

MINUTES of the ORDINARY COUNCIL MEETING held in the Conference Room, Epping Hall on Tuesday 13th January 2026 at 8pm.

PRESENT: Cllr Janet Whitehouse (Town Mayor & Chair)
 Cllr C Burgess Cllr L Burrows Cllr C McCredie
 Cllr H Pegrum Cllr G Scruton Cllr H Whitbread
 Cllr Jon Whitehouse Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

332 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey, Cllr R Sharif and Cllr J Duffell and Cllr Jon Whitehouse for lateness.

333 DECLARATIONS OF INTEREST

There were no declarations of interest.

334 DISPENSATIONS

There were no dispensations.

335 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

336 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 9th December 2025 be signed by the Mayor as a true record and adopted by the Council, subject to the following amendment/addition:

Minute 312 from December minutes:

Cllr G Scruton was present at the meeting and presented the financial report.

337 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

10th December 2024 (**Attachment B**)

338 COMMUNICATIONS TO NOTE/REQUIRING DECISION**(i) BUS PROPOSAL: HIGH EASTER PARISH COUNCIL**

Council discussed the proposal from High Easter Parish Council, as per **Attachment C**.

It was **RESOLVED** that:

(i) The Town Clerk would write to the Clerk at High Easter in support of the proposal and highlight the additional facilities in Epping such as Epping Station, the new leisure centre and St Margaret's Hospital.

339 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 9th December 2025 were **NOTED** with the following amendment:

Christmas card presentations: 9th December 2025 not 12th December 2025

Additions:

| | |
|----------------------------------|-------------------------------|
| Loughton Police Station | 6 th January 2025 |
| Opening of Epping Leisure Centre | 12 th January 2025 |

340 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 9th December 2025:

| | | |
|---------------------|--|-------------------------|
| Cllr M Wright | Carols on the Green | 24 th Dec 25 |
| | Cllr M Wright explained how this had progressed over the last 22 years into a big event. Likely most well attended (maybe 700). | |
| Cllr Jon Whitehouse | Lighting of the Menorah | 14 th Dec 25 |
| | Opening of the sports centre | 12 th Jan 26 |
| Cllr C Burgess | Carols on the Green | 24 th Dec 25 |
| | Cllr C Burgess is on the working/planning committee and advised of the work involved and high attendance. | |
| Cllr H Pegrum | Removal of Christmas tree | 8 th Dec 25 |
| | Carols on the Green | 24 th Dec 25 |
| Cllr H Whitbread | Carols on the Green | 24 th Dec 25 |
| | Epping Leisure Centre opening | 12 th Jan 26 |
| Cllr C McCredie | Wrapping Christmas presents for children without presents at Epping Forest District Council's Civic Offices. Approx 700 presents | |
| | | 11 th Dec 25 |
| | Epping For Everyone lunch | 13 th Dec 25 |
| | Loughton Police Station (protest talks) | 6 th Jan 26 |
| | EALC Webinar on Unitary Authorities | 8 th Jan 26 |
| | Meet Police Epping Market | 12 th Jan 26 |

341 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted that there were still some issues to resolve surrounding the delivery of the path.

The Clerk also highlighted that the Mill Mound Fields decision would be challenged, liaising with Epping Forest District Council initially.

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

342 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

Epping Forest District Council

Cllr Jon Whitehouse:

Epping Forest District Council:

Mentioned EFDC looking at ideas to spend \$106 money on. One suggestion was improved drainage at Stonards Hill recreation ground as the drainage is poor. (The Town Clerk is pursuing this directly as advised.)

Cllr H Whitbread:

Essex County Council:

Highways initiatives. ECC Highways are one of most responsive. Much more than they were. January is a bit quieter.

Epping Forest District Council:

Budget. Challenging. Scrutiny. Amendments. Scrutiny February. Aim to balance budget. Opening of Epping Leisure Centre for all ages.

343 FINANCIAL REPORT TO 31ST DECEMBER 2025

Council considered the summary financial report for December 2025, 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.

344 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for December 2025 totalling £88,151.97. Barclays £75.75, The Co-operative £87,403.33 & The Co-operative online £672.89).

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 December 2025 were **APPROVED** as presented in the schedule.

