

TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Janet Whitehouse
15th April 2026 – 12th May 2026

18 th April 2026	Epping Bowls Club - To open the new season
24 th April 2026	Blessing of Daniel Robinson's new chapel
24 th April 2026	Mayor's Civic Reception
25 th April 2026	EFDC museum - Braeside school exhibition
3 rd May 2026	St Johns, Epping - Installation of Revd Kate Moore, new team vicar
5 th May 2026	Visit to Epping Air Cadets
8 th May 2026	Opening the new NHS Community Diagnostic Centre
9 th May 2026	Opening Swaines Green May Fayre
11 th May 2026	Unveiling the Bell Common milestone

**DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Razia Sharif
15th April 2026 – 12th May 2026**

1 st April 2026	Local Government Reorganisation meeting
24 th April 2026	Mayor's Civic Reception

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall on **Tuesday 14th April 2026 at 8pm.**

PRESENT:

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

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the press was present.

477 APOLOGIES FOR ABSENCE

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

478 DECLARATIONS OF INTEREST

There were no declarations of interest.

479 DISPENSATIONS

There were no dispensations.

480 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

481 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 10th March 2026 be signed by the Mayor as a true record and adopted by the Council, subject to the following amendment:

Minute 444 (ii) Delete as repeat of minute above (typographical error)

Cllr Jon Whitehouse entered during this item.

482 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	10 th March 2026	(Attachment B)
Planning & General Purposes Committee	24 th March 2026	(Attachment C)

483 COMMUNICATIONS TO NOTE/REQUIRING DECISION**(i) Safer Speeds Consultation**

Council discussed the Safer Speeds consultation.

It was **RESOLVED** that:

(i) The Town Clerk would return the following comments:

- Should be more about prioritising locations first. Which roads?
- Environmental issues should be taken into account. Landscape. Forest. Air pollution. Animals.
- Use of roads varies over time.
- Rhythm of the day differs eg school times
- Schools should be advised of the consultation eg Ivy Chimneys, key traffic hotspot
- Lack of safe crossing places
- Working with the North Essex Parking Partnership (NEPP) – who look after District parking?
- Parking and traffic flow
- Wider traffic management and road safety

(ii) Epping Neighbourhood Plan

Council **NOTED** that Epping's Neighbourhood Plan was awaiting approval from EFDC's Cabinet and if approved, the forthcoming referendum on 18th June 2026. Council further **NOTED** that further information would follow in due course.

(iii) Lions on the Loose trail

Council considered the information regarding St Clare's Lions on the Loose trail, as per **Attachment D**.

It was **RESOLVED** that:

- (i) Epping Town Council **CONFIRMED** they are happy to be part of St Clare Lions on the Loose Trail 2026.

(iv) Essex Safeguarding Adults Board

Council **NOTED** the letter from the Chair of the Essex Safeguarding Adults Board, as per **Attachment D1**.

(v) New Epping Town Council email addresses

Council **NOTED** the Epping Town Councillor’s new email addresses.

It was **RESOLVED** that:

- (i) The Town Clerk would assist with any email accounts required.

484 TOWN MAYOR & DEPUTY TOWN MAYOR’S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 10th March 2026 were **NOTED**, with the following additions:

Town Mayor: Bowls Club: positive for those living with dementia

485 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 10th March 2026:

Cllr C McCredie	Street food market	13 th March 2026
	Friends of Swaines Green committee meeting.....	18 th March 2026
	Coopersale litter pick28 th March 2026
	Dementia café library	2 nd April 2026
	Blue plaque unveiling	10 th April 2026
Cllr M Wright	Street food market10 th April 2026
	Blue plaque unveiling	10 th April 2026
Cllr J Duffell	Street food market10 th April 2026
	Blue plaque unveiling	10 th April 2026
Cllr J Whitehouse	Blue plaque unveiling	10 th April 2026
Cllr N Avey	Blue plaque unveiling	10 th April 2026
	Street food market10 th April 2026
Cllr G Scruton	League of Friends of St Margaret’s	21 st April 2026
	Street food market10 th April 2026

486 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

Members advised the Town Clerk of resident feedback on the Street Food Market including entertainment, greater publicity and seating.

