

## TOWN MAYOR'S DUTIES

11 April 2023 – 5<sup>th</sup> May 2023

15 <sup>th</sup> April	Opening of the new season of Bowl's Club
18 <sup>th</sup> April	Ride London meeting at Civic Centre
19 <sup>th</sup> April	Meeting with Wendy Clarke to go through slide show for Civic Reception
28 <sup>th</sup> April	Civic Reception
2 <sup>nd</sup> May	Epping Charities' Committee meeting
3 <sup>rd</sup> May	Judging of children's 'Design a Crown' competition
3 <sup>rd</sup> May	Epping-Eppingen committee meeting
5 <sup>th</sup> May	Presentations to winners of the 'Design a Crown' competition and visit to display in St John's Church

**Retiring Town Mayor's Report**  
**Cllr Barbara Scruton**

I have enjoyed my year as Mayor and I particularly want to thank our Town Clerk Beverley and her team for their commitment and efficiency. As Chair of the Council, I want to thank my fellow councillors for the time they have given, not just to attend Council meetings but to deal with other council responsibilities through attending working groups and committees. I am sure my fellow councillors will agree that taking into account budget constraints and Council policies, all decisions have been made in the best interest of the Town and our residents. I am particularly pleased the Market has continued to be a vibrant feature of our High Street on Monday and we have provided one new playground at Lower Swaines recreation ground and updated another at Stonards Hill recreation ground. Our halls, both at Epping Hall and at the Jack Silley Pavilion are well used and my thanks go to the caretaking team for their hard work in keeping all premises clean and providing customer service outside office hours. I am sure you will all join me in thanking the grounds team who have suffered absenteeism due to sickness on a number of occasions, but in spite of that, led by Bill, our green areas have been well-maintained, the playgrounds have been inspected regularly and graves dug. This Council has achieved a great deal this year, including the signing off of the Neighbourhood Plan after 9 years of hard work by Epping Town Council and the community. As Mayor I have also enjoyed carrying out a number of Civic responsibilities, starting with the Jubilee celebrations for our late Queen followed by the proclamation of King Charles III and recently the Coronation of King Charles. I have had the pleasure of attending many local events which has given me an insight into how much people do for the Town and our community. I am sure the new Council will continue working for the good of Epping and its residents.

**DEPUTY TOWN MAYOR'S DUTIES**

11th April 2023 – 5th May 2023

17th April	Coffee with Cops (non ETC)
28th April	Civic Reception
29th April	Swaines Green May Fayre
5th May	Election Count

## **Retiring Deputy Mayor's Report**

### **Cllr Christine Burgess**

I would like to say how much I have enjoyed the last four years working with the Town Council.

During this time I have learnt an amazing amount, with special thanks to Beverley, Barbara, and Nigel and Cherry to name but a few.

The last year as Deputy Mayor has been busy with various duties, including planting lots of trees for the Queens' Canopy. The most memorable time being when I stood in for the Mayor. This involved planting about 30 trees at a school with lots of small children and getting dirty and muddy helping little ones to plant their saplings in the ground by patting the ground with our hands.

I felt very privileged to attend plenty of other occasions with the Mayor, joining Barbara at Ashlar House to celebrate a wonderful birthday a lady's 103rd, which was just one of the duties that befell me.

Another wonderful occasion was the Queen's Jubilee and helping to plan the celebrations of the town was a true privilege.

I also attended the declaration of the Kings' succession, sad but also celebratory in its way.

Playgrounds were also one of my concerns and I was pleased to be able to help with the planning and design of Lower Swaines, a brilliant community effort.

So many things have happened over the past four years, Covid, with everything that entailed, the war in Ukraine, recession, huge cost of living rises and everything else.

Hopefully we can now move on and working together can continue to deliver the best service possible to the people who have elected us for the next four years.



**MINUTES** of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 11<sup>th</sup> April 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 C McCredie
Cllr H Pegrum	Cllr G Scruton
Cllr M-L Whitbread	Cllr J Whitehouse

**OFFICER:** Beverley Rumsey (Town Clerk)

**IN ATTENDANCE:** Cllr H Whitbread, Cllr L Burrows (public session), 1 member of the press

**483 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr R Griffiths and Cllr M Wright.

**484 DECLARATIONS OF INTEREST**

Cllr B Scruton (Town Mayor) and G Scruton declared a pecuniary interest in agenda item 23 as they are related to the lessee. Cllr B Scruton (Town Mayor) and Cllr G Scruton left the room for the discussion and vote.

Cllr B Scruton, Cllr G Scruton, Cllr N Avey, Cllr C Burgess and Cllr J Duffell informed Council that they were no longer members of the Conservative Party.

**485 DISPENSATIONS**

There were no dispensations.

**486 PUBLIC PARTICIPATION - QUESTION TIME**

Cllr H Whitbread asked Epping Town Council the following:

Q. Does the Town Council raise its own precept, as a comment from the Deputy Mayor stated that Epping Forest District Council (EFDC) now gives Epping Town Council less money?

A. Epping Town Council raise their own precept. Income is generated from community halls and other sources. The deficit required to run Epping Town Council's is a precept demand from Epping Forest District Council.

Q. Will the Town Council consult on proposed plans for any enhancements to Epping Hall when Council's PWLB loan comes to an end next year?

A. This will be a decision for the new Council. All current Epping Town Councillors voted to progress the Epping Hall improvement project. Planning permission was applied for and granted. Residents had weeks to comment during this period.

Q. Why is Epping Town Council's precept so high compared to other towns in the District?

A. Each Town and Parish Council is different and runs different services and functions. They have different sources of income and different outgoings. Each has their own individual budget and different reserves and financial positions.

Q. Why was the increase so high for 2023/24?

A. Utilities increased by 400%. The increases were necessary to cover the costs of running Epping Town Council's buildings and functions. Insurance costs also rose dramatically.

**Please note: None of these questions related to the agenda but answers were provided as detailed.**

#### 487 **CONFIRMATION OF COUNCIL MINUTES**

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

It was **RESOLVED** that the minutes of the ExtraOrdinary Council Meeting held on 27<sup>th</sup> March 2023 be signed by the Mayor as a true record and adopted by the Council.

#### 488 **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.

Neighbourhood Planning Advisory Committee	1 <sup>st</sup> March 2023 ( <b>Attachment B</b> )
Planning & General Purposes Committee	7 <sup>th</sup> March 2023 ( <b>Attachment C</b> )
Planning & General Purposes Committee	23 <sup>rd</sup> March 2023 ( <b>Attachment D</b> )

#### 489 **COMMUNICATIONS TO NOTE/REQUIRING DECISION**

##### (i) **Epping Forest District Council Local Plan adopted**

Epping Town Council **NOTED** that Epping Forest District Council's Local Plan had been **ADOPTED**.

##### (ii) **Planting of a tree at 1 Theydon Place and 11 Theydon Place**

Epping Town Council **CONSIDERED** the residents' applications to plant two new trees in Theydon Place, one on the grass verge outside No 1 and one on the grass verge outside No 11.

It was **RESOLVED** that:

- (i) Epping Town Council would support the planting of the two new trees on the verges outside 1 and 11 Theydon Place, Epping, subject to the permission required from Essex County Council.

Cllr H Whitbread and Cllr L Burrows left the meeting here.

Cllr J Whitehouse entered the meeting here.

##### (iii) **Qualis consultation**

The Town Mayor reminded members about a public comment for agenda item 7 (iii) Qualis consultation, which they considered as part of this item.

Epping Town Council **CONSIDERED** the proposals for Qualis' meanwhile space at Cottis Lane car park.

It was **RESOLVED** that:

- (i) Epping Town Council would return the following comments/suggestions:

**For comments: please see Appendix 1.**

- (iv) **Electoral boundaries for Epping**

Epping Town Council **NOTED** the final recommendations for the parish ward arrangements/boundaries for Epping, as per **Attachment F3**.

(Please note there was no item (v) on the agenda, therefore no item (v) on the minutes.

- (vi) **Ride London community market**

Epping Town Council **CONSIDERED** the Ride London/Epping Forest District Council community market on Sunday 28<sup>th</sup> May 2023.

It was **RESOLVED** that:

- (i) Epping Town Council **APPROVED** the holding of this market, on this date, for this purpose.

- (vii) **The late Cllr Brian Rolfe**

Epping Town Council **NOTED** the thanks from the late Cllr Brian Rolfe's wife Una and family for their tributes and support.

#### 490 **TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 7<sup>th</sup> March 2023 were **NOTED**.

#### 491 **REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 7<sup>th</sup> March 2022:

Cllr S Baker	Turkey-Syria Earthquake Appeal dinner	18 <sup>th</sup> March 2023
	Public transport meeting	29 <sup>th</sup> March 2023

Where issues discussed included: Single fare caps, extending some routes, National Bus strategy, a passenger survey and Journey Planner apps.

Cllr C McCredie	Friends of Swaines Green Committee meeting	29 <sup>th</sup> March 23
	Discussions on the May Fayre	

Cllr G Scruton	Turkey-Syria Earthquake Appeal dinner	18 <sup>th</sup> March 2023
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#### 492 **REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS**

The Town Clerk thanked the current Council for their hard work and support over the past four years.

The Town Clerk listed Council's achievements over the last four years.

**The Town Mayor thanked Epping Town Council for their hard work over the last four years. Please see Appendix 2 for further comments.**

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

**493 FINANCIAL REPORT TO 31st MARCH 2023**

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

It was **RESOLVED** that:

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

**494 ACCOUNTS FOR PAYMENT**

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for March 2023 totalling **£52,805.56**. (Payments from Barclays total £47.85, the Cooperative £52,705.55, the Co-operative Online total £52.16.)

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 March 2022 were **APPROVED** as presented in the schedule.

**495 FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS**

**(i) Financial Summary Position and Year End Close Down**

The formal RBS close down of the Year End Accounts will take place on 23<sup>rd</sup> May 2023 and this will be done remotely. Transfers between funds will take place at this point. An early projected out-turn figure has been provided as per **Attachment K**; more detailed information and funds movements will be presented once available. A full financial position will be provided when all the year-end adjustments have been made.

Council **NOTED** this information.

**(ii) Bad debts**

**(a) 2022/23**

At the current time, the bad debts for 2022/23 are listed as per **Attachment L**. These will continue to be chased and consideration may be given to further action should they not be recovered.

The Town Clerk advised that since the agenda was presented, the recreation debt of £200 had been recovered.

Council **NOTED** this information.

**(b) 2021/22**

The bad debtors from 2021/22 are nil.

The Clerk has authority to write off debts under Financial Regulation 9.4 and it is essential this is done to ensure the statements of income at year end are accurate. Members are requested to **NOTE** the write offs for the 2021-22 financial year are nil.

Council **NOTED** this information.

**496 INTERNAL AUDIT REPORT**

Council **NOTED** the internal audit report following the auditor's third visit for the 2022/23 financial year on 28<sup>th</sup> March 2023, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014.

**497 ANNUAL TOWN MEETING 2023**

Council considered the agenda for Epping Town Council's Annual Town Meeting, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The agenda was **APPROVED** for Thursday 20<sup>th</sup> April 2023.

**498 EPPING WAR MEMORIAL**

Council considered the information regarding Epping War Memorial, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the War Memorials (Local Authorities' Powers) Act 1923, s1;
- (ii) The work would be progressed in consultation with the Conservation Officer, once permissions have been received;

- (iii) The Town Clerk would request a condition report survey from the War Memorials Trust.