345 BUDGET 2026/27 SECOND ESTIMATES

Epping Town Council's first draft budget was presented at the Ordinary Council meeting on 9th December 2025 (Minute #314 of 25/26) and this showed predicted expenditure only, as the crucial tax base figure from Epping Forest District Council had not been received. That tax base figure has now been built into the draft budgets presented here. The tax base has increased by 17.

The budget (second draft) presented as per **Attachment H** showed a 3% increase to the precept. **Please note:** inflation for November 2025 was approximately 3.2%.

This budget had been drafted by the Town Clerk/RFO & Council's Key Member for Finance, Cllr G Scruton. The draft charges 2026 showed a 3% increase towards inflationary/running costs across all services except Epping Market.

Council's auditor had advised that Council's reserves are far lower than desired and it was satisfactory, providing this was rectified promptly. The desired reserve range should be approximately £390,000.

It was presented that an increase of 3% to a band D equivalent property through Epping Town Council's share of the precept would be £3.59 per annum. This would require a precept demand to Epping Forest District Council of £667,238 for the 2026/27 financial year. This would result in an overall reserve position of £303,493 at the end of the 2026/27 financial year. (£253,136 in the projected outturn of 2025/26.)

Please note: the Town Clerk advised that after the papers had been drafted, the tax base figure had changed from 5420.5 to 5439.5. This meant that a 2.6% increase to the precept would equate to a precept demand to Epping Forest District Council of £666,977 for the 2026/27 financial year (with all expenditure remaining the same).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44; Local Audit and Accountability Act 2014;
- (ii) The 2026/27 budget (second estimates) was **APPROVED**, with the Town Mayor **AUTHORISED** to sign the precept demand for the 2026/27 financial year of £666,977 (£3.16 per annum increase per band D equivalent) on behalf of the Town Council (**Attachment H**);
- (iii) The draft charges 2026/27 were **APPROVED** as per **Attachment H2** (2.6% increase across all services except the market which is 0% increase);
- (iv) The budget with funds transfer amounts was **APPROVED** as per **Attachment H1**, with the 5 year forecast being monitored against reality/real time situation.

346 **BANK BALANCES AT 31ST DECEMBER 2025**

Council **NOTED** and **APPROVED** the bank balances on 31st December 2025 for all accounts, as per **Attachment I**. This was recommended by the auditor as an end of quarter agenda item.

It was **RESOLVED** that:

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

347 **REPRESENTATIVES ON OUTSIDE BODIES**

Council considered the representatives on outside bodies to ensure all were still actively operational and determine if any should be added.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act, s111;
- (ii) The correct position for Local Councils Liaison Committee, Essex Association of Local Councils, Larger Local Councils would be checked;

- (iii) The history of the Town Clerk as trustee of Epping Forest Band would be researched;
- (iv) Cllr C McCredie should be listed Council's representative on The Epping Society;
- (v) Epping Air Cadets would be added with Cllr C Burgess as Epping Town Council's representative and the Air Cadets would be written to accordingly;
- (vi) Epping Forest Countrycare would be removed from the list as they had ceased to be Epping Town Council's working partners.

348 **PLAY IN THE PARK 2026**

Council discussed the Play in the Park sessions, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) 1 session would be booked at Easter and 2 in the Summer;
- (iii) Epping Town Council would request that their funding support is better advertised for the sessions.

349 **CHRISTMAS TREES**

Council considered the Christmas tree information.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Town Clerk was **AUTHORISED** to dispose of the Christmas Trees in the most appropriate way.

350 **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.

351 **JULIE'S CAFÉ: LEASE/LICENCE DETAILS**

Council considered the information regarding Julie's café, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s126 &s144;
- (ii) The Town Clerk would pursue quotations for the required strengthening of the roof and obtain quotes;
- (iii) Cllr H Pegrum and Cllr Jon Whitehouse would **AUTHORISE** the Town Clerk to proceed with the most appropriate quote;

- (iv) The cooker canopy/splash back would be replaced to the required standards and this would be dealt with by Epping Town Council;
- (v) Insurance details regarding the kitchen would be checked towards cost mitigations;
- (vi) The information would be revisited once full costs and timescales were known;
- (vii) The tenant would look at internal security measures.

CLOSURE

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **9.55pm**.

