that this would take the form of a table of alterations rather than a major reworking.

Martin suggested not planning another meeting date unless it is needed after the Inspection.

Martin said that once it is approved and submitted to EFDC, then once EFDC approves the Neighbourhood Plan, it will go to the Inspection and the costs will be covered by EFDC, not Epping Town Council.

Martin said that the soft benefits of this process is that knowing everyone participated in the knowledge, how communicate to colleagues set up for what is next with the activism of residents. Martin said that another district there was a field with 200 homes proposed which was adopted in the Local Plan and residents were asked to help object. Martin said that this represents costs of 1,400 letters of objection which showed that local activism is important. Martin said that because of this, some Councillors came out embracing the objections to allocate sites on the plans and Martin said that this will be important with the South Epping planning application.

Martin said that the mapping differs to the allocation sites in the Local Plan on page 22 for example the car park EPP3 blue had planning permission already with Falconry Court which was picked up by residents. Martin said that in addition to the station area approach, there is a blue area with EFDC Local Plan getting permission for 100 flats. Martin advised that the policy document does not need to be changed because of marginal planning applications as for example Falconry Court should be kept as an employment site in the town centre. Martin said that the planning permission as flats was not permitted. Martin said that if another windfall site appears, they could say that employment didn't happen on the site and may throw out the numbers for housing. Martin confirmed that he will take out the station housing as it needs to mirror what is in the Local Plan.

Martin said that there maybe an allocation of another site that is not in the Local Plan which would need a Habitat Regulations Assessment (HRA) on it.

The Chairman thanked everyone for their efforts with the Neighbourhood Plan and everyone **AGREED** that they were happy with the latest version with the minor changes. The Chairman confirmed that Epping Town Council would sign off the plan on the journey to see what happens with the Neighbourhood Plan.

422 DATE OF THE NEXT MEETING

The Chairman said that the NPAC committee would be informed about any updates for Town Council meetings and South Epping Master Planning with what comes next with the Neighbourhood Plan.

The Chairman, Cllr N Avey, closed the meeting at 21.00 hours.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 7th March 2023 at 7.15pm.**

PRESENT: Cllr N Avey (Chairman)
Cllr B Scruton (Vice Chairman and Mayor - *ex officio*)
Cllr S Baker
Cllr C Burgess (Deputy Mayor - *ex officio*)
Cllr G Scruton
Cllr M Wright

IN ATTENDANCE: Six members of the public were present, and no members of the press were present.

OFFICER: Beverley Rumsey (Town Clerk)

423 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C McCredie.

424 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

There were no declarations of interest.

Cllr N Avey and Cllr C McCredie requested an entry to be made in the minutes, to make it clear, that as members of both the Town and District Councils, they will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, they cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Committee.

425 DISPENSATIONS

There were no dispensations.

426 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 21st February 2023 be signed by the Chairman as a true record.

427 PUBLIC QUESTIONS OR COMMENTS

The Town Clerk advised members of public objections to EPF/0351/23 1 The Drummonds and two of the residents attending would be speaking which would be discussed under agenda item 7. Because of this, EPF/0351/23 1 The Drummonds was moved to first place in the order to be considered.

428 **NOTICES AND INFORMATION**

There were no notices or information.

429 **PLANNING APPLICATIONS**

Committee **CONSIDERED** the following planning and tree applications received from Epping Forest District Council since the date of the previous meeting until the date of this agenda.

EPF/0351/23	1 The Drummonds Epping CM16 4PJ Mrs N Spencer	Demolition of existing dwelling and replacement with four residential units.
<p>Committee STRONGLY OBJECT to this application.</p> <p>Committee were dismayed that this development proposes to demolish this large family home and replace it with four flats. Large family houses are as necessary as flats and Committee do not feel this is a suitable location for flats. A mix of dwelling types is required and removing large, family homes does not contribute to this objective. Committee agreed that this proposal is an overdevelopment and this site is not suitable for such a proposal.</p> <p>The proposal will result in a loss of amenity for neighbouring properties, in terms of overlooking, overshadowing and visual impact. The committee acknowledged the neighbour objections to this proposal.</p> <p>The committee said that this development would cause damage the street scene and would be detrimental to its character in an area of family homes. The poor design of this development is not in keeping with the street scene.</p> <p>Committee felt that the car parking provision of an extra three spaces is totally inadequate. There are severe parking issues in Epping and the insufficient parking from this scheme will put additional pressures on the surrounding roads.</p> <p>Committee felt that there would be Highways safety implications relating to traffic to this location. Committee are concerned about the loss of trees to facilitate development.</p> <p>Relevant policies: Local Plan 2011-33: H1A (i), (ii) & (iii), T1 C (iv) and E, DM5 A (i), DM9, DM10 NPPF: Para 8b, 9, 127, 132</p> <p>Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		
EPF/0251/23	45 Coronation Hill Epping CM16 5DT Miss Rebecca Mead	A ground floor and first floor side extension to the right of the property with internal alterations. External alterations to elevations.
Committee have NO OBJECTION to this application.		
EPF/0319/23	3B Thornwood Road Epping CM16 6SX Mr Tony Ayres	Proposed First Floor side extension over existing garage, single storey rear extension and loft conversion involving front and rear dormer windows, other minor alterations.
Committee have NO OBJECTION to this application.		
EPF/0259/23	Coniston Court Bower Hill	TPO/EPF/10/76 (Ref: T1)