**499 KING'S CORONATION EVENTS MAY 2023**

Council considered the King's Coronation events, as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The live streaming of the King's Coronation from St John's Church would be highlighted;
- (iii) If Epping Forest Band were unable to take part in the picnic at Stonards Hill recreation ground on Sunday 7<sup>th</sup> May 2023, the Town Clerk would request alternative suggestions after Friday 14<sup>th</sup> May 2023.

**500 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.

**501 STAFF PENSIONS**

Council considered the suite of documents relating to staff pensions, as per **Attachment Q & Appendices 2 & 3**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
- (ii) The Flexible Retirement Policy as per **Attachment Q, Appendix 2** was **APPROVED** as the retirement policy for Epping Town Council with the following amendments:

- Addition of: consider any request from and discretionary case by case basis
- Self financing, no hidden cost to Council
- Pension benefits term to be used/death lump sums term to be used  
(In accordance with further pension advice.)

**502 STAFF PENSION ARRANGEMENTS**

Council discussed the Staff Pension arrangements, as per **Attachment R**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;

- (ii) The request was **APPROVED** with no change in working circumstances being preferred by Council, subject to the final agreement and details with the member of staff;
- (iii) Staff would be recommended to obtain independent financial advice in accordance with Council's policies.

**503 KING'S CORONATION BUNTING TENDERS**

Council discussed the King's Coronation bunting tenders, as per **Attachment S**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Bunting would be installed and Quotation 2 would be chosen, as marked on **Attachment S**;
- (iii) This would be financed from the kind donation of £1000 from the Epping Town Partnership and the remainder financed by Epping Town Council's unspent grant budget 2022/23.

**504 STAFFING MATTERS**

Council discussed the Staffing Matters RECOMMENDATIONS, as per **Attachment T**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Both RECOMMENDATIONS as per **Attachment T** were **APPROVED** by Council.

**505 JACK SILLEY PAVILION CAFÉ LEASE/RENT**

Council discussed the Jack Silley Pavilion café lease and rent, as per **Attachment U**.

It was **RESOLVED** that:

- (i) The statutory basis be **NOTED** as the Local Government Act 1972, s111;
- (ii) Suggestion/recommendation 1 be **APPROVED** as per **Attachment U**;
- (iii) This would be reviewed in one calendar year in April 2024.

**506 YOUNG TOWNSPERSON OF THE YEAR**

Council considered the nominations for Young Townsperson of the Year, as per **Attachment V**.

It was **RESOLVED** that:

- (i) The statutory basis be **NOTED** as the Local Government Act 1972, s111;
- (ii) Young Townsperson of the Year 2022 would be awarded at the Civic Reception on Friday 28<sup>th</sup> April 2023.

**507 TELEPHONY CONTRACT**

Council discussed the telephony contract continuation, as per **Attachment W**.

It was **RESOLVED** that:

- (i) The statutory basis be **NOTED** as the Local Government Act 1972, s111;
- (ii) The new continuation contract was **APPROVED**, as per the **RECOMMENDATION** in **Attachment W**.

**CLOSURE**

The Town Mayor, Cllr B Scruton, closed the meeting at **10pm**.

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**Signature of Chairman**

**Date**



- Epping Town Council were very supportive of the idea of additional community space
- Outdoor table tennis tables are popular (please note this should be as sturdy as possible as the one at Stonards has been burnt on top)
- Picnic area
- Sports and play equipment (bear in mind the maintenance and inspections required can be quite onerous)
- Events space that can be reconfigured
- Consider porous surface for water run off
- Additional seating
- Anything encouraging biodiversity eg. bat boxes
- Planting/planters
- Living wall
- Wild garden
- Space should be flexible
- Discussion about artificial grass vs normal grass. Members felt normal grass would likely be better (**please see resident objection to artificial grass**)
- Area needs regular maintenance
- Consider antisocial behaviour (consideration should be given to the public toilet space, it can generate ASB but may be gone by then?)

## **Appendix 2**

### **Town Mayor's thanks**

#### **Cllr B Scruton**

The Town Mayor thanked Epping Town Council for their hard work over the last four years. The Town Mayor said that she was disappointed to see that Epping Town Council had been criticised in forthcoming election material, as she found it both disrespectful to Council and the Town Council staff who work hard on behalf of the Council.

#### **Cllr M-L Whitbread**

Cllr M-L Whitbread asked for it to be minuted that she did not wish to discuss this as she felt it was potentially breaching Purdah rules.

#### **Cllr B Scruton**

Cllr B Scruton advised that she was reporting on and thanking Council. This was not in breach of Purdah rules.

#### **Cllr N Avey**

Cllr N Avey said that he found it irreprehensible that he had seen election material criticising Epping Town Council which was factually incorrect.

#### **Cllr M-L Whitbread**

Cllr M-L Whitbread again asked for it to be minuted that she did not wish to discuss this as she felt it was potentially breaching Purdah rules.

**MINUTES** of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 11<sup>th</sup> April 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 C McCredie  
Cllr G Scruton

**IN ATTENDANCE:** One member of the press and one member of the public were present.

**OFFICER:** Geraldine Vallis (Planning & Events Officer)

**473 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Michael Wright.

**474 DECLARATIONS OF INTEREST**

**Item 7 Planning Applications (Non-Pecuniary)**

Cllr Barbara Scruton declared a non-pecuniary interest in application EPF/0564/23 18 Kendal Avenue because she lives on that road.

Cllr Nigel Avey announced that he has left the Epping branch of the Conservative party. At the current time, Cllr Avey is sitting as an independent councillor with Epping Town Council and Epping Forest District Council which was noted by the rest of the Planning & General Purposes Committee.

Cllr N Avey and Cllr C McCredie have requested an entry be made in the minutes to make it clear that, as members of both the District and Town 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.

**475 DISPENSATIONS**

There were no dispensations.

**476 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:  
the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 21<sup>st</sup> March 2023 be signed by the Chairman as a true record.

**477 PUBLIC QUESTIONS OR COMMENTS**

There were no public questions or comments.

**478 NOTICES AND INFORMATION**

There were no notices or information.

**479 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/0558/23	Rooftop at Epping Tower 33 High Street Epping CM16 4LY Cellnex UK Ltd	Grade II listed building consent for proposed Additions to Existing Base Station installation at Rooftop at Epping Tower.
Committee have <b>NO OBJECTION</b> with the work provided it is carried out under the supervision of the conservation officer at EFDC.		
EPF/0554/23	Rooftop at Epping Tower 33 High Street Epping CM16 4LY Cellnex UK Ltd	Proposed Additions to Existing Base Station installation at Rooftop at Epping Tower.
Committee have <b>NO OBJECTION</b> with the work provided it is carried out under the supervision of the conservation officer at EFDC.		
EPF/0540/23	Cottis Lane Car Park Cottis Lane Epping, CM16 5LL Qualis Commercial Ltd	Variation to condition 2' to include interim phase drawing' and condition 26' Number of EV Charging Points' on planning permission EPF/2925/20 (Full application for the redevelopment of existing surface level car park comprising the demolition of public toilets and the construction of a multi-deck car park, cinema (sui generis), commercial floor space (mixed Class E), replacement public toilets and cycle store, all associated plant, together with new vehicular and pedestrian access, all hard and soft landscaping, and associated works)
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0494/23	56 St Johns Road Epping CM16 5DP Mr & Mrs J Delves	Proposed two storey rear extension and Cellar conversion
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0492/23	Flat 1 13 Station Road	TPO/EPF/16/82 T1: Holly - Crown reduce height by up to

	Epping CM16 4HG Miss India Gaythwaithe	1m, as specified. T2: Holly - Crown reduce height by up to 2m, as specified.
Committee have <b>NO OBJECTION</b> to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0564/23	18 Kendal Avenue Epping CM16 4PW Sister Susan Asher	TPO/EPF/45/91 (Ref: T11) T1: Cypress - Fell and replace, as specified.
Committee <b>OBJECT</b> to this application due to lack of information to support the felling of this TPO tree. Committee agreed that a tree report should have been produced as a minimum. Committee commented that the application does not confirm what the tree would be replaced with as it states 'as specified.' Local Plan 2011-2033: SP6 <a href="#">Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</a>		
EPF/0425/23	7 Griffins Wood Cottages, High Road Epping CM16 4DH Mr Michael Allen	Erection of solar panels to rear slope of roof and out house.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0587/23	52 St Johns Road Epping CM16 5DP Mr Jamie Borg	Proposed construction of raised wooden deck with privacy fence panels and underneath storage area.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0597/23	4 Kendal Avenue Epping CM16 4PN Mr Virk	Removal of condition 8 existing access and variation to condition 2 on planning permission EPF/3050/21 (Demolition of existing dwelling and construction of a new dwelling).
Committee <b>OBJECT</b> to this application. Committee object to the removal of this condition as it was put in place by Epping Forest District Council as advised by Essex County Council's Highways department. The reason this was put in place was for traffic management "to ensure the removal of and to preclude the creation of unnecessary points of traffic conflict in the highway in the interests of highway safety." Local Plan 2011-2033: T1 NPPF: 110, 111 <a href="#">Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</a>		
EPF/0295/23	12 Hillcrest Way Epping CM16 7AR Mr Douglas Cameron	The proposed works are for a rear extension and additional exterior decking to provide outdoor amenity space from the extension. The proposed use of the rear extension is to extend the current kitchen.
Committee have <b>NO OBJECTION</b> to this application.		

Demolition of two existing outbuildings and erection of separate dwelling and garage, proposed new entrance arrangement to improve site ingress and egress to improve highway safety. Planning Application EPF/2705/19

**REQUEST TO REGISTER A POSTAL ADDRESS TO THIS DEVELOPMENT:**

Address	Hawthorn Cottage Coopersale Street Epping CM16 7PG
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Committee **NOTED** the above.

**481 CONSULTATION WITHDRAWN**

To **NOTE** the withdrawal of the following applications as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

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 **28<sup>th</sup> February 2023** and ends **27<sup>th</sup> 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.

Please be advised that this application has now been withdrawn and the need for the Licensing Sub Committee hearing on the **18<sup>th</sup> April 2023** will be cancelled. It is anticipated that we will receive a new application for this premises at a later date, all persons who submitted a representation of objection will be notified of the cancellation of the hearing.

Committee **NOTED** this information.

**482 PLANNING DECISIONS**

The Planning & Events Officer confirmed that the following EPF/1592/22 55 Hemnall Street which is in the Delegated Cases Granted section should have been in the Committee Cases Granted section as the application was discussed at the most recent EFDC Plans East meeting.