Cllr Avey advised of complaints regarding the new waste arrangements which he would contact the portfolio holder at EFDC about.

Thanks were given to Jimmy Waters regarding his patience and work on the London 15 milestone and an unveiling/celebration was requested.

Publicity was suggested for the new pétanque sign.

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

487 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS**Epping Forest District Council****Cllr Jon Whitehouse**

- Lots of live planning issues
- Review of grey belt. Site specifics. Will take time. Case by case early judgement.
Latton Priory not being approved may augment pressures on EFDC re non delivery
- Issues with new bin system noted. Small bins break easily. Weight of larger blue bins.

Cllr Janet Whitehouse

- Updating constitution

Cllr R Sharif

- Planning issues. North Weald development. No infrastructure guarantees.

488 FINANCIAL REPORT TO 31st MARCH 2026

Council considered the summary financial report for March 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.

489 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for March 2026 totalling £60,708.51 (Barclays: £76.43, The Co-operative £59,979.38 & The Co-operative online £652.70). Please note a transfer of £50,000 from Barclays to The Co-operative and a transfer of £1000 from The Co-operative to the Co-operative online.

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

490 BANK BALANCES: AT 31st MARCH 2026

Council **NOTED** the bank balances at 31st March 2026, as per **Attachment I**.

It was **RESOLVED** that:

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

491 FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS**(i) Financial Summary Position and Year End Close Down**

Council **NOTED** the information regarding the year end close down by RBS Omega on 13th May 2026.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government and Accountability Act 2014; Accounts and Audits Regulations 2003; Local Government Act 1972, S151; Epping Town Council Financial Regulations 9.4

(ii) Bad debts**(a) 2025/26**

Council **NOTED** that bad debts for 2025/26 were being chased.

(b) 2023/24 and 2024/25

Council **NOTED** the write offs for the 2023-24 financial year were £243.25 and £221.15 for the 2024-25 financial year through the RBS Omega year-end close down.

492 TOWN PARTNERSHIP: MAYOR'S REPORT

Cllr L Burrows entered during this item.

Council **NOTED** the Mayor's Report on the Town Partnership, as per **Attachment K** and the request for members to share the meeting date and information.

493 CEMETERY REGULATIONS

Council considered the Cemetery regulation amendments and discussions surrounding residents and non resident rates, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Open Spaces Act 1906, ss9-10; Local Government Act 1972, s214 (6);
- (ii) The amended Cemetery Regulations were **APPROVED**;
- (iii) The criteria for resident and non resident rates regarding living in and out of the area should be reworded as the intention was not clear in this wording;
- (iv) The criteria for the resident/non resident rate regarding moving in and out of the Parish should read:

"People who have lived in Epping for 5 yrs or more will still attract the residents rates for 5 yrs post moving away."

494 EPPING CHRISTMAS MARKET 2026

Council discussed the timings for Epping Christmas Market 2026.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Epping Christmas Market 2026 would run from 12 noon to 8pm on Friday 4th December 2026.

495 EXCLUSION OF 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.

496 CYBER ESSENTIALS

Council **CONSIDERED** the information regarding Cyber Essentials 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;
- (ii) The Town Clerk would work on Cyber Essentials with Council's IT provider this year;
- (iii) The situation would be renewed next year to decide if it would be undertaken again, rather than undertaken annually automatically.

497 EPPING TOWN COUNCIL WEBSITE

Council **CONSIDERED** the information regarding a new website for Epping Town Council as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The new website, as per **Attachment N**, was **APPROVED**.

498 RED TELEPHONE BOXES

Council **CONSIDERED** the red telephone boxes, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145, s111;

- (ii) Council would not purchase the red telephone boxes with the particulars detailed in **Attachment O**.

499 STONARDS HILL RECREATION GROUND PITCH DRAINAGE

Council discussed the pitch drainage situation at Stonards Hill recreation ground.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Public Health Act 1875, s164; Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The pitch drainage and maintenance work would be undertaken, as per Attachment P;
- (iii) The Town Clerk would await the outcome of the S106 money decision.

CLOSURE

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **9.56pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 14th April 2026 at 7.15pm.**

PRESENT: Cllr N Avey (Chairman)
 Cllr M Wright (Vice Chairman)
 Cllr C Burgess
 Cllr C McCredie
 Cllr G Scruton

OFFICERS: Jo-Ann Lewis (Planning, Market & Events Officer)

IN ATTENDANCE: One member of the press was present.