	Epping CM16 7BH Coniston Court (Epping) Flat Management Limited	T1: Oak - Reduce to previous pruning points, as specified.
<p>Committee agreed that it was unclear if the works are for pruning this Oak tree or felling of this tree. According to the Tree Survey 5.12, it advises that pruning alone will not be "sufficient" and "recommends the complete removal of the tree." Yet in the description of works on the application form, it states that it is removing 2m-2.5m of the tree. Committee OBJECT to the felling of this tree.</p> <p>Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p> <p>Committee have NO OBJECTION to pruning work provided it is carried out under the supervision of the arboricultural officer at EFDC.</p>		

Cllr R Griffiths entered the meeting.

Cllr M-L Whitbread entered the meeting.

EPF/0321/23	18 Chapel Road Epping CM16 5DS Mr and Mrs Jones	Retrospective consent for removal of existing sheds and installation of a garden summer house.
<p>Committee STRONGLY OBJECT to this application.</p> <p>Committee felt that this summer house proposal is oversized and overbearing. The proposed summer house will result in a loss of amenity for neighbouring properties, as it is too high and overbearing. This would result in a loss of natural light and overshadowing of the neighbouring gardens. The design of the outbuilding does not complement the setting. Committee also noted that this is a retrospective application. Committee are concerned and oppose retrospective planning applications as this shows disregard for the planning system. All applications should be concluded prior to the commencement of works, following the correct procedures. Relevant policies: Local Plan 2011-2033: DM9F, DM9J, DM10E, H1A (ii) and (iii) NPPF: Para 8b, 9, 127, 132</p> <p>Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		

Cllr H Pegrum entered the meeting.

EPF/0331/23	33 Charles Street Epping CM16 7AU Mr Rupert Wood	First floor rear extension. (Revised application)
Committee have NO OBJECTION to this application.		

Cllr J Duffell entered the meeting.

EPF/0337/23	The Bell Hotel High Road Epping CM16 4DG Somani Hotels Ltd	Temporary Change of Use until 30 June 2024 or such earlier date as is notified in writing to the Council by the Applicant from hotel use (Class C1) to use as a hostel for asylum seekers (Sui Generis).
<p>Committee OBJECT to this application.</p> <p>Committee felt that this change of use was not acceptable and should stay as a hotel especially as there is a lack of such facilities in the local area. It is also noted that this is a retrospective application. Committee are concerned and oppose retrospective planning applications as this shows disregard for the planning system. All applications should be concluded prior to the commencement</p>		

of works, following the correct procedures.
 Relevant policies: Local Plan 2011-33: E1 B, E4
[Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.](#)

430 **NOTICE OF APPEAL**

EPF/0028/22	140 High Street Epping CM16 4AG Octagon Developments Ltd	Demolition of the existing buildings on the site and the erection of 20 flats and one commercial unit with associated car and cycle parking and additional landscaping.
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Decision taken by P&GP Committee - 8th February 2022

Committee **OBJECT** to this application.

While the Committee acknowledges and welcomes the redevelopment of this industrial site, there are issues with the proposal. The Committee acknowledges receipt of a neighbour's objection to this application.

Committee felt that this is an overdevelopment of the site. The development would sit much further forward than the existing buildings, create a tunnelling effect and have an overbearing and dominant effect on the street scene. Hemnall Street has a mixture of dwelling types which are characteristic of Epping and this particular development would be detrimental to the character of the surrounding area. There are two-storey and three-storey properties which borders the site and the residential part of this proposal would cause direct loss of amenity including overlooking, loss of privacy and sunlight.

The proposal does not provide sufficient parking for 20 flats, which would put additional pressure on the surrounding roads. The increased traffic resulting from the additional flats would be detrimental to highway safety, given that Hemnall Street is a very narrow road and not wide enough for additional traffic, contrary to policy ST4. Committee have also commented that Hemnall Street is already used as a cut through for traffic when the High Street gets congested.

Relevant policies: CP2 (iv), CP7, DBE1, DBE2, DBE3, DBE8, DBE9, DBE11, ST4, ST6 (Adopted Local Plan)

Emerging Local Plan: DM5 (i), DM9A, DM9F, DM9J, DM10, H1A (ii) and (iii), T1

NPPF: Para 8 (b), 9, 104, 124, 127, 132, 185

[Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.](#)

Committee **NOTED** the above appeal. The Town Clerk advised members that EPF/0028/22 140 High Street is an appeal against a refusal from EFDC. The Town Clerk confirmed that a representation of comments from Epping Town Council's Planning Committee have been uploaded on the Planning Inspectorate website for this appeal.

