

**MINUTES** of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall on **Tuesday 10<sup>th</sup> February 2026 at 8pm.**

**PRESENT:**

Cllr Janet Whitehouse	(Town Mayor & Chair)	
Cllr Razia Sharif	(Deputy Town Mayor)	
Cllr N Avey	Cllr C Burgess	Cllr J Duffell
Cllr C McCredie	Cllr H Pegrum	Cllr G Scruton
Cllr Jon Whitehouse	Cllr M Wright	

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

**370 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr H Whitbread and Cllr L Burrows.  
Apologies for lateness were received from Cllr Jon Whitehouse.

**371 DECLARATIONS OF INTEREST**

Cllr G Scruton declared a non pecuniary interest in agenda item 21 as he is related to the tenant. Cllr G Scruton left the meeting and did not take part in any discussions or voting.

**372 DISPENSATIONS**

There were no dispensations.

**373 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**374 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 13<sup>th</sup> January 2026 be signed by the Mayor as a true record and adopted by the Council.

**375 MINUTES OF COMMITTEE MEETINGS**

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

Planning & General Purposes Committee (Meeting 1)	13 <sup>th</sup> January 2026	<b>(Attachment B)</b>
Planning & General Purposes Committee (Meeting 2)	13 <sup>th</sup> January 2026	<b>(Attachment C)</b>
Planning & General Purposes Committee	27 <sup>th</sup> January 2026	<b>(Attachment D)</b>

**376 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

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

Council considered EFDC's consultation on their new economic development strategy, as per **Attachment E**.

It was **RESOLVED** that:

(i) The Town Clerk would return the response as appended as per Attachment 1.

**(ii) Epping Neighbourhood Plan**

Council NOTED the information regarding Epping’s Neighbourhood Plan, as per **Attachment E1**.

**(iii) S137 expenditure limit increase**

Council **NOTED** the S137 expenditure limit increase (£11.60 per elector for 2026/27, up from £11.10). The maximum spend under this power is £106,998.40 (No of electors: 9224 x £11.60).

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

Council discussed EFDC’s new garden and food waste arrangements, as per **Attachment E2**.

It was **RESOLVED** that:

(i) The Town Clerk would write to EFDC’s waste team and advise them about Epping Town Council’s concerns over additional flytipping, rules and restrictions on Essex waste disposal centres and that charging was already operational.

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

Council **NOTED** the change of Deputy Police, Fire and Crime Commissioner, as per **Attachment E3**.

**377 TOWN MAYOR & DEPUTY TOWN MAYOR’S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 13<sup>th</sup> January 2026 were **NOTED**.

Cllr J Whitehouse mentioned her forthcoming events. A Dementia Awareness session on 25<sup>th</sup> February 2026 at Epping Hall and a Dementia Fair at Epping Library on 1<sup>st</sup> March 2026.

**378 REPORTS FROM MEMBERS**

Cllr Jon Whitehouse entered the meeting here.

Reports from members were received on meetings or visits since the Ordinary Council meeting on 13<sup>th</sup> January 2026:

Cllr M Wright	Informal public toilet meeting	19 <sup>th</sup> January 2026
In January, the Horticultural Society published a list of the year’s forthcoming events which can be passed on.		
Cllr C Burgess	Launch of Epping Town Trail	4 <sup>th</sup> February 2026
Rotary had launched a Literacy Trail for the Town which would take place in March 2026. Writing competition for children and adults involving Epping Businesses.		
Cllr H Pegrum	Informal public toilet meeting	19 <sup>th</sup> January 2026

Cllr Jon Whitehouse	Informal public toilet meeting	19 <sup>th</sup> January 2026
	Launch of Epping Town Trail	4 <sup>th</sup> February 2026
Cllr G Scruton	Informal public toilet meeting	19 <sup>th</sup> January 2026
	Assertion 10 (AGAR) training	10 <sup>th</sup> February 2026
Cllr C McCredie	Community Cohesion (Community Safety Partnership related)	15 <sup>th</sup> January 2026
	Informal public toilet meeting	19 <sup>th</sup> January 2026
	Civilian Committee meeting Air Cadets	22 <sup>nd</sup> January 2026
	Launch of Epping Town Trail	4 <sup>th</sup> February 2026
	Community Safety Partnership meeting	5 <sup>th</sup> February 2026

**379 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS**

The Town Clerk highlighted the need for books in the Little Free Library.