468 APOLOGIES FOR ABSENCE

No apologies for absence were received.

469 DECLARATIONS OF INTEREST

There were no declarations of interest.

470 DISPENSATIONS

There were no dispensations.

471 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 24th March 2026 be signed by the Chairman as a true record.

472 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

473 NOTICES AND INFORMATION

There were no notices and information.

474 PLANNING APPLICATIONS

EPF/0580/26	66, Wyldingtree, The Plain, Epping, CM16 6TW. Mr Shillcock.	Variation of Condition 17 boundary wall of EPF/0736/24 (Demolition of existing property and construction of 3 detached houses).
Committee have NO OBJECTION to this application.		
EPF/0603/26	37, Kings Wood Park, Epping, CM16 6FA. CSG Ushers Ltd.	TPO/EPF/21/08 (Ref: T17) T1: Horse Chestnut - Crown reduce height by up to 1m, as specified. Selective reduction of lateral branches by up to 3m, as specified. Crown lift by up to 4m, as specified.

Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0447/26	28, Garnon Mead, Coopersale, Epping, CM16 7RN. Paul Saggars Associates Limited.	Single storey rear and two storey side extensions.
Committee have NO OBJECTION to this application.		
EPF/0582/26	15 Regent Road, Epping, CM16 5DL. ROK Planning.	Prior Approval for change of use of first floor from commercial (Use Class E) to residential (Use Class C3).
Committee have NO OBJECTION to this application.		

475 OTHERS

EPF/0616/26	15, Regent Road, Epping, CM16 5DL. ROK Planning.	Certificate of Lawful Development to confirm proposed works associated with the building fall within use Class E and are therefore within the scope of lawful development.
Committee have NO COMMENTS to make.		
EPF/0606/26	Land east of Stonards Hill, Epping, Essex	Screening Opinion.
Committee would STRONGLY OBJECT to the screening report supplied by the developer. This is another attempt to justify a speculative planning application, on green belt land, this is one of many in the Epping area and is not shown in the local plan. The Site and surrounding area support a host of wildlife and woodland and the long-term environmental damage and effects on the Epping area would be Irrevocable. The screening report is flawed and inaccurate in places, a revised screening report should show the cumulative impacts that this along with planned nearby developments such as SEMPA, Stewards Green Fields and other speculative applications on green/metropolitan belt land will have. These developments will all have a huge impact on Epping’s infrastructure, transport and landscape as a town along with the damage caused to Epping Forest as a whole. Committee would echo the Epping Society’s comments. Committee do not support the developer’s methodology regarding this parcel of land.		

476 PLANNING DECISIONS

Committee **NOTED** the decisions as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

The Chairman closed the meeting at **7.36pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 28th April 2026 at 7.15pm.**

PRESENT: Cllr N Avey (Chairman)
 Cllr M Wright (Vice Chairman)
 Cllr C McCredie
 Cllr G Scruton

OFFICERS: Jo-Ann Lewis (Planning, Market & Events Officer)

507 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Burgess.

508 DECLARATIONS OF INTEREST

Cllr C McCredie declared a non-pecuniary interest in application EPF/0728/26, as she is known to one of the residents of a neighbouring property.

509 DISPENSATIONS

There were no dispensations.

510 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 24th March 2026 be signed by the Chairman as a true record.

511 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

512 NOTICES AND INFORMATION

There were no notices and information.

513 PLANNING APPLICATIONS

EPF/0691/26	10, Lynceley Grange, Epping, CM16 6RA. Mr I Bedford.	TPO/EPF/04/84 (Ref: T6) T2: Oak - Crown reduce by up to 3m, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0704/26	66A, Bower Hill, Epping, CM16 7AW. Mr Hiam.	Variation of Conditions 2 Plan numbers, 3 Materials, 4 Drainage, 5 Trees, 6 Hard and Soft Landscaping, 7 Driveway and 13 Parking Spaces of EPF/1060/21 (New detached house).
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		