To **NOTE** the following decisions as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda:

**Delegated Cases:**

**GRANTED:**

EPF/2619/22	Wayside Cottage Bury Lane Epping CM16 5HF Fox	TPO/EPF/04/97 (Ref: G1) T1: Oak - Reduce height and lateral stems up to 2.5m, thin crown 15%, lift crown to 6m
Committee have <b>NO OBJECTION</b> with the work provided it is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1570/22	39 Severns Field Epping CM16 5AP Mr Richard Adley	Raising of the Roof Ridge Height 450mm to accommodate proposed loft conversion.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/2774/22	18 Oak Road Epping CM16 5DJ Miss Melissa Wise	New raised decking area. Decking is dropped by 500mm from the interior house level and therefore contains 3 steps leading from the house. Materials will be: composite decking boards with a metal and glass balustrade.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0194/22	Falconry Court Bakers Lane Epping CM16 5DQ e Metro Property Unit Trust	Application for Approval of Details reserved by condition 3"written notification, Regulation 77" for EPF/2056/21. (Application to determine if Prior Approval is required for a proposed Change of Use from offices (Class B1(a)) to dwellinghouses (Class C3).
Committee have <b>NO COMMENT</b> to this prior approval application. However, Committee asked if this proposal is granted by EFDC, will this number of units proposed be reduced in the Local Plan to take account of this development.		
EPF/1704/22	66A The Plain Epping CM16 6TW Mr Don Benton	This is an amendment to an approved application Reference Number: EPF/0620/21 Front canopy. Construction of a new garage to the side. Construction of a new boundary wall and adding new cladding for the upper floor (retrospective)
Committee have <b>NO OBJECTION</b> to this application. However, Committee still upheld their comment about the trees that are to be felled on the Tree Protection Plan, but no provision made for planting replacements. Committee oppose retrospective planning applications which show disregard for the planning system. All applications should be made prior to the commencement of works, following the correct procedures.		
EPF/2695/22	179 Lindsey Street Epping CM16 6RF Mr Les Burrows	TPO/EPF/36/98 T1-T5: Cypress - Reduce lateral stems by up to 2.5m, crown lift as specified. T5: Norway Maple- Reduce lateral stems by up to 2.5m, as specified. T6: Ash - Reduce lateral stems by up to 2.5m, crown lift to 6m, as specified.
Committee have <b>NO OBJECTION</b> with the work provided it is carried out under the		



supervision of the arboricultural officer at EFDC.		
EPF/2885/22	39A Amesbury Close Epping CM16 4JA Mr David Smith	Proposed Loft conversion for new master bedroom on the loft plan with ensuite.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/1697/22	Bakers Cottage Fluxs Lane Epping CM16 7PE Mr Hagger	Application for Approval of Details Reserved by Conditions 5 'Surface water drainage' 6 'Contaminated land' 7 'Archaeology Method Statement' and 8 'Materials' for EPF/1905/21 (Demolition of existing conservatory, internal alterations to existing building)
Committee have <b>NO OBJECTION</b> to this application.		
EPF/1592/22	55 Hemnall Street Epping CM16 4LZ Mrs S Buckley	Removal of existing conservatory. Two storey side extension. Single storey rear extension.
<p>Committee <b>OBJECT</b> to this application.</p> <p>Committee commented that this proposal is overdevelopment and will affect the streetscene with the loss of the arch which is a feature of the row of three houses on this part of Hemnall Street.</p> <p>Committee are also concerned about the felling and removal of the T7 Crab Apple, T8 Pine and T9 Cedar trees to facilitate the development which is listed in the tree report provided. Committee commented that this is a leafy street and the loss of three trees will have a detrimental effect on the streetscene.</p> <p>Relevant policies: CP2 (i) and CP2 (iv), CP7, DBE2, DBE9 (i), DBE10 (i) and (ii), H3A, LL7, LL8, LL9, LL10 (Local Plan 1998 &amp; Alterations 2006) DM9F, DM10E, H1A (ii) and (iii), SP6 (Emerging Local Plan) NPPF: Para 9, 131</p> <p><a href="#">Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</a></p>		
EPF/2724/22	Ringinglow High Road Epping CM16 4DQ Ms H Shepard	Application for a Non Material amendment for EPF/1305/21- alterations to suit brick dimensions, changes to fenestration, window to stair & side entrance, removal of chimney, internal layout changes & single storey pantry addition). (Demolition of existing dwelling and 2 outbuildings and construct replacement dwelling with basement & associated landscaping.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/2439/22	11A Institute Road Coopersale Epping CM16 7QY Mr P Jackson	Demolition of existing garage, proposed ground floor side extension.
Committee have <b>NO OBJECTION</b> to this application.		

Delegated Decision:



**GRANTED (Subject to Section 106 Legal Agreement)**

EPF/1060/21	66A Bower Hill Epping CM16 7AW Mr Paul Hiam	New detached house.
Committee have <b>NO OBJECTION</b> to this application.		

**Delegated Cases:****REFUSED:**

EPF/2669/22	93 Sunnyside Road Epping CM16 4JN Mr Martin Hoyle	TPO/EPF/25/93 T1: Lime - Fell and replace, as specified. T2: Lime - Crown reduce by up to 2.5m, as specified.
Committee <b>OBJECT</b> to the felling of T1 (lime) with the absence of a tree report to support this. Committee have <b>NO OBJECTION</b> to the works to the T2 lime tree provided it is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/2857/22	67 Coronation Hill Epping CM16 5DT Ms Aleisha Charlton	A First floor side extension and ground floor front extension to the property with internal alterations. External alterations to elevations. Construction of a dropped kerb.
Committee have <b>NO OBJECTION</b> to this application.		

**COMMITTEE CASES****GRANTED** None**COMMITTEE CASES****REFUSED**

EPF/1323/22	Coopersale Hall Farm Unit 10 Fluxs Lane Epping CM16 7PE Mr Peter Sjoberg	Conversion of existing ancillary building to dwelling with associated amenity space and parking for use by site manager. (Revised application to EPF/3076/20).
Committee have <b>NO OBJECTION</b> to this application.		
EPF/2343/22	1 Theydon Place Epping CM16 4NH Mr and Mrs Paul and Lisa Siggers	Proposed alterations to garage, fenestration and construction detailing including enlarged and additional windows and rooflights within the first floor - Amended application to planning permission reference EPF/3219/17.- Retrospective
The Town Council Planning Committee considered this application and heard detailed submissions from both the applicant and objectors. Due to allegations made by the objectors, the Town Council felt unable to support this application without the technical assistance of Planning Officers. Accordingly, the Town Council Committee <b>OBJECT</b> to this application on the basis that it would be appropriate that the issues raised by all the parties were properly considered by Plans East. Committee oppose retrospective planning applications such as this. All applications		

should be made prior to the commencement of works, following the correct procedures.

Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.

The Chairman closed the meeting at 7.55pm.

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**Signature of Chairman**

**Date**

**MINUTES of the PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 25<sup>th</sup> April 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 C McCredie  
Cllr G Scruton  
Cllr M Wright

**IN ATTENDANCE:** One member of the public was present. No members of the press were present.

**OFFICER:** Geraldine Vallis ( Planning & Events Officer)

**518 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**519 DECLARATIONS OF INTEREST**

**Item 7 Planning Applications (Non-Pecuniary)**

Cllr Barbara Scruton declared a non-pecuniary interest in application EPF/0674/23 24 Kendal Avenue because she 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.

**520 DISPENSATIONS**

There were no dispensations.

**521 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 11<sup>th</sup> April 2023 be signed by the Chairman as a true record.

**522 PUBLIC QUESTIONS OR COMMENTS**

There were no public questions or comments.

**523 NOTICES AND INFORMATION**

A notification has been received from Essex County Council giving notice of a recent Order to implement 'Experimental Prohibition of Motor Vehicles' restrictions on the following lengths of road on Bell Common from its junction with B1393 High Road, south-eastwards for a distance of 54 metres.

The Order has come into operation on 14<sup>th</sup> April 2023 and will continue for a period not exceeding 18 months from the date specified.

Committee **NOTED** this information.

**524 PLANNING APPLICATIONS**

EPF/0674/23	24 Kendal Avenue Epping CM16 4PR	TPO/EPF/45/91 (Ref: G4) T1: Pine - Crown reduce by up to 1m, as specified. T2: Oak - Crown reduce, as specified.
Committee have <b>NO OBJECTION</b> to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0692/23	57 Kings Wood Park Epping CM16 6FA	TPO/EPF/21/08 (Ref: T13 & T42) T8: Beech & T36: Oak – Fell and replace, as specified.
Committee <b>OBJECT</b> to this application due to lack of information to support the felling of these TPO trees. Committee acknowledged the report from the applicant's tree company but it was not sufficient and Committee needed to see a tree report from EFDC with further information. Committee commented that the application does not confirm what the trees would be replaced with as it states 'as specified.' Local Plan 2011-2033: SP6 <a href="#">Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</a>		
EPF/0710/23	57 Kings Wood Park Epping CM16 6FA	TPO/EPF/21/08 (Ref: T50 & T41) T19: Oak – Reduce lateral branches on property side, as specified. T41: Oak – Crown reduce, as specified.
Committee have <b>NO OBJECTION</b> to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0714/23	Oak Lodge Maltings Drive Epping CM16 6SH	TPO/EPF/01/81 (Ref: G3) T1: Oak - Crown lift to 6m above ground level, as specified. T2: Oak - Crown reduce on lawn side by up to 3m, as specified. T3: Holly - Reduce upper branches by up to 1.5m, as specified.
Committee have <b>NO OBJECTION</b> to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		

**525 STREET NAMING AND NUMBERING**

Erection of one dwelling with associated works including landscaping and access, rear of 1-3 Coopersale Common Planning Application EPF/3196/18. The property in the above development has been allocated a postal address shown below.

**REQUEST TO REGISTER A POSTAL ADDRESS TO THIS DEVELOPMENT:**

Address	3A Coopersale Common Coopersale Epping CM16 7QS
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Committee **NOTED** the above.

**526 CONSULTATION**

Pre-Planning Consultation for a proposed base station installation upgrade at Cornerstone, Shaftesbury Farm, Land off Lindsey Street, Epping, Essex CM16 6RF. A pre-consultation letter and associated drawings about the proposal was sent to the Committee before any planning submission is made. The closing date for comments for this consultation was **27<sup>th</sup> April 2022**, any comments or representations must be submitted within this time period.

Committee **CONSIDERED** the consultation and **DECIDED** that they had no comment to make about this consultation at this present time.

**527 EFDC PLANNING DECISIONS**

Committee **NOTED** the following planning decisions.

**Withdrawn:**

EPF/2966/21	Outbuilding to the rear of Lathams Home 64-66 High Street Epping CM16 4AE Mr Peter Helmers	Change of use and conversion of existing two storey furniture store into two self contained residential flats.
Committee have <b>NO OBJECTION</b> to this application.		