Signature of Chairman

Date

MINUTES of the PLANNING AND GENERAL PURPOSES COMMITTEE MEETING held at Epping Hall, St. Johns Road, Epping on **Tuesday, 13th January 2026** at **6.00pm**.

PRESENT: 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.
One member of the public was present.

318 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey.

319 DECLARATIONS OF INTEREST

Cllr M Wright, Cllr C Burgess, Cllr C McCredie, and Cllr G Scruton declared a non-pecuniary interest in EPF/2498/25, as the applicant is known to them. Cllr C McCredie declared a non-pecuniary interest in EPF/2564/25, as the applicant is known to them.

320 DISPENSATIONS

There were no dispensations.

321 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 9th December 2026 be signed by the Chairman as a true record.

322 PUBLIC QUESTIONS OR COMMENTS

There were no public questions, one public comment was submitted via email for application EPF/2455/25, 25 Hemnall Street.

323 NOTICES AND INFORMATION

There were no notices and information.

324 PLANNING APPLICATIONS

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|---|---|---|
| EPF/2279/25 | 4, Station Road, Epping, CM16 4HA. F.Berndes Ltd. | Retrospective application to provide 2 new residential units at first floor. Restaurant and office use at ground floor. |
| Committee have NO OBJECTION to this application but are disappointed to see another retrospective application. | | |

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|--|---|---|
| EPF/2455/25 | 25, Hemnall Street, Epping, CM16 4LU. McCarthy Stone and Qualis Group. | Full planning application for the redevelopment of existing Sports Centre and car park to include demolition of existing Sports Centre and erection of Retirement Living apartments (Use Class C3) including associated communal facilities (Use Class C3), new vehicular and pedestrian access from Nicholl Road and new pedestrian access from Hemnall Street, all associated car and cycle parking, servicing, hard and soft landscaping and associated works. |
| <p>Committee OBJECT to this application. The proposal is an overdevelopment of the site, resulting in a cramped form of development. The visualisation of the proposed apartments show that balconies would be overlooking directly into people's homes. The height of the apartment blocks shown would cause a loss of light to the properties in the neighbouring roads, overall, this would result in a loss of amenity, light and privacy. Parking for the residents does not seem to be adequate, and this will further impact on the surrounding roads.</p> | | |
| <p>Relevant policies: EFDC Local Plan 2011-2033 Part One: DM9: A, D, I (I) (II) (III) (IV)</p> | | |
| EPF/2497/25 | 7, Simon Campion court, 232-234 High Street, Epping, CM16 4AU. Method Studio Architecture Ltd. | Change of use from E(a) Display or retail sale of goods to E(c)(ii) Professional services. |
| <p>Committee have NO OBJECTION to this application</p> | | |
| EPF/2521/25 | 7, Simon Campion court, 232-234 High Street, Epping, CM16 4AU. Redacted. | Advertisement consent for changes to Shopfront (front and side) signage including new lighting. |
| <p>Committee have NO OBJECTION to this application</p> | | |
| EPF/2404/25 | 14, The Laurels, Coopersale Street, Epping, CM16 7QJ. Mr Hill. | Side and rear extension, garage roof alterations, front porch, boundary wall and gates. |
| <p>Committee have NO OBJECTION to this application</p> | | |
| EPF/2466/25 | 21, Theydon Place, Epping, CM16 4NH. Mr & Mrs M Pearl. | Rear/side extension and part garage conversion with new pitched roof. |
| <p>Committee have NO OBJECTION to this application</p> | | |
| EPF/2490/25 | 9A, High Conifers, Lower Bury Lane, Epping, CM16 5HA Mr B Moldon. | Demolition of existing rear conservatory and front carport and replacement with new single storey rear extension and two storey front extension. |
| <p>Committee have NO OBJECTION to this application, provided all work is carried out under the supervision of the arboricultural officer at Epping Forest District Council.</p> | | |