EPF/0728/26	84, The Plain, Epping, CM16 6TW. Mr C Beller.	Retrospective application for the rebuilding of an existing garden boundary wall, including an increase in height, undertaken to replace and improve the former structure while maintaining its existing alignment and boundary function.
Committee have NO OBJECTION to this application.		
EPF/0720/26	Flat 1, 13 Station Road, Epping, CM16 4HG. Mr J Harris	TPO/EPF/16/82 (Ref: G1) T1 & T2: Holly - Crown reduce to previous points, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		

514 APPEALS

AP-13640 EPF/2377/ 25	171-177, 171-177 High Street, Epping, CM16 4BL	Erection of single storey mansard extension on existing building to provide 1no. additional residential dwelling (Class C3) following demolition of the existing plant room.
Decision taken by P&GP Committee - 9th December 2025.		
Committee have NO OBJECTION to this application.		
Committee have NO COMMENTS to make.		

515

PLANNING DECISIONS

Committee **NOTED** the no decisions were received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

The Chairman closed the meeting at **7.24pm**.

Signature of Chairman

Date

REPORT OF THE TOWN CLERK**1 EXTERNAL AUDIT**

Auditing Solutions Ltd have been Epping Town Council's internal auditors for more than 20 years. The company will not be undertaking any more audits from 2026-27 due to retirement, so the Town Clerk/RFO will be sourcing an alternative auditor. The Clerk/RFO would like to thank Auditing Solutions Ltd for all their assistance over this time and wish them all the best for the future.

2 JOB VACANCY: CLERK'S ADMINISTRATION ASSISTANT

There has been considerable interest in the office administration vacancy. (An adjustment of workloads has resulted in the revised job title.) The closing date is scheduled for 29th May 2026 and members will be kept advised of progress. The Town Clerk would like to formally thank Council's Allotment and Administration Secretary, who leaves on Friday 15th May 2026 and wish her all the very best for her future.

3 TALK ABOUT EPPING SUMMER 2026

Talk About Epping Summer 2026 will be the first edition with the revised 2500 print run which will be delivered by a professional delivery company to the following locations if they are agreeable:

Epping News
Tesco Epping
Epping Library
Julie's Café
Carpino Lounge
Shiv News
Allnutts Stores
Epping Forest District Council – Civic Offices
Epping Express
Hambrook News

4 LONDON 15 MILESTONE AT BELL COMMON CEREMONY

The London 15 milestone at Bell Common is finally in situ and a ceremony will take place at the milestone on Monday 11th May 2026 at 11.30am, which all members are welcome to attend. The Town Clerk would like to thank Jimmy Waters for his patience and persistence and Stan Reynolds for his craftsmanship in restoring the milestone. The milestone is a shared project between Epping Town Council and the City of London Corporation.



EALC

Members Update



New for 2026/27

- **New Zoom member enquiries “drop in” sessions – Friday mornings 10am–12pm first one on Friday 10th April 2026**

Your opportunity to raise queries with our Member Enquires lead Michelle Harper and our CEO Stephanie Robinson. Private breakout rooms available for confidential queries



Scan QR code to go to zoom link.

Passcode: 868543

Meeting ID: 828 5974 1685

- **“Get to know your unitary” meetings**

In June we will be holding in person meetings giving the opportunity for the Parish and Town councils in each new Unitary to get together, get to know each other and the Essex Association and how we can all work together.

Look out for your invitations – coming soon!

Membership Benefits



Why choose the EALC

NALC membership is only available via the EALC for access to model standing orders, Financial regulations and Clerks contract

Financial support for smaller councils - clerk and chancellor bursaries are available for councils with an annual income of less than £80,000 helping to make professional development more affordable.

Employee wellbeing support - EALC membership provides Council staff with access to an Employee Assistance Programme delivered by Health Assured

Flexible training options - training is available in person at our regional hubs, online or delivered directly to your council through bespoke in person sessions. This allows councils to access learning in the way that best suits your needs.

Direct support for your council - the EALC can provide practical assistance and guidance, including attending council meetings to support councils during challenging situations

Free 1:1 session - for new Clerks to help you settle into your role.