**Delegated Cases:****GRANTED:**

EPF/2750/22	119 Bell Common Epping CM16 4DZ Mr and Mrs M Saunds	Single storey rear extension off existing kitchen to provide a shower, utility and boot room. The extension will have a hipped pitched roof.
Committee have <b>NO OBJECTION</b> with the work provided it is carried out under the supervision of the conservation officer at EFDC. However, Committee are concerned about the T1 Ash tree and would prefer that it is reduced down rather than felled.		
EPF/2912/22	Coppice	Construction of a new roof with front

	Kendal Avenue Epping CM16 4PW Mr & Mrs Weise	and rear dormers.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0170/23	6 Brook Road Epping CM16 7BS Frankie Winser-Soper	Remove the side window and add a new window in the front elevation.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0219/23	3 Kendal Lodge Hemnall Street Epping CM16 4LN Mrs J Newton	Grade II listed building application for proposed replacement of existing rotten sash windows. Three windows to be replaced within the mansard roof facing Hemnall Street and one window to be replaced facing Hartland Road.
Committee have <b>NO OBJECTION</b> with the work provided it is carried out under the supervision of the conservation officer at EFDC.		
EPF/1890/22	Epping Primary School Coronation Hill Epping CM16 5DU Epping Primary School	Installation of permeable surface to provide a 'Daily Mile' track within the existing school playing fields and creation of two feature mounds from the excavated material, finished with wild-flower grass.
Committee have <b>NO OBJECTION</b> with the work subject to the advice being followed and carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0100/23	1 Tower Road Epping CM16 5EL Mr and Mrs Self- Pierson	Two storey rear extension
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0162/23	13 Lynceley Grange Epping CM16 6RA Mr and Mrs J Bate	Enlargement of existing rear dormer window and additional front dormer window to facilitate improvements to the two existing loft rooms. Enlargement of existing rear dormer window and additional front dormer window to facilitate improvements to the two existing loft rooms. New front facing velux type roof window to allow natural light into first floor landing. Conversion of existing garage into habitable space. Existing rear ground floor openings onto garden to be modified to provide two sets of doors.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0072/23	Swaines House Lower Bury Lane Epping CM16 5HA Ms Louisa Jenkins	TPO/EPF/26/91 (Ref: G4) T1: Scots Pine - Fell and replace, as specified.



Committee have <b>NO OBJECTION</b> with the work provided it is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0084/23	Swaines House Lower Bury Lane Epping CM16 5HA Ms Louisa Jenkins	TPO/EPF/26/91 (Ref: G4) T2 & T3: Scots Pine x 2 - Selective pruning of lateral branches by up to 2m and remove dead wood, as specified.
Committee have <b>NO OBJECTION</b> with the work provided it is carried out under the supervision of the arboricultural officer at EFDC.		

**Delegated Cases:****REFUSED:**

EPF/2731/22	16 Centre Avenue Epping CM16 4JU Mr Ivan Mariacher	Ground floor front and rear extension, first floor front, rear and side extension and roof extension by introduction of a rear dormer.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/2483/22	Greenleys 1 Highfield Place Epping CM16 4DB Mr Mike Harris	Demolition of existing double garage and construction of one bedroom bungalow.
<p>Committee <b>OBJECT</b> to this application.</p> <p>This proposal is an overdevelopment of a residential garden with a separate dwelling. Its size would have a negative effect on the street scene, contrary to local and national policy. The site is too small to accommodate such a residential development and would result in a loss of amenity in terms of visual impact and overshadowing. The inappropriate development of residential gardens should also be resisted, where it would be detrimental to the local area.</p> <p>Relevant policies: CP2, CP7, DBE2, DBE9, DBE10, RP5A (Adopted Local Plan) and Emerging Local Plan: H1A (ii) &amp; (iii), DM9J NPPF: Para 71, 124d</p> <p><a href="#">Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</a></p>		

**COMMITTEE CASES****GRANTED** None**COMMITTEE CASES****REFUSED** None

The Chairman closed the meeting at 7.36pm.

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Signature of Chairman

Date

## EPPING TOWN COUNCIL

### Key Members and Standing Committees 2022-2023

#### KEY MEMBERS

Administration	Cllr N Avey
Cemetery	Cllr M-L Whitbread
Epping Hall & Jack Silley Pavilion	Cllr H Pegrum
Events	Cllr B Scruton
Finance	Cllr G Scruton
Market	Cllr M Wright
Recreation Grounds & Outside Services	Cllr J Duffell

#### STANDING COMMITTEES

##### (REGULAR COMMITTEES)

\*PLEASE NOTE THE MAYOR & DEPUTY MAYOR ARE EX-OFFICIO MEMBERS OF ALL COMMITTEES

#### PLANNING & GENERAL PURPOSES COMMITTEE

Cllr N Avey (Chairman)	Cllr B Scruton (Vice Chairman)
Cllr S Baker	Cllr C McCredie
Cllr C Burgess (Mayor)	Cllr M Wright
Cllr G Scruton	

#### CORPORATE GOVERNANCE ADVISORY COMMITTEE

Cllr G Scruton (Finance Key Member)	
Cllr N Avey (Administration Key Member)	
Cllr C Burgess (Chairman = Deputy Mayor)	
Cllr M Wright	B Rumsey (Town Clerk: Non voting)

#### NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE

Cllr N Avey (Chairman)	Cllr M Wright (Vice Chairman)	Cllr S Baker
Cllr J Duffell (Local Historian)	Cllr C McCredie	Cllr B Scruton
Resident stakeholders: Judith Lunn (Epping Society)		
Margaret Peppiatt (Resident)	Tim Valder-Hogg (Resident)	
(Minute 442 of 14/15 refers & Minute 323 of 15/16 refers)		



**(AD HOC COMMITTEES)**

**DISCIPLINE/GRIEVANCE COMMITTEE**

Cllr N Avey (Chairman) Cllr C McCredie Cllr B Scruton Cllr M-L Whitbread

**APPEALS COMMITTEE**

Cllr J Duffell Cllr H Pegrum Cllr G Scruton Cllr J Whitehouse

(Please note: 4 different members should be on the Discipline/Grievance and Appeals Committee)

**TASK & PERSONNEL COMMITTEE (RECRUITMENT OF TOWN CLERK)**

Cllr B Scruton (Chairman) Cllr H Pegrum Cllr J Whitehouse Cllr M Wright

**JOINT STANDARDS COMMITTEE (External Committee)**

Deputy Mayor (Ex-Officio) Substitute: Key Finance Member (Ex-Officio)

**MARKET COMMITTEE**

Cllr H Pegrum (Chair)

Cllr C Burgess Cllr C McCredie Cllr B Scruton Cllr M Wright

**(WORKING PARTIES)**

**ACTION PLAN WORKING PARTY**

Cllr H Pegrum Cllr J Duffell Cllr B Scruton Cllr G Scruton

**PLAYGROUND WORKING PARTY**

Cllr S Baker Cllr C Burgess Cllr G Scruton Cllr M-L Whitbread  
Cllr J Whitehouse (Playground Assn Council rep) Cllr M Wright

**(SAFER EPPING)** Cllr C McCredie (Chairman) Cllr S Baker Cllr C Burgess  
Cllr B Scruton Cllr G Scruton

**BUDGET WORKING PARTY**

Cllr R Griffiths Cllr H Pegrum Cllr G Scruton Cllr J Whitehouse

**LOVELOCKS MEADOW WORKING PARTY**

Cllr N Avey Cllr C Burgess Cllr C McCredie Cllr H Pegrum Cllr B Scruton  
Cllr J Whitehouse

**EPPING HALL WORKING PARTY**

Cllr N Avey Cllr C Burgess Cllr R Griffiths Cllr H Pegrum  
Cllr G Scruton Cllr M Wright

**STONARDS HILL RECREATION GROUND/SKATE PARK WORKING PARTY**

Cllr N Avey Cllr C McCredie Cllr H Pegrum Cllr B Scruton  
Cllr J Whitehouse

### **KING'S CORONATION WORKING PARTY (Dissolve?)**

Cllr S Baker   Cllr C Burgess   Cllr J Duffell   Cllr H Pegrum   Cllr B Scruton  
Cllr M Wright

(EXPRESSIONS OF INTEREST GROUPS)

### **CLIMATE AND ENVIRONMENTAL AWARENESS POLICY**

Cllr S Baker      Cllr C Burgess      Cllr C McCredie  
Cllr B Scruton      Cllr G Scruton      Cllr M-L Whitbread

REPRESENTATIVES ON OUTSIDE BODIES	2020-21	2021-22	2022-23
Local Councils' Liaison Committee	Cllr Mrs B Scruton	Cllr B Scruton	Cllr B Scruton
Essex Association of Local Councils	Cllr Mrs B Scruton	Cllr B Scruton	Cllr B Scruton
Larger Local Councils	Cllr Mrs B Scruton	Cllr B Scruton	Cllr B Scruton
Friends of Swaines Green	Cllr N Avey Cllr J Whitehouse	Cllr N Avey Cllr J Whitehouse	Cllr N Avey Cllr J Whitehouse
Royal British Legion – Epping branch	Cllr Mrs M-L Whitbread	Cllr M-L Whitbread	Cllr M-L Whitbread
Epping Senior Citizens' Association	Town Mayor	Town Mayor	Town Mayor
Epping/Eppingen Association	Town Mayor	Town Mayor	Town Mayor
Epping Society	Cllr Mrs B Scruton	Cllr B Scruton	Cllr B Scruton
Theydon Trust	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2019-23	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2019-23	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2019-23
Trustee of Epping Forest Band	Town Clerk	Town Clerk	Town Clerk
Epping Horticultural Society	Cllr M Wright	Cllr M Wright	Cllr M Wright
Epping in Bloom	Cllr Mrs B Scruton	Cllr B Scruton	Cllr B Scruton Cllr M-L Whitbread
Epping Town Partnership	Cllr Mrs B Scruton	Cllr B Scruton	Cllr B Scruton
Area Representative to ECC on Public Transport	Cllr Mrs I Black	Cllr S Baker	Cllr S Baker
Epping Forest Countrycare	Cllr Mrs C Burgess Cllr Mrs C McCredie	Cllr C Burgess Cllr C McCredie	Cllr C Burgess Cllr C McCredie
Theydon Bois United Charities	Cllr M Wright	Cllr M Wright	Cllr M Wright
Friends of St Margaret's Hospital	Cllr N Avey	Cllr N Avey	Cllr N Avey
Epping & Theydon Garnon Charities	Cllr H Pegrum Cllr Mrs B Scruton Cllr G Scruton 2019-23	Cllr H Pegrum Cllr B Scruton Cllr G Scruton 2019-23	Cllr H Pegrum Cllr B Scruton Cllr G Scruton 2019-23

# ATTACHMENT H

<b><u>COUNCILLORS'</u></b> <b><u>ATTENDANCE SUMMARY</u></b>						
2022/2023	Council & (ExtraOrdinary Council)		Planning & General Purposes		Corporate Governance Advisory & (Neighbourhood Planning)	
	Held	Actual	Held	Actual	Held	Actual
Avey, N	12 (2)	10 (1)	20	15	2 (1)	2 (1)
Baker, S	12 (2)	10 (1)	20	18	0	0
Burgess, C (Deputy Town Mayor)	12 (2)	9 (1)	20	16	2	2
Duffell, J	12 (2)	9 (1)	(0)	(0)	0	0
Griffiths, R	12 (2)	8 (1)	(0)	(0)	0	0
McCredie, C	12 (2)	9 (1)	20	14	0 (1)	0 (1)
Pegrum, H	12 (2)	10 (1)	(0)	(0)	0	0
Scruton, B (Town Mayor)	12 (2)	10 (1)	20	18	(2) (0)	(2) (0)
Scruton, G	12 (2)	9 (2)	20	17	2	2
Whitbread, M-L	12 (2)	10 (2)	(0)	(0)	0	0
Whitehouse, J	12 (3)	12 (1)	(0)	(0)	0	0
Wright, M G	12 (2)	10 (2)	20	18	0 (1)	0 (1)

Where 0 is given, the councillor is not a member of that Committee.

Meetings from 8 Mar 2022 to 4 May 2023 inclusive.