431 **CONSULTATION**

New premises application for 26 High Street Epping Essex CM16 4AE

New application and floor plans for the above location, this application suggests it is for a wine bar with a restaurant for the following licensable activities:

- The Provision of Live Music
- The Provision of Recorded Music
- The Provision of Late Night Refreshment and

- The Sale by Retail of Alcohol, On and Off Sales
- Monday to Thursday 12.00 – 23.00, Friday to Saturday 12.00 – 01.00am, Sunday 12.00 – 22.00
- Opening time as above

The Consultation period of 28 days starts **28th February 2023** and ends **27th March 2023**, any comments or representations must be submitted within this time period. Committee **CONSIDERED** the above consultation and **DECIDED** that they had no comment or objection to make about this consultation.

432 CONSULTATION

Application to Vary Existing Premises Licence for Epping Roof Garden, 195-199 Cottis Lane, Epping, CM16 4BL

To vary existing premises licence application for the above location.

This application seeks to make a full variation to the existing Premises Licence by making the following changes:

- To increase the hours for licensable activities by an additional hours and harmonise the hours for licensable activities alongside those granted by way of a time-limited premises licence (November 2021 to December 2022) as follows:
- Live Music (Indoors) - Monday to Wednesday 11:00-01:00, Thursday to Sunday 11:00-02:00
- Recorded Music (Indoors) - Monday to Wednesday 11:00-01:00, Thursday to Sunday 11:00-02:00
- Performance of Dance (Indoors) - Monday to Wednesday 11:00-01:00, Thursday to Sunday 11:00-02:00
- Anything Similar to Live Music, Recorded Music or Performance of Dance (Indoors) - Monday to Wednesday 11:00-01:00, Thursday to Sunday 11:00-02:00
- Late Night Refreshment (Indoors) - Monday to Wednesday 23:00-01:00, Thursday to Sunday 23:00-02:00
- The Sale by Retail of Alcohol (On the Premises) - Monday to Wednesday 11:00-01:00, Thursday to Sunday 11:00-02:00
- Non Standard Timings for all of the above - New Year's Eve from 11:00-02:00 New Year's Day, Sundays before Bank Holidays 11:00-02:00
- Opening Times - Monday to Wednesday 11:00-01:30, Thursday to Sunday 11:00-02:30
- All conditions to remain unchanged, save for the removal of the following:
- Annexe 3 – Conditions attached after a hearing by the licensing authority:
- Licensing Sub Committee Hearing 29th July 2019.
- Granted, subject to the conditions as submitted by the applicant on the 28th July 2019 and which were admitted as evidence with the agreement of all parties at the above hearing and attached - subject to the following modifications;
- On Thursdays, Fridays, Saturdays and Sundays all licensable activities on the premises shall cease by 01.00am.
- On Thursdays, Fridays, Saturdays and Sundays the premises shall be closed to the public by 01.30am

The Consultation period of 28 days started **28th February 2023** and ends at midnight on **27th March 2023**, any comments or representations must be submitted within this time period.

Committee **CONSIDERED** the above consultation and **DECIDED** to make a representation objection against the application under the Licensing Act 2003 on the grounds of the licensing objectives regarding the prevention of crime and disorder and prevention of public nuisance.

The reasons for this representation objection are that the hours to increase the hours for licensable activities; provision of live music (indoors); recorded music (indoors), performance of dance (indoors), or anything similar to live music, recorded music; performance of dance (indoors); late night refreshment (indoors), the sale by retail of alcohol (on the premises) and opening times should remain until 12 midnight only on Monday to Sunday as these proposed timings are too late in a residential area and would cause noise, possible crime and nuisance.

The Committee strongly objects to the sale of alcohol after midnight. The Committee **AGREE** to Non Standard Timings for New Year's Eve from 11:00-02:00 New Year's Day, Sundays before Bank Holidays 11:00-02:00.

433 **CONSULTATION**

Limited Time Premises Licence in respect of Epping Roof Garden, 195-199 Cottis Lane, Epping, CM16 4BL.

This application is for a Limited Time Premises Licence for one (1) year from the date granted and seeks the following:

- The premises currently operates as a nightclub and bar and does have the benefit of a premises licence (LN/00004109 – permanent).
- This application is being submitted following the expiration of the previously granted time limited licence from 5th November 2021 until 1st January 2023 (LN/000004109). The applicant is applying for an additional 1-year time limited licence to increase the licensable activities by one hour each day on a trial basis. This will enable the Licensing Authority to assess whether the premises operating at a later hour causes any negative impact on the local area and/or the licensing objectives.
- All conditions as agreed under licence LN/00004109 will be applied to this application
- Live Music (Indoors) - Monday to Wednesday 11:00-01:00, Thursday and Sunday 11:00-02:00, Friday and Saturday 11:00-03:00
- Recorded Music (Indoors) - Monday to Wednesday 11:00-01:00, Thursday and Sunday 11:00-02:00, Friday and Saturday 11:00-03:00
- Performance of Dance (Indoors) - Monday to Wednesday 11:00-01:00, Thursday and Sunday 11:00-02:00, Friday and Saturday 11:00-03:00
- Anything Similar to Live Music, Recorded Music or Performance of Dance (Indoors) - Monday to Wednesday 11:00-01:00, Thursday and Sunday 11:00-02:00, Friday and Saturday 11:00-03:00
- Late Night Refreshment (Indoors) - Monday to Wednesday 23:00-01:00, Thursday and Sunday 23:00-02:00, Friday and Saturday 23:00-03:00
- The Sale by Retail of Alcohol (On the Premises) - Monday to Wednesday 11:00-01:00, Thursday and Sunday 11:00-02:00, Friday and Saturday 11:00-03:00
- Non Standard Timings for all of the above - New Year's Eve from 11:00-03:00 New Year's Day, Sundays before Bank Holidays 11:00-03:00
- Opening Times - Monday to Wednesday 11:00-01:30, Thursday and Sunday 11:00-02:30, Friday and Saturday 11:00-03:30

The Consultation period started **24th February 2023** and ends at midnight on **23rd March 2023**, any comments or representations must be submitted within this time period.

Committee **CONSIDERED** the above consultation and **DECIDED** to make a representation objection against the application under the Licensing Act 2003 on the grounds of the licensing objectives regarding the prevention of crime and disorder and prevention of public nuisance.

The reasons for this representation objection are that these hours are too late in a residential area and would cause noise, possible crime and nuisance.

434 **EFDC PLANNING DECISIONS**

Committee **NOTED** that no planning decisions had been received from Epping Forest District Council for this period.

The Chairman closed the meeting at 8.14pm.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 21st March 2023 at 7.15pm.**

PRESENT:

Cllr B Scruton (Vice Chairman and Mayor - *ex officio*)
Cllr S Baker
Cllr C Burgess (Deputy Mayor - *ex officio*)
Cllr G Scruton
Cllr M Wright

IN ATTENDANCE: No members of the press or public were present.

OFFICER: Geraldine Vallis (Planning & Events Officer)

457 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey (Chairman) and Cllr C McCredie.

In the absence of the Chairman, the meeting was chaired by Cllr B Scruton (Vice Chairman and Mayor - *ex officio*).

458 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr G Scruton declared a non-pecuniary interest in application EPF/0418/23 2 James Street because he lives on that road.

Cllr N Avey and Cllr C McCredie requested an entry to be made in the minutes, to make it clear, that as members of both the Town and District Councils, they will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, they cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Committee.

459 DISPENSATIONS

There were no dispensations.

460 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 7th March 2023 be signed by the Chairman as a true record.

461 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

462 **NOTICES AND INFORMATION**

There were no notices or information.

463 **PLANNING APPLICATIONS**

Committee **CONSIDERED** the following planning and tree applications received from Epping Forest District Council since the date of the previous meeting until the date of this agenda.

EPF/0390/23	7 Homefield Close Epping CM16 4RB Mr and Mrs C and E Smith and Van Wyk	Proposed side entrance porch with pitched roof with new pedestrian access point off highway. (Existing vehicular access point retained). First floor extension and roof remodelling to make the two existing bedrooms over the ground floor living room larger and more useable. Pitched roof canopy on rear façade with window changes on the rear elevation and a new door arrangement into the kitchen. Proposed pitched roof over front facing bay window with door and window alterations. Proposed first floor side facing windows off extended bedrooms over front entrance porch (Revised application to EPF/1746/22) First floor extension and roof remodelling to make the two existing bedrooms over the ground floor living room larger
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0418/23	2 James Street Epping CM16 6RR Mr and Mrs Holder	Garage conversion Internal alterations
Committee have NO OBJECTION to this application. Committee commented that they would ideally have liked for the garage to be kept as is because there is a problem with parking in the area.		
EPF/0510/23	237-243 High Street Epping CM16 4BP Marks & Spencer	Retrospective listed building consent for like for like repairs to existing timber panelled frontage.
Committee have NO OBJECTION with the work provided it is carried out under the supervision of the conservation officer at EFDC.		
EPF/0495/23	67 Coronation Hill Epping CM16 5DT Ms Aleisha Charlton	A First floor side extension with a 1m step in from the boundary line and 0.5m step back from the existing facade. This will be above the existing ground floor side extension. Small ground floor front extension to the property with internal alterations. External alterations to elevations. Construction of a dropped kerb.
Committee have NO OBJECTION to this application.		

464 CONSULTATION

New Application Shell Little Waitrose Halfmoon, 24-36 High Street, Epping, CM16 4AE
Application for a Premises Licence in respect of Shell Little Waitrose Halfmoon, 24-36 High Street, Epping, CM16 4AE. The consultation started **4th March 2023** and ends at midnight on **31st March 2023**.

Any representations or comments need to be submitted within this time period.

This application is following the demolition of the existing building and erection of a new store and is for the Sale of Alcohol for consumption OFFF the premises Monday to Sunday 07:00 – 23:00 (these are unchanged from the current authorisation).