Member Enquiries

Free Advice Service

Our dedicated enquiries team can provide advice and guidance on a range of specialist and legal matters. With free support when necessary from:

Expert support on VAT and tax issues

Legal representation can be obtained through Essex Legal Services - EALC members receive a reduced rate

HR Support from Worknest

Support on FO's & SARs from Breakthrough Communications

NALC legal team for support on Council Governance



Training for Success

EALC members benefit from discounts on training courses (Non-members pay 100% more)

We offer an extensive range of training courses:

Council & Chair training

CiLCA training

HR Training

Finance Training

Routine playground inspection training & exam

Communications and engagement training

New courses are being added all the time.



Member Updates

Stay informed with our regular bulletins

The EALC produces a range of e-bulletins to keep members up to date with the latest sector news and developments

News e-bulletin

Job e-bulletin

Legal e-bulletin

Webinars and forums

Goals for 2026/27



Conduct a thorough review of our training programme to ensure continued relevance and value for money



Support Districts and Boroughs engaging in Community Governance reviews and the creation of new Parish & Town councils



Create a suite of template policies for use by our membership

Next steps and action items

1. Implement our new CRM system and membership portal.
2. Review and re-structure training programme
3. Review and revision of constitution of EALC in light of Local Government Reorganisation
4. Continue to engage with districts and borough to support Parish & Town Council formation
5. Investigate offering a Locum Clerk Service

2025/26 highlights

Secured new premises at RCCE House

This reduces our core costs and positions us for stability and flexibility in the ever changing local government landscape

Moved to delivering training via “Hubs”

This affirms our desire to interact closely with our membership and ensure we offer what they want and need.

Supported Tendring District Council in their Community Governance Review

This highlights our involvement as a key partner at the heart of Local Government Reorganisation

Annual performance

Member Enquiries:

Governance 203

HR 96

Finance 62

Legal 44

FOI/SAR 10

Cemeteries/Burial

6

Planning 6

Allotments 5

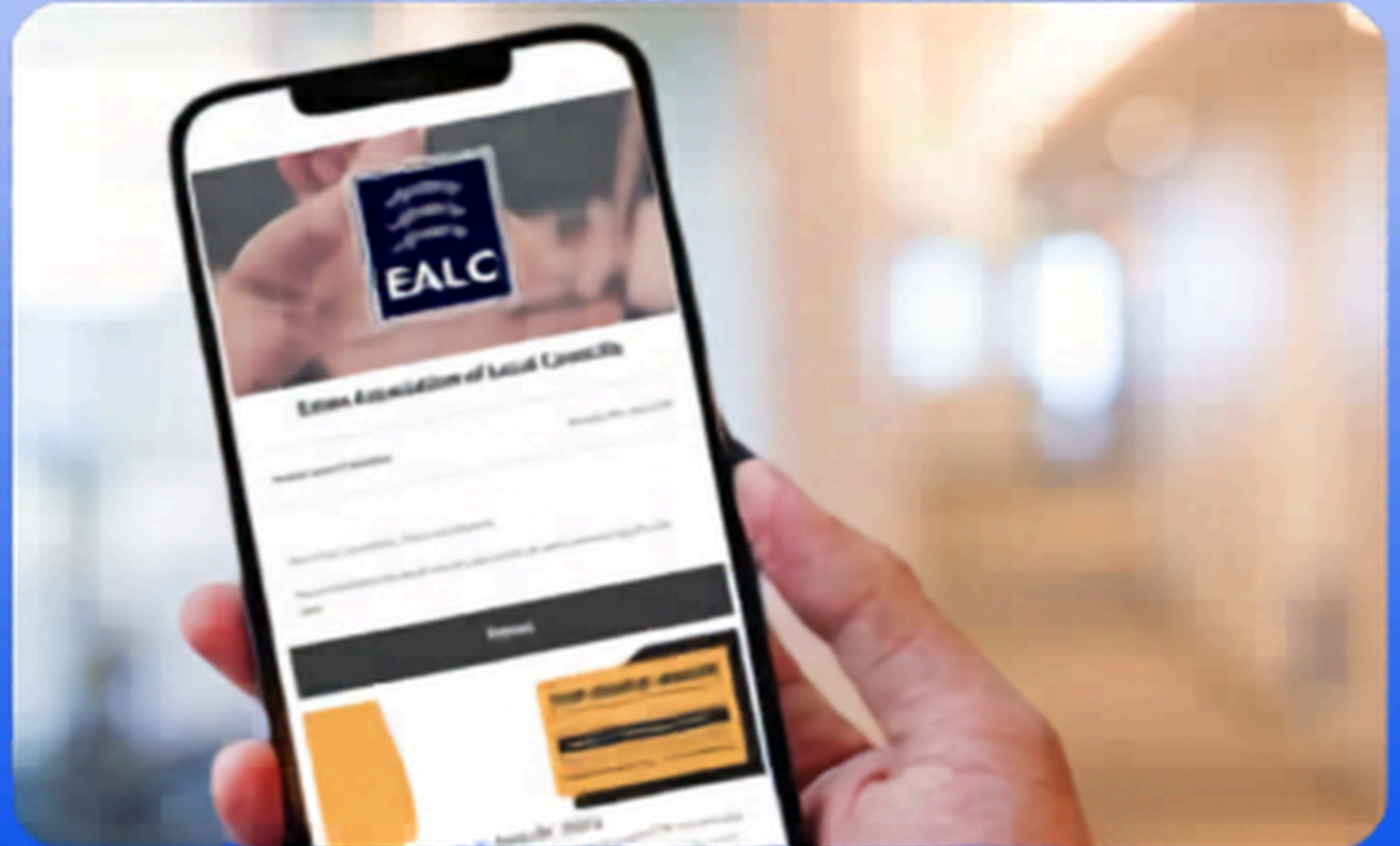
GDPR 4

Car parks 2

Devolution 2

Health & Safety 2

Village Halls 1



Member enquiries continues to be extremely busy with 443 queries responded to in the last year.

Member enquiries data analysis is used to inform us where training is needed and what courses to develop.

Training

No of Delegates 509

No of Courses 59

No of CILCA passes 11

No of Counsellors trained 265

No Chairs trained 33

No Clerks trained 95



Training is now being provided in person (in Hubs), online and hybrid.

Local Council Awards Scheme

No of Gold 1

No of Silver 4

No of Bronze 1



Our Chair Mike Eldred and Vice Chair Peter Davey have presented LCAS certificates to Councils at their council meetings.

Grant Funding

Processed 189 Foodbank applications

Processed 153 CIF applications

Processed 46 Microgrant applications



Essex County Council

The EALC continues to administer grant funding on behalf of Essex County Council.



*“Empowering Collaboration, embracing innovation and
moving your Council forward – together”*

**Services Offered, Subscriptions and Benefits
April 2026-March 2027**

**42B High Street, Great Dunmow, Essex, CM6 1AH
Telephone: 01371 829148 www.councilwise.co.uk**

SUBSCRIPTIONS

Subscriptions to CouncilWise Training & Support will run from 1st April to 31st March in each year

Up to 15k Precept	£ 75.00
15k – 75k	£150.00
75k – 150k	£300.00
Over 150k	£500.00

SERVICES OFFERED

- ✚ Innovative training courses that keep pace with the fast-evolving sector delivered in the Great Dunmow office and online by specialist trainers and qualified and experienced tutors
- ✚ Networking events for Clerks and Councillors
- ✚ Tailored training on topics of your own choice for individual Councils either at the Great Dunmow office, at your own premises or on Zoom (pricing on request)
- ✚ 1 to 1 Training and support for Clerks at their workplace (pricing on request)
- ✚ Audit Health Checks and Support (pricing on request)
- ✚ Regular Newsletters and Training Bulletins

BENEFITS OF SUBSCRIPTION

- ✚ Free invitations to the Clerks and Councillors Networking Events
- ✚ 20% discount on training courses
- ✚ Weekday out of hours support service between 5.00pm and 7.00pm Monday to Thursday for urgent business
- ✚ Weekdays Monday to Friday (by appointment) F2F support in the Great Dunmow office
- ✚ Weekdays Monday to Thursday e.mail and telephone support for Clerks and Councillors (up to 30 minutes per call) when you are tackling challenges or questions, or simply to discuss ideas and concerns with people who understand

Training and Networking – pearlwillcox@councilwise.co.uk
General – enquiries@councilwise.co.uk