## EPPING TOWN COUNCIL

### TERMS OF REFERENCE FOR PLANNING AND GENERAL PURPOSES COMMITTEE

The Planning and General Purposes Committee has delegated authority to make decisions on the following matters on behalf of Epping Town Council; but saving such of the following matters which the Clerk acting in consultation with the Chairman of Planning and General Purposes Committee shall determine to place before Council, or matters which the Planning and General Purposes Committee may resolve to defer for consideration by Council:

1. To receive apologies for absence from members of Planning and General Purposes Committee.
2. To confirm the minutes of previous Planning and General Purposes Committee meetings and authorise the Chairman of Committee to sign and present such minutes to Council for confirmation at the earliest opportunity.
3. To receive declarations of interests from members of Planning and General Purposes Committee.
4. To receive consider and respond to public questions or presentations in relation to the functions of the Planning and General Purposes Committee.
5. To consider and formally comment on all planning applications and appeals notified to this Council by the Planning Authorities or otherwise coming to the attention of Council and issues arising from these matters.
6. To consider and formally comment on planning policy matters, including Local, County, Regional and National policy, guidance or consultation.
7. To consider and formally comment on any licensing matters notified to Council by the Licensing Authorities or otherwise coming to the attention of Council and issues arising from these matters.
8. To consider and formally comment on any request for consultation received by Council or otherwise coming to Council's attention which may indirectly or directly affect Epping's residents or visitors.
9. To receive on behalf of Council correspondence relating to planning, environmental and highway matters.
10. To authorise a Member of Committee or appropriate officer to act as a spokesperson or representative at meetings of Epping Forest District Council's or other public bodies' Planning Committees, Sub-Committees or other meetings for the purpose of relaying decisions or stated views of the Planning and General Purposes Committee.
11. To consider and determine any matter not stipulated above which has been specifically delegated to the Planning and General Purposes Committee by Council.
12. To permit the Chairman of Planning, in conjunction with the Vice Chairman and Town Mayor to comment on very minor amendments where no previous objection has been made by this Committee, through the Town Clerk or Planning & Events Officer.

Approved: Annual Council Meeting 10th May 2022  
Next review: Annual Council Meeting 15th May 2023

## EPPING TOWN COUNCIL

### TERMS OF REFERENCE FOR CORPORATE GOVERNANCE ADVISORY COMMITTEE

The Advisory Committee will act under Section 101 of the Local Government Act 1973 which gives the Council powers to arrange to receive advice on technical issues from an advisory committee and allows Council to appoint persons other than councillors to stand on an advisory committee.

The Advisory Committee will initially meet twice per annum, but at the discretion of the Committee further meetings may be arranged should that be necessary to cope with the Advisory Committee's workload. The Advisory Committee will comprise of four persons; the Mayor, Deputy Mayor and the Clerk, sitting in a non-voting capacity, and one other Member to be the Key Member for Finance (but if that Member is serving as Mayor or deputy, another appropriate Member will be chosen. The Deputy Mayor will act as Chairman.

The Corporate Governance Advisory Committee will report to Council and bring forward recommendations on matters under its remit (as below) for Council's attention.

- a) setting and agreeing an audit plan with the internal auditor
- b) reviewing the Standing Orders and Financial Regulations and procedures for complaints.
- c) examining and monitoring ~~the content of the Annual Report~~ financial matters
- d) drawing up a protocol governing relationships between members and officers
- e) recommending appropriate review techniques
- f) reviewing policies
- g) all other tasks of a broadly similar nature where a clear recommendation to Council is necessary but must be based on technical corporate governance or accounting information.

Approved: Annual Council Meeting 10 <sup>th</sup> May 2022 Next review: Annual Council Meeting 15 <sup>th</sup> May 2023
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### MINUTE #435 of 2013-14

Council **RESOLVED** to delegate authority to the Committee to deal with all staffing issues that do not involve salary, grievance or disciplinary matters.

## **EPPING TOWN COUNCIL**

### **TERMS OF REFERENCE FOR NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

#### **PURPOSE**

The Neighbourhood Planning Advisory Committee is to project manage the delivery of the Epping Neighbourhood Plan to an agreed timescale. The group will make operational decisions and decide how to deploy resources allocated to the group for this purpose. The group will report its progress to Council at regular intervals.

#### **CONSTITUTION**

The Committee, which began as a Steering Group, is constituted as an Advisory Committee of the Epping Town Council. Membership will comprise 5 members of Council and 5 resident stakeholders to be determined by the Advisory Committee. Additional members may be temporarily co-opted to the Advisory Committee for specific purposes. The chair and vice-chair of the Group will be elected members of Epping Town Council.

#### **QUORUM**

The quorum for the Committee will be 3, of which at least 2 must be members of the Town Council.

#### **DELEGATIONS**

1. To receive apologies for absence from members of the Advisory Committee.
2. To confirm the minutes/actions and authorise the Chair to sign and present the minutes/actions to Council for confirmation.
3. To receive, consider and respond to public questions or presentations in relation to the functions of the Advisory Committee.
4. To define and set objectives and milestones required to deliver the project.
5. To chart progress of the project against agreed actions and milestones.
6. To identify required resources to achieve objectives and request their allocation from Council.
7. To report on the spending of any resources allocated to the Advisory Committee to Council.
8. To permit operational decisions to be made using electronic consultation with panel members if a decision is required between meetings of the Advisory Committee.
9. To authorise members of the Advisory Committee to act as a spokesperson or representative at meetings or events relating to the delivery of the project as may be determined by the Advisory Committee.
10. To set up working groups for particular parts of the project, who will report back to the Advisory Committee.

Approved: Ordinary Council Meeting 8<sup>th</sup> December 2015 (Minute #323 of 2015/16)

Reviewed: Annual Council Meeting 10<sup>th</sup> May 2022

Next review: Annual Council Meeting 15<sup>th</sup> May 2023

## EPPING TOWN COUNCIL

### TERMS OF REFERENCE FOR DISCIPLINE AND GRIEVANCE COMMITTEE

- (a) Where appropriate, to convene as an investigatory committee to examine matters relating to the conduct or capability of the Clerk and to make recommendations to Council in respect of appropriate actions.
- (b) At the request of the Clerk or at the direction of Council, to assist in resolving serious cases of indiscipline, grievance or complaint.

NB: If in the circumstances of any case, the Clerk is not available or it is inappropriate that the Clerk be involved, the services of a suitable locum must be engaged or a suitably qualified person arranged through the Essex Association of Local Councils.

In all cases, Committee must respect the confidentiality of any individuals involved. Committee's activities must also comply with applicable policies of Council and with national legislation and regulation

<p>Approved: Annual Council Meeting 10<sup>th</sup> May 2022 Next review: Annual Council Meeting 15<sup>th</sup> May 2023</p>
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## EPPING TOWN COUNCIL

### TERMS OF REFERENCE FOR APPEALS COMMITTEE

- a. To consider and determine appeals by employees or any other person concerning any matter of grievance, discipline or complaint, in respect of which employees or any other person have a right of appeal to Committee by virtue of any locally or nationally agreed procedure.
- b. Insofar as the handling of any case is concerned as individuals and as a committee, to maintain at all times complete independence from all Members of Council and the Clerk in hearing and discussing evidence and making recommendations to Council.

NB: If in the circumstances of any case, the Clerk is not available or it is inappropriate that the Clerk be involved, the services of a suitable locum must be engaged or a suitably qualified person through the Essex Association of Local Councils.

In all cases, Committee must respect the confidentiality of any individuals involved. Committee's activities must also comply with applicable policies of Council and with national legislation and regulation

<p>Approved: Annual Council Meeting 10<sup>th</sup> May 2022 Next review: Annual Council Meeting 15<sup>th</sup> May 2023</p>
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## EPPING TOWN COUNCIL

### TERMS OF REFERENCE FOR TASK & FINISH PERSONNEL COMMITTEE (RECRUITMENT OF TOWN CLERK)

1. Authority be delegated to the Task & Finish Personnel Committee to act on behalf of Council in all matters relating to the recruitment and terms and conditions of a new Clerk. This will include signing the contract of the new Town Clerk and issuing their letter of employment.
2. If immediate action needs to be taken, authority to act on behalf of Council regarding the above matters is delegated to the Interim Clerk, if one is in post, acting in consultation with all available members of the Task & Finish Personnel Committee; the actions of the Committee or Clerk in this matter will be reported as soon as practical to an Ordinary meeting of Council. Should the Interim Clerk be a Town Clerk applicant, decision on appointments will be taken by the Task & Finish Personnel Committee, the Interim Clerk guiding on procedures.
3. Authority be delegated to the Chairman of the Task & Finish Personnel Committee to sign the minutes of the meeting on behalf of Council, promptly after the meeting, rather than at the next meeting.
4. Authority be delegated to the Task & Finish Personnel Committee to liaise with the Town Clerk, at the Town Clerk's request, on other major staffing matters should urgent issues arise; the actions of the Committee or Clerk in this matter will be reported as soon as practical to an Ordinary meeting of Council.

Statutory basis: Local Government Act 1972, s112 & 151

Approved: Ordinary Council Meeting 10<sup>th</sup> February 2016

Reviewed: Annual Council Meetings: 10<sup>th</sup> May 2016, 9<sup>th</sup> May 2017, 8<sup>th</sup> May 2018, 14<sup>th</sup> May 2019, 14<sup>th</sup> May 2020, 18<sup>th</sup> May 2021, 10<sup>th</sup> May 2022

Next review: Annual Council Meeting 15<sup>th</sup> May 2023

## EPHING TOWN COUNCIL

### TERMS OF REFERENCE FOR MARKET COMMITTEE

The Market Committee has delegated authority to make decisions on the following matters on behalf of Epping Town Council; but saving such of the following matters which the Clerk acting in consultation with the Chairman of the Market Committee shall determine to place before Council or matters which the Market Committee may resolve to defer for consideration by Council.

**This Committee is an ad hoc Committee meeting as and when required only.**

1. To receive apologies for absence from members of the Market Committee.
2. To confirm the minutes of previous Market Committee meetings and authorise the Chairman of Committee to sign and present such minutes to Council for confirmation at the earliest opportunity.
3. To receive declarations of interest from members of the Market Committee.
4. To receive consider and respond to public questions or presentations in relation to the functions of the Market Committee, should they not be answerable by the Town Clerk.
5. To consider and formally respond to applications for markets in Epping Parish notified to this Council by private operators, private individuals, public authorities or otherwise coming to the attention of Council. The Town Clerk would normally authorise community markets and events, unless the application is such that it may need to be determined by Committee (any that may be deemed to conflict with or potentially damage the Monday Charter Market).
6. To receive and consider consultation responses from market traders where a major change to the operations of the market is suggested.
7. To receive and consider changes to parking arrangements and the layout of the market, which should then be referred to full Council.
8. To consider and make decisions on market advertising, events and arrangements which fall outside that of the scope of the normal operations which are managed by the Town Clerk and Market Officer (such as more major events that require additional budgets).
9. To consider and make amendments to rubbish arrangements for the market in line with changing practices, operations or circumstances.
10. To authorise a member of the Market Committee in conjunction with the Town Clerk to attend meetings and speak on behalf of Epping's Monday Market, if required.
11. To consider and determine any matter not stipulated above which has been specifically delegated to the Market Committee by Council.
12. To permit the Chairman of the Market Committee, in conjunction with the Vice Chairman and Town Clerk to determine which matters should be received by the Market Committee and which should be dealt with by the Town Clerk and Market Officer, if this is not automatically clear.