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| EPF/2498/25 | 36, Spring Cottage, Lindsey Street, Epping, CM16 6RE. Mr D Robertson. | Single storey infill extension. |
| Committee have NO OBJECTION to this application provided all work is carried out in keeping with the style of the property and with similar materials used. | | |
| EPF/2533/25 | 7, Egg Hall, Epping, CM16 6SA. Mr & Mrs Bassi. | Two Storey Side Extension, Utility Extension, Replacing flat front roofs with pitches. (Revised application to EPF/2062/25). |
| Committee have NO OBJECTION to this application | | |
| EPF/2561/25 | Stoneleigh, Hennall Street, Epping, CM16 4LR. Mr Melap Sing. | Proposed Single Storey Rear Extension, 2 Storey Side Extension, Loft Conversion Including Dormer Window to Rear Elevation & Roof lights to Front Elevation, Extended First Floor Dormer to Rear and Integral Garage to Front Elevation following removal of existing Garage together with New Boundary Wall, railings and Gates to Frontage and Fence to Side Boundary. |
| Committee have NO OBJECTION to this application | | |
| EPF/2564/25 | 73, The Black Cottage, Bell Common, Epping, CM16 4DZ. Mr J Furness. | Pitched roof open carport extension to a existing detached garage structure. |
| Committee have NO OBJECTION to this application. | | |
| EPF/2599/25 | 11, Highfield Place, Epping, CM16 4DB. Mr & Mrs Langley. | Removal of existing rear conservatory. Proposed single storey side and rear extensions, front entrance canopy. Pitched roof to existing front dormer, part conversion of garage and new vehicle crossover. |
| Committee have NO OBJECTION to this application. | | |

325 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 **6.50pm**.

Signature of Chairman

Date

MINUTES of the PLANNING AND GENERAL PURPOSES COMMITTEE MEETING held at Epping Hall, St. Johns Road, Epping on **Tuesday, 13th January 2026 at 7.00pm.**

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

OFFICERS: Beverley Rumsey (Town Clerk)
Jo-Ann Lewis (Planning, Market & Events Officer)

IN ATTENDANCE: One member of the press was present.
Ten members of the public were present.
Cllr Jon Whitehouse, Cllr L Burrows, Cllr Janet Whitehouse,
Cllr H Whitbread.

326 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey.

327 DECLARATIONS OF INTEREST

There were no declarations of interest.

328 DISPENSATIONS

There were no dispensations.

329 NOTICES AND INFORMATION

There were no notices and information.

330 PUBLIC QUESTIONS OR COMMENTS

Public questions and comments were heard under the relevant planning application, and are attached as **Appendix 1**.

331 PLANNING APPLICATIONS

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| EPF/1696/25 | Russell Cottage, Coopersale Hall, Fluxs Lane, Epping, CM16 7PE KS Town Planning. | Permission in principle for residential redevelopment of existing property - smaller scheme - 3 larger or 5 smaller dwellings. |
| Committee STRONGLY OBJECT to this application. This is a speculative application, with briefing notes showing inconsistencies. Entrance to the site is via Fluxs Lane, a very narrow road with no pavement for pedestrians and no street lighting. Fluxs Lane is a busy road and is home to Coopersale Hall School which has recently expanded from primary to secondary school, Epping Golf Course, several industrial units, and a scout hut, which sees children walking from surrounding roads to attend. The junction of Brook Road, Stewards Green Road, Bower Hill and Fluxs Lane is already very difficult to cross. SEMPA will also see an additional road added for entry to 400 plus houses to be built in the very near future. This whole area is | | |

already at saturation point for traffic and travel, adding more houses to another site would compound this. Residents have also raised the issue of road flooding in the area and overflowing drains in the autumn/winter months. The highway safety for all road users, pedestrian and vehicular, needs thorough consideration before another housing site is considered to be needed in this area.

Relevant policies:

EFDC Local Plan 2011-2033 Part One: DM3 DM15

NPPF Para 5: 75

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|-------------|---|---|
| EPF/1691/25 | Russell Cottage, Coopersale Hall, Fluxs Lane, Epping, CM16 7PE KS Town Planning | Permission in principle for residential redevelopment of existing property - larger scheme - 5 larger or 9 smaller dwellings. |
|-------------|---|---|

Committee **STRONGLY OBJECT** to this application. This is a speculative application, with briefing notes showing inconsistencies. Entrance to the site is via Fluxs Lane, a very narrow road with no pavement for pedestrians and no street lighting. Fluxs Lane is a busy road and is home to Coopersale Hall School which has recently expanded from primary to secondary school, Epping Golf Course, several industrial units, and a scout hut, which sees children walking from surrounding roads to attend. The junction of Brook Road, Stewards Green Road, Bower Hill and Fluxs Lane is already very difficult to cross. SEMPA will also see an additional road added for entry to 400 plus houses to be built in the very near future. This whole area is already at saturation point for traffic and travel, adding more houses to another site would compound this. Residents have also raised the issue of road flooding in the area and overflowing drains in the autumn/winter months. The highway safety for all road users, pedestrian and vehicular, needs thorough consideration before another housing site is considered to be needed in this area.