Support – annwood@councilwise.co.uk

EPPING TOWN COUNCIL

**Key Members and Standing Committees
2025-2026**

KEY MEMBERS

Administration	Cllr N Avey
Cemetery	Cllr H Pegrum
Epping Hall & Jack Silley Pavilion	Cllr H Pegrum
Events	Cllr R Sharif
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 M Wright (Vice Chairman)
Cllr C Burgess (Mayor)	Cllr C McCredie (Deputy Mayor)
Cllr G Scruton	
Cllr J Duffell (will attend if otherwise not quorate)	
Cllr R Sharif (will attend if not quorate and Cllr J Duffell cannot attend)	

CORPORATE GOVERNANCE ADVISORY COMMITTEE

Cllr G Scruton (Finance Key Member)
Cllr N Avey (Administration Key Member)
Cllr Razia Sharif (Chairman = Deputy Mayor)
B Rumsey (Town Clerk & Responsible Financial Officer: Non voting)
*Town Mayor can be called upon if non-quorate otherwise

NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE

Cllr N Avey (Chairman)	Cllr M Wright (Vice Chairman)
Cllr C McCredie	Cllr J Duffell (Local Historian) Cllr R Sharif

Resident stakeholders:
Tim Valder-Hogg (Resident) (Minute 442 of 14/15 refers & Minute 323 of 15/16 refers)

MARKET COMMITTEE

Cllr M Wright (Chair)
Cllr N Avey Cllr C Burgess Cllr C McCredie Cllr H Pegrum

(AD HOC COMMITTEES)

DISCIPLINE/GRIEVANCE COMMITTEE

Cllr N Avey (Chairman) Cllr C Burgess Cllr C McCredie Cllr R Sharif Cllr M Wright

APPEALS COMMITTEE

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

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

TASK & PERSONNEL COMMITTEE (RECRUITMENT OF TOWN CLERK)

Cllr C Burgess (Chairman) Cllr H Pegrum Cllr Jon Whitehouse Cllr M Wright

JOINT STANDARDS COMMITTEE (External Committee)

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

(WORKING PARTIES)

ACTION PLAN WORKING PARTY: Sept/Oct + March/April (Pre and post budget setting)

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

PLAYGROUND & RECREATION GROUNDS WORKING PARTY

(Merger of Playgrounds, Lovelocks, Stonards & Skate park working parties)

Cllr N Avey Cllr C Burgess Cllr C McCredie Cllr H Pegrum
Cllr G Scruton Cllr Jon Whitehouse Cllr M Wright

BUDGET WORKING PARTY

Cllr H Pegrum Cllr G Scruton Cllr Jon Whitehouse Cllr M Wright

EPPING HALL WORKING PARTY

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

CHRISTMAS WORKING PARTY

Cllr C Burgess Cllr R Sharif Cllr G Scruton Cllr H Pegrum

(SAFER EPPING) Cllr C McCredie (Chairman) Cllr C Burgess Cllr G Scruton
Cllr Janet Whitehouse

(EXPRESSIONS OF INTEREST GROUPS)

CLIMATE AND ENVIRONMENTAL AWARENESS POLICY

Cllr C Burgess Cllr C McCredie Cllr G Scruton

**LOCAL AUTHORITY LIAISON GROUP FOR EPPING FOREST
COMMUNITY SAFETY PARTNERSHIP**

Town Mayor
Cllr C McCredie

ATTACHMENT H

REPRESENTATIVES ON OUTSIDE BODIES	2023-24	2024-25	2025-26
Local Councils' Liaison Committee	Cllr C Burgess	Cllr C McCredie	Cllr Janet Whitehouse
Essex Association of Local Councils	Cllr C Burgess	Cllr C Burgess	Cllr Janet Whitehouse
Larger Local Councils	Cllr C Burgess	Cllr C Burgess	Cllr Janet Whitehouse
Friends of Swaines Green	Cllr N Avey Cllr Jon Whitehouse	Cllr N Avey Cllr Jon Whitehouse	Cllr N Avey Cllr Jon Whitehouse
Royal British Legion – Epping branch	Cllr J Duffell	Cllr J Duffell	Cllr J Duffell
Epping/Eppingen Association	Town Mayor	Town Mayor	Town Mayor
Epping Society	Cllr C Burgess	Cllr C Burgess	Cllr C Burgess
Theydon Trust	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27
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 C McCredie	Cllr C McCredie	Cllr C McCredie
Area Representative to ECC on Public Transport	Cllr Janet Whitehouse	Cllr Janet Whitehouse	Cllr Janet Whitehouse
Epping Forest Countrycare	Cllr C Burgess Cllr C McCredie	Cllr C Burgess Cllr C McCredie	Cllr C Burgess Cllr C McCredie
Theydon Bois United Charities	Cllr Janet Whitehouse	Cllr Janet Whitehouse	Cllr Janet Whitehouse
Friends of St Margaret's Hospital	Cllr N Avey	Cllr N Avey	Cllr N Avey
Epping & Theydon Garnon Charities	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27
Community Safety Partnership		C McCredie (1 position only representing T&PCs generally)	C McCredie (1 position only representing T&PCs generally)
Local Authority Liaison Meeting for Epping Forest		C McCredie (Chairman)	Cllr Janet Whitehouse (Town Mayor)