The Town Clerk advised that the Jack Silley Pavilion was not suffering from subsidence but thermal shrinkage and movement due to the dry summer in 2025.

The Town Clerk highlighted that Epping Forest District Council had secured £1500 in funding from Essex County Council towards electricity in Epping High Street for potential events. The Town Clerk and officers from EFDC were working on delivering this.

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

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

**Epping Forest District Council**

**Cllr Jon Whitehouse:**

Epping Forest District Council finalising their budget over the coming weeks (as Essex County Council was).

**Lots going on in planning.** Latton Priory, the impact on parishes, lots of consultations and speculative applications.

**Cllr Janet Whitehouse:**

EFDC budget and trying to protect voluntary organisations.

Scrutiny Committee: TFL revisited with more robust answers.

**381 FINANCIAL REPORT TO 31ST JANUARY 2026**

Council considered the summary financial report for January 2026, 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 and **APPROVED**;
- (ii) No further action was required at the current time.

**382 ACCOUNTS FOR PAYMENT**

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for January 2026 totalling £46,378.35. (Barclays: £75.75, The Co-operative £45,871.50 & The Co-operative online £431.10). Please note petty cash withdrawals of £500 from The Co-operative.

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 January 2026 were **APPROVED** as presented in the schedule.

### 383 ANNUAL TOWN MEETING 2026 FORMAT

Council considered the Annual Town Meeting format for 2026.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The round the table discussions would not take place this year;
- (iii) The reports of the Town Mayor, Key Member for Planning & Neighbourhood Planning and the Key Member for Finance would be heard;
- (iv) The Neighbourhood Plan would be explained;
- (v) The Town Clerk and Town Mayor would finalise the speaker/s which would hopefully be from EFDC in relation to planning.

### 384 REPRESENTATIVES ON OUTSIDE BODIES: UPDATED

Council considered the updated representatives on outside bodies information.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Cllr N Avey would contact the Friends of St Margaret's Hospital to re-establish a connection;
- (iii) The history of the Town Clerk's trusteeship of Epping Forest Band would be researched;
- (iv) Any groups deleted would include their year of deletion.

### 385 ALTERNATIVE AND NEW COMPETITIONS

Council considered the information regarding alternative and new competitions.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act, s111; s145;
- (ii) Epping Town Council would deliver the new Epping Rosebowl Competition, as per **Attachment K1**;

- (iii) The winner would be awarded at the Epping Horticultural Society's annual August show with their permission (Cllr M Wright as Council's representative would ask them);
- (iv) The winner would be photographed with their certificate and the Rosebowl, which would be engraved and kept at Epping Hall;
- (v) Epping Town Council would not pursue the new business community competition, as per **Attachment K2**, at the current time.

**386 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.

**387 TOWNSPERSON OF THE YEAR 2025**

Council considered the nominations for Townsperson of the Year 2025, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Townsperson of the Year 2025 was chosen and this would be awarded at the Mayor's Civic Reception in April 2026.

**388 YOUNG TOWNSPERSON OF THE YEAR 2025**

Council considered the nominations for Young Townsperson of the Year 2025, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Young Townsperson of the Year 2025 was chosen and this would be awarded at the Mayor's Civic Reception in April 2026.

**389 PUBLIC TOILETS: POTENTIAL CONTRACTS**

Council considered the public toilet information as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19; Public Health Act 1875, s164;
- (ii) The Town Clerk and Town Mayor would pursue the meeting with the Portfolio Holder at EFDC;
- (iii) Details of the providers' existing local and London projects would be shared to enable members to visit;

(iv) This would be given further thought over the coming year.

Cllr G Scruton left the meeting here.

**390 JULIE’S CAFÉ: LEASE/LICENCE DETAILS**

Council considered the cafe information as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be NOTED as the Local Government Act 1972, s126 & S144;
- (ii) The two requests in **Attachment O** were **APPROVED**;
- (iii) Council would look at external deterrents such as security lighting;
- (iv) The café tenant would look at potential internal security arrangements such as an alarm/detector.

**CLOSURE**

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **10.12pm**.

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**Signature of Chairman**

**Date**