Subject to the licence being granted, the existing premises licence will be surrendered.

Committee **CONSIDERED** the above consultation and **DECIDED** that they had no comment or objection to make about this consultation.

465 CONSULTATION

Street Trading Renewal - Car Park of Epping Train Station

Application to renew a Street Trading Consent at Car Park of Epping Train Station, Station Approach, CM16 4WH.

The consultation runs **10th March 2023 to 30th March 2023**, any comments or representations must be submitted within this time period.

Committee **CONSIDERED** the above consultation and **DECIDED** that they had no comment or objection to make about this consultation.

466 CONSULTATION

New Application 199 Cottis Lane Epping Essex CM16 4BL (Formerly Archies Bar)

New application, plans and consent form for the above location, the application is for the following licensable activities:

- The Provision of Recorded Music Monday to Sunday 11.00 – 23.30
- The Provision of Late Night Refreshment Monday to Sunday 23.00 – 23.30
- The Sale by Retail of Alcohol Monday to Sunday 11.00 – 23.30 **On Sales only**
- Opening Times Monday to Sunday 11.00 – 00.00am

The consultation for this starts **15th March 2023** and ends **11th April 2023**, any comments or representations need to be submitted within this time period.

Committee **CONSIDERED** the above consultation and **DECIDED** that they had no comment or objection to make about this consultation.

467 EFDC PLANNING DECISIONS

Committee **NOTED** that no planning decisions had been received from Epping Forest District Council for this period.

The Chairman closed the meeting at 7.52pm.

Signature of Chairman

Date

Dear Sir/Madam,

We are writing to inform you that on 06 March 2023, the Epping Forest District Local Plan 2011 to 2033 was adopted at an Extraordinary Meeting of the Council.

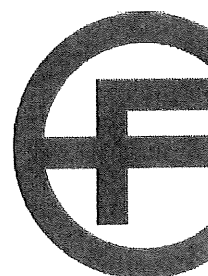
The Epping Forest District Local Plan 2011 to 2033 is now the statutory development plan, which means it has full weight in determining planning applications (together with 'made' neighbourhood development plans where relevant). The newly adopted Local Plan supersedes the Local Plan which comprised the policies within the Epping Forest District Local Plan adopted January 1998 that had not previously been replaced and the Epping Forest District Local Plan Alterations adopted July 2006. The adopted Local Plan along with the associated Policies Map, Adoption Statement, Habitats Regulations Assessment Adoption Statement, Sustainability Appraisal Adoption Statements and associated Sustainability Appraisal Reports can be viewed via the following link: <https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/adopted-local-plan-march-2023/>

Please let us know if you do not wish to receive any further correspondence in relation to the Local Plan and we will remove your details from our Consultee Database.

Yours faithfully,

Planning Policy Team
Epping Forest District Council

Epping Forest District Council
www.eppingforestdc.gov.uk



Safer spaces is a council-led programme to help kickstart the local economy and reopen high streets in the Epping Forest district [Click Here to have your say on social distancing and safer spaces](#)

Disclaimer Epping Forest District Council

If you received this email by mistake, please let us know and delete it. We ask you to respect any confidential or private information in the email. Do not share it unless appropriate to do so. We take precautions to minimise risk but we cannot guarantee the safety, confidentiality and security of the internet. Please carry out your own virus checks on any attachments. We are not liable or bound by the content of this email. Our employees are fully responsible for the content of their emails and we expect them to remain within the law. However, the views expressed by our employees may not necessarily reflect the policies of Epping Forest District Council.

Resident request

We have recently moved in to 1 Theydon Place, Epping and would like to plant a tree in the grass verge outside our house. Our neighbour opposite, at 11 Theydon Place, would also like to do the same and therefore I am applying on her behalf as well (as she doesn't have access to the internet).

As you probably know the application requires the consent of the respective Parish Council so I am attaching the completed forms/plan/photo for both trees and would be grateful if you could please pass this on to the relevant person at the Town Council?

Many thanks and I look forward to hearing from you.

Draft Licence/ Consent Application Form B

Please note you will need a copy of letter/email of support from respective Parish Council. Please do not submit application until you have this information.

Applicant must be from either a: **Business; Company; Member of the Public or Flowers in Bloom** to complete **FORM B**

Opening: **All street furniture** located on the publicly maintainable highway **must** have the consent of Essex County Council (ECC) whether the licence/ consent are direct from ECC or the relevant Council. However, they will still require to adhere to ECC's terms and conditions.

At the end of the first section of this form you will be required to complete the relevant Appendix that will capture the key information that will be necessary to complete so the licence/ consent can be processed by Essex Legal Services.