Approved: Annual Council meeting 10<sup>th</sup> May 2022  
Date for review: Annual Council meeting 15<sup>th</sup> May 2023  
(Please note: the Market Working Party became a Committee in 2022.)

## EPPING TOWN COUNCIL

### WORKING PARTY GUIDANCE/TERMS OF REFERENCE

Each working party has been established to look at a particular task, which is thought to be more short term and a one-off matter. Some working parties develop into longer term projects, such as the Market Working Party which is now a Committee.

Each working party is authorised by Council to explore a particular subject or project in detail and make RECOMMENDATIONS to Council as appropriate. Working parties do not have any decision making powers and act on a 'task and finish' basis. Agendas and minutes are not required for working parties, but notes are kept internally.

Each working party operates thoroughly, as a Committee would and therefore their RECOMMENDATIONS should be of equal importance to a Committee.

All working party matters are referred back to full Council for a decision, as most Committee matters are (except Planning and the recruitment of the Town Clerk, whose terms of references devolve more power).

Once the work on the matter being investigated by the working party has concluded, Council may choose to dissolve the working party, if it is no longer required. Similarly, if the matter develops into a longer term matter, Council may choose to make a particular working party, an Ad Hoc Committee.

Working parties are not open to the public as they are an operational Council meeting. Public participation will follow when the matter reaches full Council, (depending on its confidentiality/if in open session).

Where possible, working party meetings will be held with the majority of councillors on that working party in attendance to ensure a wider variety of councillor input.

Approved: Annual Council Meeting 10<sup>th</sup> May 2022  
Next review: Annual Council Meeting 15<sup>th</sup> May 2023

## EPPING TOWN COUNCIL

### DELEGATIONS TO THE TOWN CLERK

1. The Council's Proper Officer and Responsible Finance Officer shall be the Clerk or such other employee appointed by the Council to undertake the role of the Responsible Finance Officer or the Proper Officer during the Clerk's absence. The Responsible Finance Officer and Proper Officer shall fulfil the duties assigned to these roles in Council's standing orders, financial regulations and/or any applicable legislation or regulation. The Clerk will also undertake those actions necessary to ensure council complies with its responsibilities under any other legislation or regulation as appropriate to the delivery of council's services.
2. The Clerk is the head of paid service and as such is responsible to recruit, manage or discharge Council's staff in accord with the establishment and policies approved by Council. The Clerk may delegate responsibilities to other officers provided those responsibilities reasonably conform to the job specification applicable to those other officers. The Clerk has responsibility for all administrative and financial systems.
3. The Clerk will action policies of Council or undertake activity or responsibilities instructed by a resolution of Council or as contained in standing orders and financial regulations in a reasonable lawful and consistent manner. The Clerk will advise Council as necessary of the outcomes of those actions.
4. In urgent circumstances, where it is not reasonably practical to bring the matter to Council or the appropriate committee, the Clerk has delegated responsibility; in the case of planning matters, to decide and respond to urgent planning matters in consultation with the Chairman and Vice Chairman of planning and; in the case of any other urgent matter, the Clerk has delegated responsibility to decide and respond in consultation with the Mayor and the relevant Key Member. However, expenditure greater than £3,000 may only be incurred in accord with the provisions of sections 4 and 11 of the Financial Regulations.  
(Minute #226 of 2010/11 states that emergency action, with a value of greater than £3000, may be taken in consultation with majority of council's Members).  
(Financial Regulation 4.5 (a) authorises the Clerk to undertake work in an extreme emergency up to £15,000, with the written consent of the Town Mayor and Deputy

Town Mayor. (Minute #514 of 2017/18) and reapproved at each review thereafter.)

5. The Clerk will deal with all press enquiries by stating the formally resolved policies or decisions of Council or, if appropriate, by giving factual information relating to the enquiry **(in accordance with Standing Order 21 and Council's Media Policy & Social Media Policy).**

<p>Reviewed: Annual Council Meeting 10<sup>th</sup> May 2022 Next review: Annual Council Meeting 15<sup>th</sup> May 2023</p>
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**EPPING TOWN COUNCIL  
ACTION PLAN  
2023-27**

**DRAFT MAY 2023**

WORKING  
DRAFT FOR  
NEW  
COUNCIL  
TO CRAFT



**COUNCIL:**

CLLR N AVEY, CLLR C BURGESS, CLLR L BURROWS,  
CLLR J DUFFELL, CLLR C MCCREDIE, CLLR H PEGRUM,  
CLLR R SHARIF, CLLR G SCRUTON, CLLR H WHITBREAD,  
CLLR J WHITEHOUSE, CLLR JON WHITEHOUSE, CLLR M WRIGHT

To be considered at the Ordinary Council meeting on 15<sup>th</sup> May 2023 by this Council.

# EPPING TOWN COUNCIL

## **ACTION PLAN 2023/27**

Epping Town Council consists of twelve councillors, including the Chairman, who is also the Town Mayor, and a Deputy Mayor. They are responsible for two halls, six recreation grounds, a cemetery, a Monday charter market, two allotment sites, a block of public toilets and a war memorial. Council produce Town Magazine Talk About Epping four times a year, support our local organisations, manage many key services and functions within Epping Parish (Epping Town, Coopersale and Fiddlers Hamlet) and have an active website and Twitter presence. They are responsible for selected noticeboards, bus shelters and additional pieces of land. There are thirteen employed staff. The Town Council is managed by the Town Clerk. Epping Town Council are a Quality Gold status Council.

Decisions are made by full Council at Council meetings. Epping Town Council has a number of long-standing committees which work on particular areas and make recommendations to Council. Council also have a number of working parties who work on short-term projects and make recommendations to Council.

The following priorities are all current and major projects which will evolve and should be completed throughout the life of this Action Plan. The Plan will be reviewed annually to reflect that progression and evolution.

The purpose of this Action Plan is to enable Epping Town Council to manage the necessary time, resources, budget and funding applications for each project, whilst maintaining its key ongoing responsibilities for the benefit of our residents and community.



Priorities: 2023-2024

**1 Epping Hall improvements**

**Status:**

Ongoing

**History:**

**EPPING HALL:**

Once Epping Hall was not involved in the St John's Development site, Epping Town Council 2019-23 planned improvements to Epping Hall, including offices and more usable community space, to maximise the potential of the site and building. These received planning permission in 2022.

**Aim:**

Improved offices

Improved community space and revenue

Storage for hirers

**Actions:**

- Determine if Council 2023-27 wish to progress or change this project

**Budgetary implications:**

**Funding:**

Public Works Loan Board loan

**Costs:**

TBC (Possibly £1 million upwards)

**Finances:**

None included in the revenue budget. (Too large a project)

**COMMUNITY ENGAGEMENT:** As plans evolve and develop, they will be shared with Hall users and local residents.

## 2 Stonards Hill recreation ground skate park

### Status:

Ongoing

### Situation:

- Multiple improvements to Stonards Hill recreation ground took place in 2019 and 2020. (Jack Silley Pavilion & café, outdoor gym, outdoor table tennis table and tennis courts).
- Additional wish list created in 2021.
- User groups requested a new skate park in 2021
- Funding application in progress with The National Lottery

### Aims:

- a) To deliver extensive improvements to Stonards Hill recreation ground
- b) To deliver a refurbished skate park, subject to funding

### Actions:

- (a) Confirm Epping Town Council 2023-27's wish list
- (b) Deliver as much of that wish list as possible
- (c) Deliver the skate park refurbishment if funding is achieved
- Town Clerk to support skate park requesters and work with Betongpark on designs and funding applications
- To deliver a refurbished skate park

### Budgetary implications:

### Funding:

- (a) Multiple funding sources to be approached, depending on requirement, eg health and wellbeing, infrastructure.
- Funding to be pursued with skateboard company partner and skate park requesters

### Costs:

- (a) To be confirmed (previously £120,000)
- (b) £140,000 approximately

### Finances:

None included in the revenue budget

### COMMUNITY ENGAGEMENT:

Engage with community and Stonards Hill recreation ground users.  
Engage further with the skate park requesters and Betongpark.

### 3 Neighbourhood Planning

**Status:**

**Ongoing**

**Aim:**

Progress the Neighbourhood Plan towards examination and referendum and when made, to sit alongside Epping Forest District Council's Local Plan to inform development in Epping Parish.

**Actions:**

- Complete the supporting documents for submission to Epping Forest District Council
- Complete the Neighbourhood Planning process towards the Plan being made
- Epping Town Council to assist with Masterplanning, where applicable
- Complete the character appraisals for Epping parish (and collate into a Town Guide in the future)

**Budgetary implications:**

**Funding:**

£2,000 through the income and expenditure budget, with underspends accrued from previous financial years.

**Costs:**

Expert advice from our Town Planner. Financed through budget and funding above.

Breakeven position anticipated.

(All Locality Funding received and utilised on the project to date.)

**COMMUNITY ENGAGEMENT:** Planning is a key issue in Epping and residents are very concerned about future development and its impact. Many residents have joined Council at the Neighbourhood Planning meetings, several residents stakeholders and community partners have joined the Neighbourhood Planning Advisory Committee to share their considerable local and specialist

knowledge to help formulate the Plan.

We undertook a six week public consultation and received a response rate of approximately 9.5%. Neighbourhood Planning meetings are public and we accept comments on a continual basis. Epping Forest District Council provided feedback on our draft Neighbourhood Plan V11.4, as the Neighbourhood Plan needs to be in broad conformity with EFDC's Local Plan, and this will be fed back into the Neighbourhood Plan. Version 11.6 was APPROVED by Epping Town Council in March 2023 and is now undergoing consultation with EFDC. The community with voted on the Plan through the referendum. Epping Town Council will liaise with Epping Forest District Council on masterplanning (where applicable). The Neighbourhood Plan is currently V11.6.

#### **4 Improving Social Media presence**

**Status:**

**Ongoing**

**Aim:**

To improve/augment use of Twitter

To improve/augment use of Facebook

**Actions:**

- Social Media Strategy has been developed
- Office team to work on Social Media presence with Clerk's direction from Strategy (outside support will likely be needed)

**COMMUNITY ENGAGEMENT:** Keep our residents and community informed about any events/news and share their information, as appropriate

#### **5 Improve existing land and assets (Attachment 1) TO BE REVISED IN FIRST ACTION PLAN MEETING**

**Status:**

**Aspirations**

To be pursued as funds allow

**Aim:**



To continue to make improvements to Council's land and assets, such as the cemetery, paths, tarmac resurfacing, etc.