Deleted: Epping Senior Citizens' Association (23-24) & Epping Town Partnership (25-26)

ATTACHMENT I

<u>COUNCILLORS'</u> <u>ATTENDANCE SUMMARY</u>						
2025/2026	Council & (ExtraOrdinary Council)		Planning & General Purposes		Corporate Governance Advisory	
	Held	Actual	Held	Actual	Held	Actual
Avey, N	12 (1)	8 (1)	22	16	1	1
Burrows, L	12 (1)	8 (1)	(0)	(0)	0	0
Burgess, C	12 (1)	10 (1)	22	17	0	0
Duffell, J	12 (1)	7 (0)	(0)	(1)	0	0
McCredie, C	12 (1)	12 (1)	22	22	0	0
Pegrum, H	12 (1)	12 (1)	(0)	(0)	0	0
Scruton, G	12 (1)	11 (0)	22	21	1	1
Sharif, R (Deputy Mayor)	12 (1)	8 (1)	(0)	(1)	1	1
Whitbread, H	12 (1)	6 (1)	(0)	(0)	0	0
Whitehouse, Janet (Town Mayor)	12 (1)	12 (1)	(0)	(0)	0	0
Whitehouse, Jon	12 (1)	10 (1)	(0)	(0)	0	0
Wright, M G	12 (1)	12 (1)	22	22	0	0

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

Meetings from 13 May 2025 to 7 May 2026 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.

13. To manage low number, simple applications through the new planning process arrangements for the Planning Committee. (If approved.)

Approved: Annual Council Meeting 13th May 2025
Next review: Annual Council Meeting 12th May 2026

ATTACHMENT K

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
- d) drawing up a protocol governing relationships between members and officers
- e) recommending appropriate review techniques
- f) 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 13 th May 2025 Next review: Annual Council Meeting 12 th May 2026

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.

ATTACHMENT L

EPPING TOWN COUNCIL

TERMS OF REFERENCE FOR NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

PURPOSE

The Neighbourhood Plan 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 8th December 2015 (Minute #323 of 2015/16), 18th May 2021, 10th May 2022, 9th May 2023, 14th May 2024, 13th May 2025

Next review: Annual Council Meeting 12th May 2026

ATTACHMENT M

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; usually by applying to 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

Approved: Annual Council Meeting 13th May 2025
Next review: Annual Council Meeting 12th May 2026

ATTACHMENT N

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; usually by applying to 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 13th May 2025 Next review: Annual Council Meeting 12th May 2026</p>

ATTACHMENT O

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 10th February 2016

Reviewed: Annual Council Meetings: 10th May 2016, 9th May 2017, 8th May 2018, 14th May 2019, 14th May 2020, 18th May 2021, 10th May 2022, 9th May 2023, 14th May 2024, 13th May 2025

Next review: Annual Council Meeting 12th May 2026

ATTACHMENT P

EPPING 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: 13th May 2025
Date for review: Annual Council meeting 12th May 2026

ATTACHMENT Q

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.

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.

Approved: Annual Council Meeting 13th May 2025
Next review: Annual Council Meeting 12th May 2026

ATTACHMENT R

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.

Expenditure will be undertaken in accordance with Council's approved Financial Regulations for the relevant level of expenditure.

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 13th May 2025 Next review: Annual Council Meeting 12th May 2026</p>