Relevant policies:

EFDC Local Plan 2011-2033 Part One: DM3 DM15

NPPF Para 5: 75

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|-------------|--|---|
| EPF/2477/25 | Land east of Stonards Hill, Epping, Essex. Croudace Homes | Construction of up to 80 new homes with associated car parking and amenity space, new vehicular access from Stonards Hill, provision of attenuation features, a play area, green infrastructure, paths within the site and cyclist and pedestrian links. |
|-------------|--|---|

Committee **STRONGLY OBJECT** to this application. The proposal is an inappropriate development in what currently is classed as Green Belt. The resulting harm to the landscape, accessibility and local infrastructure is not outweighed by the suggested benefits of this new development. This site makes an important contribution to the setting and historical character of this historic town of Epping, which is surrounded by ancient woodland and rural landscapes. These areas need to be preserved for the environment and future generations. The development of this site would impact the neighbouring ancient woodland, upsetting the biodiversity and wildlife in the area. The plans for the main vehicular entrance would mean entering via Stonards Hill, a semi-rural road with no footpath that currently has a 60mph speed limit. Large vehicles and HGVs would have to encroach on to the other side of the road in order to enter the site entrance. This would cause danger to oncoming traffic in both directions. The plan for 80 homes would generate a lot of traffic, the supporting documents underestimate the daily traffic needs, not only with residents' vehicles, but the extra traffic that delivery vans, refuse trucks and service vehicles

would bring. The site is not allocated for development in the adopted Local Plan, and the proposal fails to comply with key requirements, such as enhancing the natural landscape. The Local Plan exists to allocate sites for development. This site has already been excluded following detailed assessment.

Relevant policies:

EFDC Local Plan 2011-2033 Part One: T1 B, C, E(1) DM1 B, C, F, G, H DM3 A, B
DM4 A, B DM6 B(I) (II) DM21 B DM22 A
NPPF 13 Para 142, 143, 150

The Chairman closed the meeting at **7.57pm**.

Signature of Chairman

Date

MINUTES of the PLANNING AND GENERAL PURPOSES COMMITTEE MEETING held at Epping Hall, St. Johns Road, Epping on **Tuesday, 27th January 2026** at 7.15pm.

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

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

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

352 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey (Chairman). In the absence of the Chairman, the meeting was chaired by Vice Chair Cllr M Wright.

353 DECLARATIONS OF INTEREST

There were no declarations of interest.

354 DISPENSATIONS

There were no dispensations.

355 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 13th January 2026 be signed by the Chairman as a true record.

356 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

357 NOTICES AND INFORMATION

There were no notices and information.

358 PLANNING APPLICATIONS

| | | |
|---|--|--|
| EPF/2574/25 | Spencer Close, St Margaret's Hospital, The Plain, Epping, CM16 6TN. PAHT. | Extension to the building, roof top plant, drainage and ancillary works/infrastructure. |
| Committee have NO OBJECTION to this application. | | |
| EPF/0004/26 | Ringinglow, High Road, Epping, CM16 4DQ. Mrs H Shepherd. | Variation of Condition 4 – Pre-commencement demolition of outbuilding of EPF/0906/24 (Demolition of existing conservatory and part demolition of |