Applicant Details	
Title	Choose an item. MRS
First Name *	LISA
Last Name *	SAGGERS
Email address *	REDACTED
Telephone Number	
Support of Council	
Name of Council	Epping Town Council
Address Line 1	St John's Road
Address Line 2	Epping
Town/City	
Postcode	CM16 5JU
Email Address	brumsey@eppingtowncouncil.gov.uk
Telephone Number	01992 579444

Appendix 2 Tree Licence

[Pick the date]

Apply for a Tree licence:

This form will take approximately 5 Minutes to complete

The questions marked * are mandatory and require an answer

In order for this application to be processed we require a marked plan showing the exact location

Details of Licence		Application to plant a tree in grass verge.
Exact location (1-11 Theydon Place)		Grass verge o/side
House Name/Number	1 Theydon Place	
Address line 1		
Address line 2		
Town/City	Epping	
Postcode	CM16 4NH	
Planting Details		
Name of the street/road in which the planting is to be carried out	1-11 Theydon Place	
Number & Species of trees	To be advised by EFDC	
Date of which the planting will be completed	" Spring 2023	
Maximum depth of holes to be dug	"	
Note <ul style="list-style-type: none"> • This will be checked with the County's Arboriculture officer for the area and you will be advised if this is applicable and if not alternative options will be provided instead • No sight lines or forward visibility must be obscured by planting • The tree and all parts of the tree including branches and on the tree one state making allowances for growth, must be 0.500 metres from the back edge of the kerb line 		

What Licence do you wish to apply for?		Please tick
Licence to Plant (Shrubs; bulbs)	Please complete Appendix 1	<input type="checkbox"/>
Trees	Please complete Appendix 2	<input checked="" type="checkbox"/>
(For Businesses/ Companies only)		
Planters (Includes: Saddle Planters; Troughs; Tubs)	Please complete Appendix 3 (Flowers in Bloom) applicants can submit their application with support of Parish/ Town Council BUT licence will be sent to Council direct	<input type="checkbox"/>
Benches	Please complete Appendix 4	<input type="checkbox"/>
Tables & Chairs	Please complete Appendix 16	<input type="checkbox"/>

PLEASE NOTE:

Table & Chairs only: the initial application will be directed to the respective City, District or Borough Council and not to Essex County Council, Essex County Council have an agreement in place with the following District/ Borough and City Council's to process table

Please complete **Application Form B with Appendix 16** and forward this to your District/ Borough or City Council at the following address:

- **Braintree District Council** licensing@braintree.gov.uk
and tel. number is 01376 557790
- **Brentwood Borough Council** licensing@brentwood.gov.uk
- **Chelmsford City Council** - licensing@chelmsford.gov.uk
- **Colchester Borough Council** - licensing.team@colchester.gov.uk
- **Harlow District Council** - licensing@harlow.gov.uk
- **Rochford District Council** - licensing@rochford.gov.uk
- **Uttlesford District Council** - licensing@uttlesford.gov.uk

Tel nos. 01799 510613, 01799 510598, 01799 510358

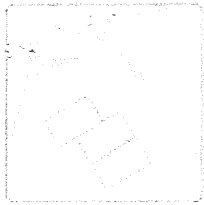
<https://www.uttlesford.gov.uk/article/2300/Tables-and-chairs-on-the-public-highway>

Please note that table and chair licences are currently unavailable in the areas not listed above. Applications cannot be processed by Essex County Council only the District/ Borough and City Council's:

Appendix 2 Tree Licence

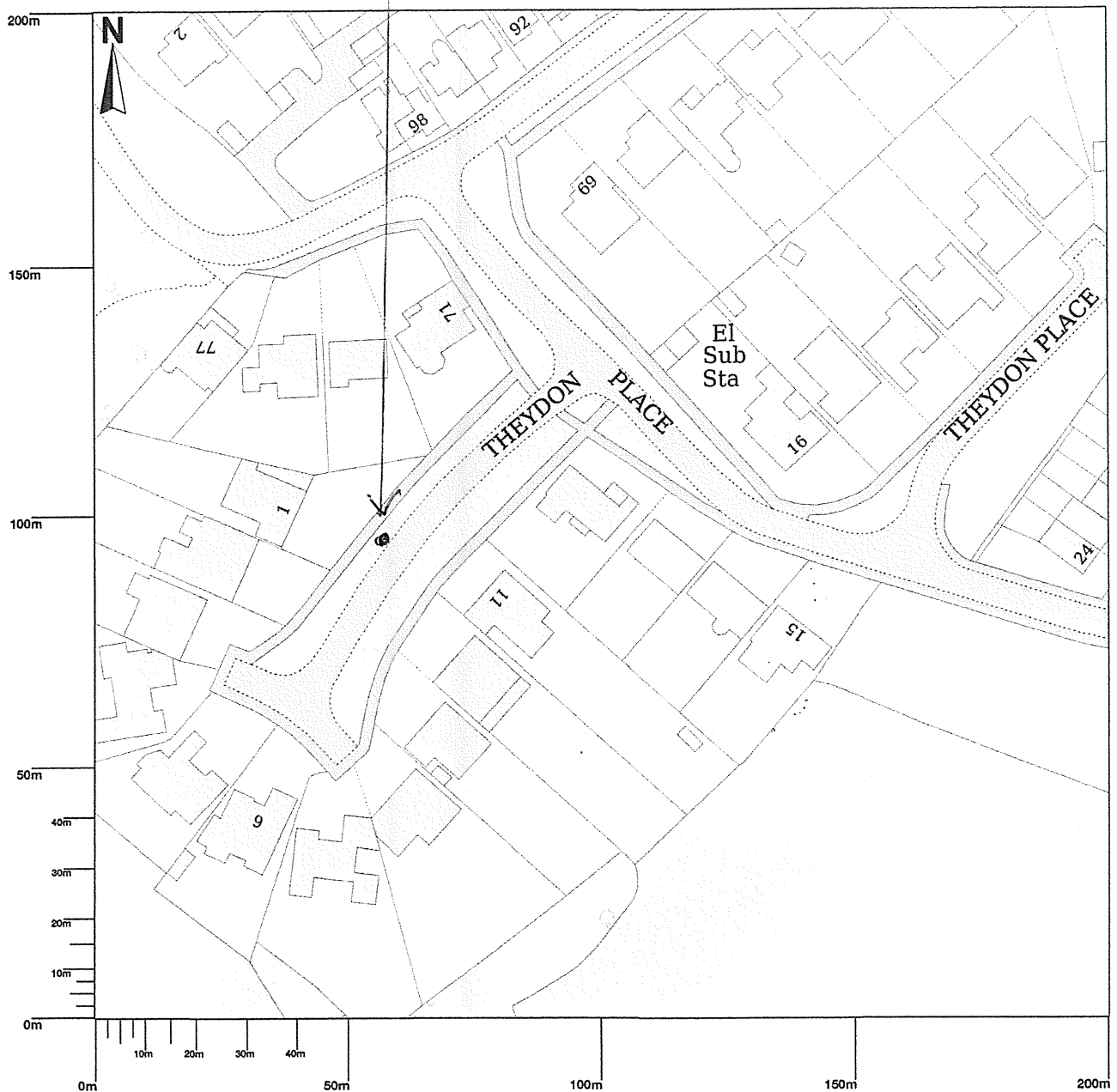
[Pick the
date]

Checklist	Items to be included with application	
1.	Location Plan	<input checked="" type="checkbox"/>
2.	Photos of the location (optional)	<input checked="" type="checkbox"/>



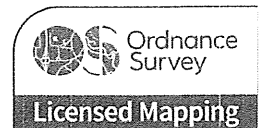
**UK
Planning
Maps**

TREE LOCATION WITHIN GRASS VERGE



Scale 1:1250

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1 Thegden
Place,
Epping

Draft Licence/ Consent Application Form B

Please note you will need a copy of letter/email of support from respective Parish Council. Please do not submit application until you have this information.

Applicant must be from either a: **Business; Company; Member of the Public or Flowers in Bloom** to complete **FORM B**

Opening: **All street furniture** located on the publicly maintainable highway **must have** the consent of Essex County Council (ECC) whether the licence/ consent are direct from ECC or the relevant Council. However, they will still require to adhere to ECC's terms and conditions.

At the end of the first section of this form you will be required to complete the relevant Appendix that will capture the key information that will be necessary to complete so the licence/ consent can be processed by Essex Legal Services.

Applicant Details	
Title	Choose an item. Mrs
First Name *	M
Last Name *	Keat
Email address *	- REDACTED -
Telephone Number	
Support of Council	
Name of Council	Epping Town Council
Address Line 1	Council Offices
Address Line 2	St John's Road
Town/City	Epping
Postcode	CM16 5JU
Email Address	brumsey@eppingtowncouncil.gov.uk
Telephone Number	01992 579444

CONSENT APPLICATION FORM A

[Pick the date]

What Licence do you wish to apply for?		Please tick
Licence to Plant (Shrubs; bulbs)	Please complete Appendix 1	<input type="checkbox"/>
Trees	Please complete Appendix 2	<input checked="" type="checkbox"/>
(For Businesses/ Companies only)		
Planters (Includes: Saddle Planters; Troughs; Tubs)	Please complete Appendix 3 (Flowers in Bloom) applicants can submit their application with support of Parish/ Town Council BUT licence will be sent to Council direct	<input type="checkbox"/>
Benches	Please complete Appendix 4	<input type="checkbox"/>
Tables & Chairs	Please complete Appendix 16	<input type="checkbox"/>

PLEASE NOTE:

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- **Rochford District Council** - licensing@rochford.gov.uk
- **Uttlesford District Council** - licensing@uttlesford.gov.uk

Tel nos. 01799 510613, 01799 510598, 01799 510358

<https://www.uttlesford.gov.uk/article/2300/Tables-and-chairs-on-the-public-highway>

Please note that table and chair licences are currently unavailable in the areas not listed above. Applications cannot be processed by Essex County Council only the District/ Borough and City Council's:

Apply for a Tree licence:

This form will take approximately 5 Minutes to complete

The questions marked * are mandatory and require an answer

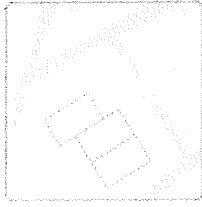
In order for this application to be processed we require a marked plan showing the exact location