**Actions:**

- Determine what improvements should take place
- Determine costs and budget accordingly
- Town Clerk and Town Supervisor to identify and monitor required improvements

**Budgetary implications:**

**Funding:**

May be available depending on the improvement required

**Costs:**

Cost items as identified

**Finances:**

From Asset Fund and Capital Funds accordingly

Smaller items from revenue budget

**COMMUNITY ENGAGEMENT:** Invite and react to comments from our residents to identify necessary improvements.

**Appendix 1:**

**Maintaining ongoing services and responsibilities.**

**NB: PLEASE NOTE THESE ARE COUNCIL'S ONGOING FUNCTIONS AND RESPONSIBILITIES AND ANY ADDITIONAL ACTION PLAN PROJECTS MUST BE MANAGED IN ADDITION TO THEM. THIS IS PARTICULARLY IMPORTANT IN TERMS OF STAFFING RESOURCES. ADDITIONAL PROJECTS MAY REQUIRE ADDITIONAL STAFFING.**

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance
- Undertake burials at Bury Lane cemetery, related administration & maintenance
- Lower Bury Lane and Meadow Road allotments: administration & maintenance
- Maintain and protect Lovelocks Meadow

- Manage the Monday market, administration and maintenance
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show, Christmas Market
- Maintain and protect the War Memorial
- Maintain Baker's Lane Toilets
- Maintain grounds and machinery
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year
- Blue plaques in Epping Parish
- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Present planning applications and return Committee's objections
- Support the Mayor, Deputy Mayor and members
- Respond to all letters, emails and enquiries
- Prepare for elections
- Staff recruitment, management and development
- Manage GDPR responsibilities

**Actions:** Implement and maintain services

**Funding:** Income and expenditure budget

**A Lower Swaines playground refurbishment COMPLETE**

**B Stonards Hill playground improvements COMPLETE**

Working Party: 2023-24: To be decided

Town Clerk: Beverley Rumsey

## Section 5

Asset improvements needed: May 2023

### 1) Stonards car park

Tarmac maintenance & drainage gullies need replacing (Urgent, trying to get completed)

Operating budget

**Tarmac: Up to date quotes required.**

### 2) Jack Silley car park

Sillies car park: tarmac maintenance (now more urgent)

**Tarmac: Up to date quotes required.**

### 3) Frampton Road – fence

Fence needs repair along top field side (H Pegrum)

Bottom fence by field gate

Cost:

Deliverable within budget

### 4) Lower Swaines: rubbish skips

Consider a permanent recycling skip to minimise flytipping

Cost:

**Unknown. To pursue**

### 5) Cemetery road tarmac

### 6) Stonards more storage needed

**\*Please note:** there will be a more up-to-date and comprehensive list brought to the first Action Plan working party meeting.

EPPING TOWN COUNCIL  
ACTION PLAN  
2019-23

(INTERIM) DRAFT MAY 2022



COUNCIL:

CLLR N AVEY, CLLR S BAKER, CLLR C BURGESS, CLLR J DUFFELL,  
CLLR R GRIFFITHS, CLLR C MCCREDIE, CLLR H PEGRUM,  
CLLR B SCRUTON, CLLR G SCRUTON, CLLR M-L WHITBREAD,  
CLLR J WHITEHOUSE, CLLR M WRIGHT

Adopted at the Ordinary Council meeting on 10<sup>th</sup> May 2022 by this Council.



# **EPPING TOWN COUNCIL**

## **ACTION PLAN 2019/23**

Epping Town Council consists of twelve councillors, including the Chairman, who is also the Town Mayor, and a Deputy Mayor. They are responsible for two halls, six recreation grounds, a cemetery, a Monday charter market, two allotment sites, a block of public toilets and a war memorial. Council produce Town Magazine Talk About Epping four times a year, support our local organisations, manage many key services and functions within Epping Parish (Epping Town, Coopersale and Fiddlers Hamlet) and have an active website and Twitter presence. They are responsible for selected noticeboards, bus shelters and additional pieces of land. There are thirteen employed staff. The Town Council is managed by the Town Clerk. Epping Town Council are a Quality Gold status Council.

Decisions are made by full Council at Council meetings. Epping Town Council has a number of long-standing committees which work on particular areas and make recommendations to Council. Council also have a number of working parties who work on short-term projects and make recommendations to Council.

The following priorities are all current and major projects which will evolve and should be completed throughout the life of this Action Plan. The Plan will be reviewed annually to reflect that progression and evolution.

The purpose of this Action Plan is to enable Epping Town Council to manage the necessary time, resources, budget and funding applications for each project, whilst maintaining its key ongoing responsibilities for the benefit of our residents and community.

The coronavirus Covid 19 health situation had a major impact on pre-approved plans. The safe transition through this situation has remained a key priority.

Priorities: 2022-2023

<b>1 Lower Swaines Playground Refurbishment &amp; Playground refurbishment programme</b>	<b>(Attachment 1)</b>
<p><b>Status:</b> Ongoing</p> <p><b>History:</b> PLAYGROUNDS: Ivy Chimneys (Refurbished 2015), Frampton Road (Refurbished 2017), Parklands in Coopersale (Refurbished 2018), Lower Swaines, Stonards Hill</p> <p><b>Aim:</b> To deliver a playground refurbishment at Lower Swaines recreation ground in partnership with Epping Playground Association.</p> <p><b>Additional aim:</b> To deliver a rolling playground refurbishment programme to ensure our playgrounds continue to evolve in quality and with demand. This will involve working with community partners (Epping Playground Association) to maximise delivery potential.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"><li>• Town Clerk and Councillors to support the Epping Playground Association in successfully fundraising for the Lower Swaines recreation ground playground</li><li>• Deliver a playground refurbishment at Lower Swaines recreation ground and bring this project to completion.</li></ul> <p><b>Budgetary implications:</b></p> <p><b>Funding:</b> Successful grant funding achieved (£134,000 to date) Selection of external grant providers to apply to</p> <p><b>Costs:</b> £134,000 approximately, depending on final scheme, subject to National Lottery outcome whether this is increased for augmented equipment.</p> <p><b>Finances:</b></p>	

None included in the revenue budget

**COMMUNITY ENGAGEMENT:** Assist Epping Playground Association with sharing final designs and keeping the community aware of the project's progressions.

## 2 Epping Hall improvements

(Attachment 2)

**Status:**

Ongoing

**History:**

**EPPING HALL:**

Since 2011, it was thought that Epping Hall may be part of the St John's development proposal. In 2020, this was confirmed as not the case

**Aim:**

To make improvements to Epping Hall, including offices and more usable community space. To maximise the potential of the site and building

**Actions:**

- Work with architect and quantity surveyor to progress the Plans to planning permission stage
- Obtain planning permission
- Research and confirm funding
- Deliver improvements to Epping Hall to benefit staff and the community

**Budgetary implications:**

**Funding:**

Likely Public Works Loan Board loan

**Costs:**

TBC (Possibly £1 million upwards)

**Finances:**

None included in the revenue budget. (Too large a project)

**COMMUNITY ENGAGEMENT:** As plans evolve and develop, they will be shared with Hall users and through planning consultations.

### 3 Stonards Hill recreation ground improvements (a)

(Attachment 3)

#### Including a skate park (b)

**Status:**

Ongoing

**Situation:**

- Multiple improvements to Stonards Hill recreation ground took place in 2019 and 2020. (Jack Silley Pavilion & café, outdoor gym, outdoor table tennis table and tennis courts).
- Additional wish list created in 2021.
- Request for a refurbished skate park in 2021 to be pursued.

**Aims:**

- a) To deliver extensive improvements to Stonards Hill recreation ground
- b) To deliver a refurbished skate park, subject to funding

**Actions:**

- (a) Town Clerk to research funding opportunities with Council's kickstart colleague
- Deliver as much of the wish list as possible
- (b) A tender has been conducted and Freestyle collective are the chosen partner. Council have chosen the preferred scheme with skate park requesters and community engagement is ongoing.
- Town Clerk to support skate park requesters and work with contractors/kickstart fundraising colleague on fundraising for the skate park
- To deliver a refurbished skate park

**Budgetary implications:****Funding:**

- (a) Multiple funding sources to be approached, depending on requirement, eg health and wellbeing, infrastructure.
- Funding to be pursued with skateboard company partner and skate park requesters

**Costs:**

- (a) £120,000 approximately (various sections which total £120,000)
- (b) £120,000 approximately



**Finances:**

None included in the revenue budget

**COMMUNITY ENGAGEMENT:** Engage with community and users through the skate park requesters and skate park contractor partner.

**4 Neighbourhood Planning****Status:**

Ongoing

**Aim:**

Progress the Neighbourhood Planning process towards a final Draft Plan to be examined, subject to referendum\* and made, to sit alongside Epping Forest District Council's Local Plan and influence development in Epping Parish.

**Actions:**

- Feed any final comments/amendments into the final stages of the Neighbourhood Plan
- Complete the character appraisals for Epping parish (and collate into a Town Guide in the future)
- Epping Town Council to assist with Masterplanning, where applicable
- Develop the Neighbourhood Plan towards a conclusion

**Budgetary implications:****Funding:**

£3,000 through the income and expenditure budget, with £1,000 accrued from the 2020/21 financial year.

**Costs:**

Expert advice from our Town Planner. Financed through budget and funding above.

Breakeven position anticipated.

(All Locality Funding received and utilised on the project to date.)

**COMMUNITY ENGAGEMENT:** Planning is a key issue in Epping and residents are very concerned about future development and its impact. Many residents have joined Council at the Neighbourhood Planning meetings, several residents

stakeholders and community partners have joined the Neighbourhood Planning Advisory Committee to share their considerable local and specialist knowledge to help formulate the Plan.

We undertook a six week public consultation and received a response rate of approximately 9.5%. Neighbourhood Planning meetings are public and we accept comments on a continual basis. Epping Forest District Council provided feedback on our draft Neighbourhood Plan V11.4, as the Neighbourhood Plan needs to be in broad conformity with EFDC's Local Plan, and this will be fed back into the Neighbourhood Plan.

Epping Town Council will liaise with Epping Forest District Council on masterplanning (where applicable). The Neighbourhood Plan is currently V11.6.

## **5 Improving Social Media presence**

**Status:**

**Ongoing**

**Aim:**

To improve/augment use of Twitter

To improve/augment use of Facebook

**Actions:**

- Town Clerk to develop Social Media Strategy
- Office team to work on Social Media presence with Clerk's direction from Strategy

**COMMUNITY ENGAGEMENT:** Keep our residents and community informed about any events/news and share their information, as appropriate

## **6 Managing the emergence from lockdowns and closures, maintaining services and staying well**

**Status:**

**Ongoing**

**Aim:**

**Current (During exit from lockdown)**

To ensure all staff remain safe and well  
To ensure all partners remain safe and well  
Vital functions and services to remain open  
To progress projects where appropriate

**Actions:**

- Coordination with partners as circumstances change/evolve

**COMMUNITY ENGAGEMENT:** Keep our residents and community informed about any changing situations/circumstances.

**7 Improve existing land and assets \* See Attachment 4**

**Status:**

**Aspirations**

To be pursued as funds allow

To be pursued

**Aim:**

To continue to make improvements to Council's land and assets, such as the cemetery, paths, tarmac resurfacing, etc.