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| | | rear elevation to create two storey rear extension and 1.5 storey side extension, extension of southeast facing roof to create front entrance porch, refurbishment of existing house and associated landscape works. Demolition of existing out buildings and replacement planting). |
| | | Committee OBJECT to the variation of Condition 4 and support the EFDC planning officer's original Condition 4 relating to EPF/0906/24 . |
| EPF/2619/25 | 15, Bower Hill, Epping, CM16 7AD. Mrs Fola-Alade. | Raising of the roof to form a loft extension with front dormer(s), two-storey rear extension, construction of a front porch, and erection of an ancillary rear annexe to replace the existing outbuilding. |
| Committee OBJECT to this application, due to the overbearing size of the porch. The size of the porch is not in keeping with the character of the street scene. As there is a proposed loss of trees, Committee would recommend that any tree work is carried out under the supervision of the arboricultural officer at Epping Forest District Council. Replacement of any removed trees is recommended if possible. | | |
| <p>Relevant policies: EFDC Local Plan 2011-2033 Part One: DM9: D, (VI) DM9 E.</p> | | |
| EPF/2620/25 | 7, Theydon Grove, Epping, CM16 4PU. Mr R Rosenberg. | TPO/EPF/12/01 T1 & T2: Sycamore - Crown reduce by up to 2m, as specified. |
| Committee have NO OBJECTION to this application, provided all work is carried out under the supervision of the arboricultural officer at Epping Forest District Council. | | |
| EPF/0052/26 | Pine View Manor, Hartland Road, Epping, CM16 4PB. Tamla Trees Ltd. | TPO/EPF/05/84 (Ref: T2) T1: Oak - Crown reduce to previous points, as specified. |
| Committee have NO OBJECTION to this application, provided all work is carried out under the supervision of the arboricultural officer at Epping Forest District Council. | | |

359 APPEALS

To consider the following Notices of Appeal as received from Epping Forest District Council.

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|-------------------------|---|--|
| AP-13600 EPF/1767/24 | Ringinglow, High Road, Epping, CM16 4DQ. Mrs H Shepherd. | Demolition of existing conservatory and part demolition of rear elevation to create two storey rear extension and 1.5 storey side extension, extension of south east facing roof to create front entrance porch, |
|-------------------------|---|--|

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|---|--|---|
| | | refurbishment of existing house and associated landscape works. |
| Decision taken by P&GP Committee - 24th September 2024 | | |
| Whilst committee have NO OBJECTION to this application, they do not support the removal of trees unless there is no alternative and would request that any tree work is carried out under the supervision of the arboricultural officer at EFDC. | | |
| Committee have NO COMMENTS to make. | | |

360 PLANNING DECISIONS

Committee **NOTED** that no planning decisions had been 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 **7.40pm**.

Signature of Chairman

Date

ATTACHMENT E

Epping Forest Economic Development Strategy 2026-2029 Public Consultation

What is the Epping Forest Economic Development Strategy? Our vision is 'to make the district a great place to live, work, study and do business'. To be able to achieve this we need a strategy that shows how together with key stakeholders we will invest time, resources and funding. What this strategy will do is identify the priority areas that need to be addressed in order to grow the economy. The strategy will then set out solutions and actions in order to address the priorities identified. The strategy will then become the plan that helps grow the economy.

Why your views matter. Your view matters because data and statistics do not tell us the full picture of how our economy is performing on a day-to-day basis. In this consultation we will ask for your views on certain issues, and if the proposed objective to address them is correct, or if there are any other actions we could take. There will be opportunities to add your comments and suggestions throughout and all the feedback received will be used to inform the final version of the Epping Forest Economic Development Strategy 2026-2029.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

Our District

As a district we are in a prime geographic location on the border of two cities renowned for their innovative economies (London and Cambridge). We are well connected to the rest of the country by two major motorways (M25 and M11) and the world through two international airports (Stansted and Heathrow). We have areas of outstanding natural beauty in the historic Epping Forest and Lee Valley, as well as a range of culturally and historically significant sites. As a result, our economy is wide ranging and diverse, from new technology startups, farms, independent high street retailers, market traders; our district has it all.

Though despite our strengths we have pockets of economic deprivation, a growing skills gap, and limited large employment sites. These are all issues that need to be addressed to ensure we achieve our vision and create a district that is a great place for all residents.

Background data

Our unemployment rate as a district is at 3.4% and sits well below both the Essex (4.1%) and England (4.3%) averages. 20% of the population is economically inactive that is around sixteen thousand people, a third of which are economically inactive because they have retired.

Our economy is heavily dependent on Micro Enterprises or Small Businesses (businesses with less than 50 employees) with over 95% of locally registered businesses in this category.

The largest industries in the district by employment numbers are Retail, Construction, Health, Education and Professional Services

32% of our residents have level 4 qualifications and above as their highest level of qualification, 19% of residents have no qualifications and 66% of those with no qualifications are economically

inactive.