Details of Licence	
Exact location	Grass verge o/side
House Name/Number	11 Theydon Place
Address line 1	
Address line 2	
Town/City	Epping
Postcode	CM16 4NH.
Planting Details	
Name of the street/road in which the planting is to be carried out	1-11 Theydon Place
Number & Species of trees	To be advised by EFDC
Date of which the planting will be completed	Spring 2023
Maximum depth of holes to be dug	To be advised.
Note <ul style="list-style-type: none"> • This will be checked with the County's Arboriculture officer for the area and you will be advised if this is applicable and if not alternative options will be provided instead • No sight lines or forward visibility must be obscured by planting • The tree and all parts of the tree including branches and on the tree one state making allowances for growth, must be 0.500 metres from the back edge of the kerb line 	

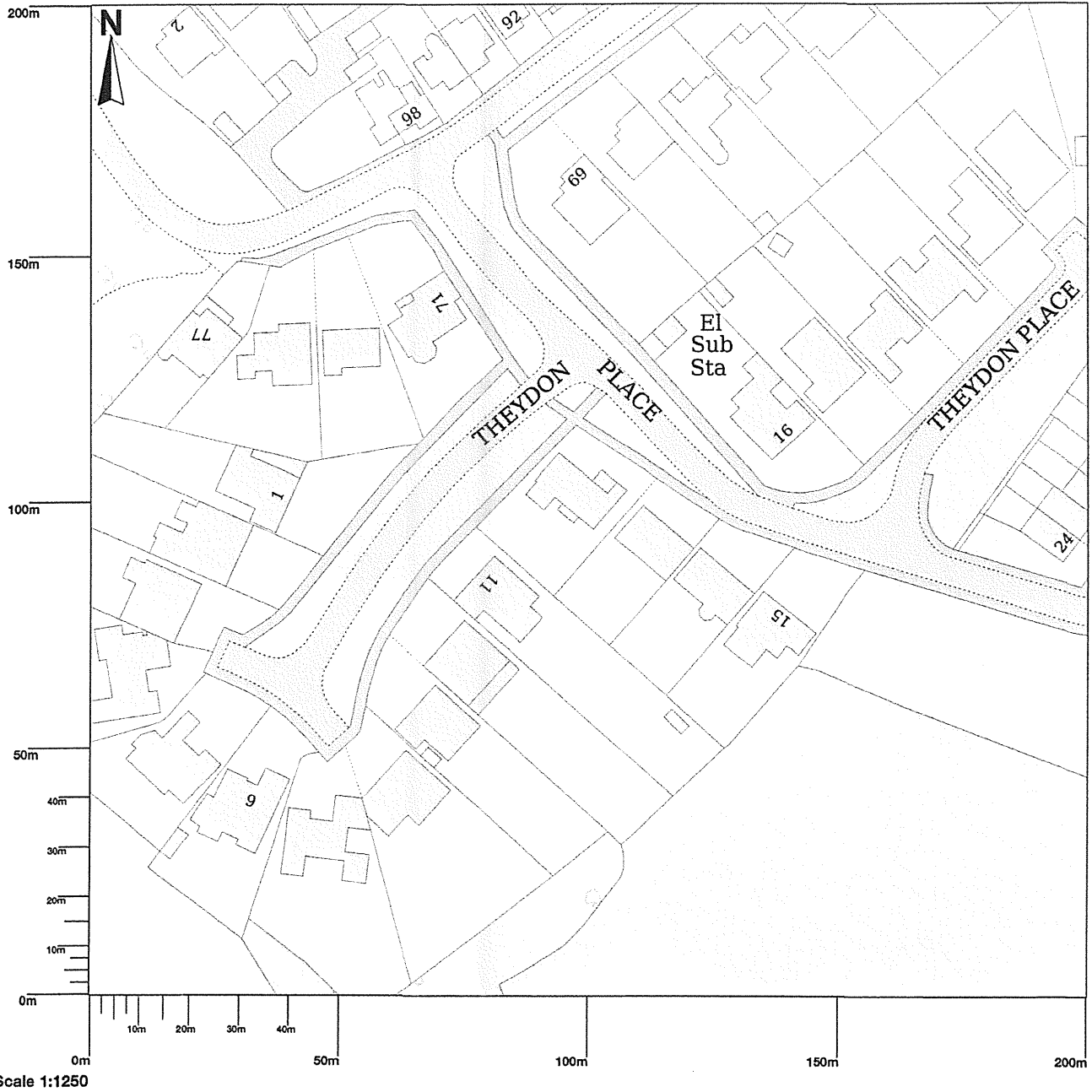
Appendix 2 Tree Licence

[Pick the
date]

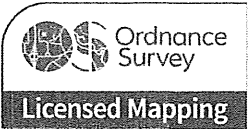
Checklist	Items to be included with application	
1.	Location Plan	<input checked="" type="checkbox"/>
2.	Photos of the location (optional)	<input checked="" type="checkbox"/>



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Verge outside 11 Theydon Place,
Epping