To pursue recycling skip facilities at Lower Swaines recreation ground

**Actions:**

- Determine what improvements should take place
- Determine costs and budget accordingly
- Town Clerk and Town Supervisor to identify and monitor required improvements

**Budgetary implications:**

**Funding:**

May be available depending on the improvement required

**Costs:**

Cost items as identified

Recycling skips costs not known; early discussions

**Finances:**

From Asset Fund and Capital Funds accordingly

Smaller items from revenue budget



**COMMUNITY ENGAGEMENT:** Invite and react to comments from our residents to identify necessary improvements.

**Appendix 1:**

**Maintaining ongoing services and responsibilities.**

**NB: PLEASE NOTE THESE ARE COUNCIL'S ONGOING FUNCTIONS AND RESPONSIBILITIES AND ANY ADDITIONAL ACTION PLAN PROJECTS MUST BE MANAGED IN ADDITION TO THEM.**

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance
- Undertake burials at Bury Lane cemetery, related administration & maintenance
- Lower Bury Lane and Meadow Road allotments: administration & maintenance
- Maintain and protect Lovelocks Meadow
- Manage the Monday market, administration and maintenance
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show, Christmas Market, and any additional markets
- Maintain and protect the War Memorial
- Maintain Baker's Lane Toilets
- Administer dog bin contracts
- Maintain grounds and machinery
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year and distribute to 5,500 households and businesses
- Blue plaques in Epping Parish
- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities



- Produce agendas, supporting documents and minutes
- Present planning applications and return Committee's objections
- Support the Mayor, Deputy Mayor and members
- Respond to all letters, emails and enquiries
- Prepare for elections
- Staff recruitment, management and development
- Manage GDPR responsibilities

**Actions:** Implement and maintain services

**Funding:** Income and expenditure budget

**A Epping Monday Market reopening COMPLETE**

**B Tennis courts refurbishment COMPLETE**

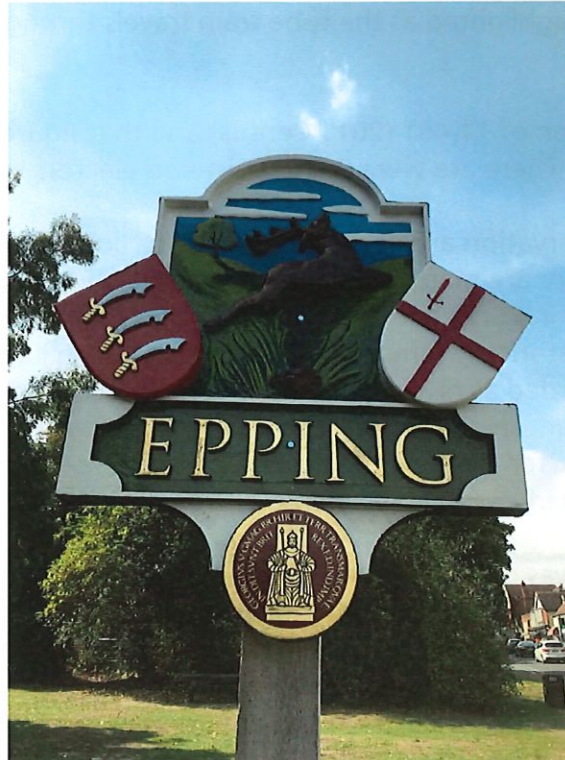
**C Epping Weather Station COMPLETE**

**D St John's Development DISSOLVED**

Working Party: 2021-22: Cllr M Wright (as Town Mayor), Cllr J Duffell, Cllr B Scruton, Cllr H Pegrum.

\*Please note: no meetings held in 2021-22

Town Clerk: Beverley Rumsey



WORKING  
DRAFT FOR  
NEW  
COUNCIL  
TO  
CRAFT

## EPPING TOWN COUNCIL

### Forward Plan 2023-2027 (May 2023)

#### Introduction

Epping Town Council look after the Parish of Epping, which includes Epping, Coopersale and Fiddlers Hamlet. The Town Council is the third tier of Local Government and can only look after those sectors which fall under its responsibility. For Epping Town Council this includes recreations grounds, playgrounds, allotments and the market. We work alongside Epping Forest District Council (who look after areas such as waste and recycling and Council Tax) and Essex County Council (who look after roads and potholes), but we are all independent of each other and cover our own services.

Epping Town Council is often the first point of contact for our residents and we are able to signpost people to help and support, where we are not able to solve their issue ourselves. The Town Council works for the benefit of Epping, its community and its residents.

#### The Town and its Council

The historic market town of Epping enjoys many benefits; including its position in Epping Forest, its proximity to London (17 miles from the centre), being served by Transport For London's Central Line and the M25 and M11. Its position in Epping Forest limits any residential growth into the forest. Epping is surrounded by 92.4%



Green Belt and this is highlighted as the tube train travels through open fields into the town.

Epping had a population of 11,461 (2011 Census) and that figure is now likely to be approximately 12,000. There are 9355 registered electors in February 2023.

Epping has three conservation areas; including Epping High Street, Bell Common and Coopersale Street. There are many historic and listed buildings; the oldest believed to be Apple Tree Cottage in Bury Lane, parts dating back from the 1470s. Epping is a linear town which is historically famous for its many coaching inns. The town is still busy and vibrant, regarded as one of the two main town centres in the Epping Forest District, alongside Loughton. Coopersale is a village to the north east of Epping Town and is a village in character. Fiddlers Hamlet is separated from the larger two settlements and is similarly a village in character, with many historic buildings.

Epping Town Council was constituted in 1973 following the reorganisation of the Epping Urban District Council, when some functions were taken over by the District Council and some the Town Council. Epping Town Council and Epping Forest District Council share a name, but they are totally different organisations, covering different services. The District Council are based at the Civic Offices near the Town Greens. Epping Town Council's offices are based at Epping Hall in St Johns Road. The Town Council's grounds team are based at Stonards Hill recreation ground at the opposite end of town.



### Services and Functions

Epping Town Council operate many services and functions, which include:

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance
- Undertake burials at Bury Lane cemetery, related administration & maintenance
- Lower Bury Lane and Meadow Road allotments: administration & maintenance

- Lovelocks Meadow maintenance and protection
- Manage the Monday market, administration and maintenance
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show and Christmas Market
- Maintain and protect the War Memorial
- Maintain Baker's Lane Toilets
- Maintain recreation grounds, machinery and playgrounds
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year
- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Maintaining standards for the Local Council Award Scheme Gold Status
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Running competitions such as: Epping Rosebowl, Townsperson of the Year, Civic Award & Christmas card competitions

## Vision

Epping Town Council is extremely proud of our lovely town and works hard to ensure Epping continues to be a popular and desirable place to live, work and visit. Our team of staff and councillors support and assist our residents, listen to issues and provide useful signposts to other people and organisations.

We provide many services and functions to support the town and its residents. We are lucky to have been gifted Stonards Hill recreation ground by the Silley family, to look after for the people of Epping. We have made considerable improvements to this area over the last few years, refurbishing the football changing rooms, adding a café extension, providing outdoor fitness equipment and a table tennis table, including inclusive equipment and refurbishing the tennis courts, to ensure this precious green space can be enjoyed by everyone.

We are active in preserving the historic character of the town and its green environment, by responding proactively to planning applications and are in the process of finalising a Neighbourhood Plan to help safeguard our Parish from overdevelopment.

We support the many local clubs and organisations and help them continue their vital work in the town through Civic support, advertising and offering desirable venues to hire.

We act as a voice for everyone in the town and liaise with other organisations and authorities on key strategic issues to ensure the best outcome for the town and its residents.



We value our professionalism and reputation, striving hard to maintain high standards and be a good employer.



## Structure

The Town Council consists of 12 Town Councillors, six representing St John's Ward and six representing Hemnall Ward. All 12 Town Councillors are elected every four years by local residents, with the last election in May 2023 and the next in May 2027. A new Chairman (Town Mayor) and Vice Chairman (Deputy Mayor) are elected every year by their fellow councillors.

The Town Council is managed by the Town Clerk (Proper Officer), who is also the Responsible Financial Officer. Epping Town Council employ 13 staff (8 full time and 5 part time).

Full Council meet once a month on a Tuesday evening at Epping Hall and in accordance with its Standing Orders and terms of reference, much of the Council's business is conducted through committees with delegated powers.

**The committees are as follows:**

- Planning & General Purposes
- Corporate Governance Advisory Committee
- Neighbourhood Planning Advisory Committee
- Discipline & Grievance Committee
- Appeals Committee
- Task & Finish Personnel Committee
- Market Committee

Some of Council's business is also considered through working parties. These groups work on one-off and short-term projects and make recommendations to Council. All decisions go through full Council.

**The working parties are as follows:**

Membership for both groups is made up of Town Councillors (except the Neighbourhood Planning Advisory Committee) under the direction of the Town Clerk.

- Budget working party
- Action Plan working party
- Playground working party
- Lovelocks Meadow working party
- Epping Hall working party
- Stonards Hill working party (& skate park)

**Interest groups:**

Climate & Environmental Awareness

**Other groups the Town Council is involved with:**

- Safer Epping group
- Joint Standards committee

**Finances**

Epping Town Council are financed from the precept (part of the council tax which is allocated to Epping Town Council) and income from services and functions. The precept is public money and Council ensure that it is spent effectively and wisely.

We look for value for money and minimise waste, while still providing many high quality services, projects and functions. We exercise strict controls and our activities are audited and transparent.

For the 2023-24 financial year, the precept for a Band D equivalent property is £111.59 per annum, which we believe represents excellent value for money.

We assess our spending requirements on an annual basis, keeping our reserves at a suitable level to minimise risk and earmark reserves for specific projects as required. We operate an income and expenditure budget and hold adequate general reserves and dedicated specific reserves to support our multiple operations.



### **Key Objectives**

Epping Town Council review their Action Plan at least annually. Budgets are designed to support these actions. Council's Key Objectives over the next four years are listed in Council's Action Plan. This includes how any priorities will be financed. Most major external projects will be financed from external grant funding (if obtained).

### **Budgets**

Epping Town Council's budget preparations begin in October of each calendar year. They are developed in November and December, until the final budget is set in the January of the next year. Once the budget is set, spending follows the agreed budget. If any further financial input is needed throughout the year, it will be requested at full Council by the Town Clerk. Budgets are monitored by full Council at their monthly meetings. General and Specific Reserves are set as part of the annual budget setting process.





## EPPING TOWN COUNCIL

Forward Plan 2019-2023 (Interim May 2022)

### Introduction

Epping Town Council look after the Parish of Epping, which includes Epping, Coopersale and Fiddlers Hamlet. The Town Council is the third tier of Local Government and can only look after those sectors which fall under its responsibility. For Epping Town Council this includes recreations grounds, playgrounds, allotments and the market. We work alongside Epping Forest District Council (who look after areas such as waste and recycling and Council Tax) and Essex County Council (who look after roads and potholes), but we are all independent of each other and cover our own services.

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## The Town and its Council

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Epping had a population of 11,461 (2011 Census) and that figure is now likely to be approximately 12,000. There are 5585 properties and 9611 registered electors.

Epping has three conservation areas; including Epping High Street, Bell Common and Coopersale Street. There are many historic and listed buildings; the oldest believed to be Apple Tree Cottage in Bury Lane, parts dating back from the 1470s. Epping is a linear town which is historically famous for its many coaching inns. The town is still busy and vibrant, regarded as one of the two main town centres in the Epping Forest District, alongside Loughton. Coopersale is a village to the north east of Epping Town and is a village in character. Fiddlers Hamlet is separated from the larger two settlements and is similarly a village in character, with many historic buildings.

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- Lovelocks Meadow maintenance and protection
- Manage the Monday market, administration and maintenance
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show, Christmas Market, Continental Markets & Farmers' Markets
- Maintain and protect the War Memorial
- Maintain Baker's Lane Toilets
- Administration for dog bin contract
- Maintain recreation grounds, machinery and playgrounds
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year and distribute to 5,500 households and businesses
- Support Epping in Bloom
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- Work towards the Local Council Award Scheme Gold Status
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- Fulfil statutory responsibilities
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- Action Plan working party
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