Our Highstreets are performing well with vacancy rates at 7% well below regional average of 13.8%.

The visitor economy contributes an average of £176m a year to the district's economy and accounts for about 3360 jobs. About 2.8-million-day trips are made to the district per year and 62,000 overnight stays.

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Epping Forest Economic Development Strategy 2026-2029 Public Consultation

Our principles

To achieve an inclusive economy that truly makes our district a great place for all residents, our work will be underpinned by key principles;

Data based approach: We are committed to gathering data and intelligence to drive our decision making. Amplifying the way, we gather data through data services, surveys and stake holder engagement will allow us to design and deploy more targeted and effective programmes that will have a direct impact.

Community Wealth Building: We want to develop an economy that ensures that wealth generated within communities is retained and reinvested locally, fostering equitable, sustainable growth and resilience.

Partnership working: We are committed to working with a wide range of partners and stakeholders from the public to private sector to maximise resources and expertise to support a growing economy that is resilient, inclusive and sustainable.

Place based approach: We recognise that our district is diverse, and needs differ from place to place. We must therefore develop investment solutions that reflect the uniqueness of need in each area.

Future proof the economy: The economy of the world is in constant evolution and change, with new industries and technologies emerging all the time. We must therefore work with a vision beyond the duration of our strategy, ensuring we lay the groundwork to harness future investment into our district and develop future generations to have the skills required to meet the needs of the industries of the future.

Sustainable growth: new housing delivery, needs to be directly supported by a broad spectrum of local jobs to create a balanced and resilient economy. By aligning job creation targets with housing growth, we will foster a diverse employment market that includes skilled, entrepreneurial, and accessible job opportunities across sectors. This approach will underpin sustainable growth that not only meets the NPPF housing targets but will also deliver an inclusive economy where residents can live and work locally, benefiting from both economic dynamism and quality of life improvements through robust infrastructure and partnerships.

Protecting and enhancing the unique character of our district: Our district is over 90% Green Belt land. It has historic market towns, ancient buildings and monuments, a unique World War two airfield, and an array of blue plaques that highlight the important contribution our residents have made to the United Kingdom and the world. These factors are what make the Epping Forest District such an appealing place to live work and do business. As we look to develop the economy locally, we will ensure that we protect these factors to not loose what makes our district a special place.

1. Are there any other principles that should underpin our strategy?

Enter your answer

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Epping Forest Economic Development Strategy 2026-2029 Public Consultation

* Required

Emerging Priorities

We began the process of developing the strategy, by first analysing data and consulting with key stakeholders (Essex County Council, North Essex Economic Board, Epping Forest Chamber of Commerce). From this initial consultation we have identified four areas that must be acted upon in order to grow the economy. They are;

job creation and boosting employment opportunities, supporting new and existing businesses, growing the visitor economy, supporting an increase in skills development and training opportunities.

We would like to know if you agree with these priorities or if there are other priorities that we should be addressing to grow the economy.

2. Do you agree with the priorities identified by our partners? *

| | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
|---|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|
| Job creation and boosting employment opportunities for district residents | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Supporting new and existing businesses | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Growing the visitor economy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Supporting an increase in skills development & training opportunities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. Are there any other priorities you feel are important?

Enter your answer

Epping Forest Economic Development Strategy 2026-2029 Public Consultation

* Required

Objectives & Actions

How can we make improvements to the economy locally?

With our partners we have began to identify some actions we need to take to improve the economy in the district. What we would like to know is if you agree with the actions we have identified and if there are any other actions, or work you feel we should undertake to support improvements to the local economy.

4. To create jobs and boost employment opportunities for the districts residents we will; *

| | Strongly agree | Agree | Disagree | Strongly disagree | Neutral |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Work with private and public sector to attract investment to key employment sites. | <input type="radio"/> |
| Work with employers from surrounding Districts and Boroughs to open employment opportunities to our residents. | <input type="radio"/> |
| Support residents into employment in anchor institutions with a particular focus on residents from disadvantaged backgrounds. | <input type="radio"/> |
| Seek investment in public transport to support employment in rural areas. | <input type="radio"/> |

| Strongly agree | Agree | Disagree | Strongly disagree | Neutral |
|----------------|-------|----------|-------------------|---------|
|----------------|-------|----------|-------------------|---------|

Support the sustainability of the glasshouse industry.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

5. What other action could we take to create jobs and boost employment opportunities for the district's residents?

Enter your answer

6. To support new and existing businesses we will; *

| Strongly agree | Agree | Disagree | Strongly disagree | Neutral |
|----------------|-------|----------|-------------------|---------|
|----------------|-------|----------|-------------------|---------|

Develop bespoke business support programmes to help district business grow.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

Develop town and village partnerships to address local business needs and boost rural economy.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

Work to adapt anchor institution procurement practices to increase local procurement of goods and services.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

Enhance entrepreneurial skills and support local startups.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

| Strongly agree | Agree | Disagree | Strongly disagree | Neutral |
|----------------|-------|----------|-------------------|---------|
|----------------|-------|----------|-------------------|---------|

Attract investment to increase business scale up space/facilities

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

7. What other action could we take to support new and existing businesses?

Enter your answer

8. To grow the visitor economy we will *

| Strongly agree | Agree | Disagree | Strongly disagree | Neutral |
|----------------|-------|----------|-------------------|---------|
|----------------|-------|----------|-------------------|---------|

Invest in tourism marketing and branding.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

Seek to attract investment to increase accommodation space.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

Support the growth of overnight stays in the district.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

Develop bespoke business support for industry.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

9. What other action could we take to grow the visitor economy?

Enter your answer

10. To support an increase in skills development and training opportunities for the districts residents we will: *

| | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
|---|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|
| Increase access to skills and training programmes particularly to support residents from disadvantaged backgrounds. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Support existing businesses with access to training for existing employees. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Focus skills and training investment to future growth sectors | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

11. What other actions could we take to increase skills development and training opportunities for the districts residents?

Enter your answer

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Epping Forest Economic Development Strategy 2026-2029 Public Consultation

Thank You

Next steps

Thank you for taking part in the consultation for the new Epping Forest Economic Development Strategy 2026-2029.

Your views and comments expressed in the consultation will be taken into consideration when developing the new strategy.

We will be publishing the new strategy in April 2026.

If you wish to have more information on the strategy or would like to receive a copy of the published strategy please contact the Economic Development Team email economicdevelopment@eppingforestdc.gov.uk

Thank you for your time.

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ATTACHMENT E1

Epping Neighbourhood Plan

Epping Forest District Council

Epping Together

Epping Town

Neighbourhood Plan

2023 – 2033

Independent Examiner's Report

By Ann Skippers BSc (Hons) MRTPI FRSA FHEA AoU

22 December 2025

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Summary

I have been appointed by Epping Forest District Council to carry out the independent examination of the Epping Town Neighbourhood Plan.

Epping town is a historic market town and one of two Town Centres in the District. It therefore plays an important role in the District. The town benefits from a range of services and facilities and is diverse and vibrant. Reflecting its historic importance, there are two Conservation Areas in the town itself and another at Coopersale Street and a host of listed buildings. It is surrounded by Green Belt and attractive countryside. Epping Forest adds greatly to its unique location. It has strong transport links due to its close proximity to the M25 and M11 and underground connections into London.

The Plan contains 18 policies covering a variety of topics largely stemming from the role it plays within the District as an area of growth, but also seeks to address areas of concern to the local community such as infrastructure keeping pace with development.

On initial examination, I found that the Plan would benefit from updating and editing; the Plan has understandably taken some years to reach this stage and some issues such as the adoption of the Local Plan had overtaken some of the Plan's contents. I invited the Town Council, working with Epping Forest District Council, to put forward amendments to the Plan and particularly the supporting text. The proposed amendments, including my own recommendations on them and other matters, were consulted upon as proposed modifications to the Plan in October and November 2025. I do not regard any of the proposed changes as individually significant, but the number of changes did, I felt, warrant a further short period of public consultation.

A large number of modifications have been recommended; in the main these are intended to ensure the Plan is up to date reflecting the adopted Local Plan and clear and precise providing a practical framework for decision-making as required by national policy and guidance.

Subject to those modifications, I have concluded that the Plan does meet the basic conditions and all the other requirements I am obliged to examine. I am therefore pleased to recommend to Epping Forest District Council that the Epping Town Neighbourhood Development Plan can go forward to a referendum.

In considering whether the referendum area should be extended beyond the Neighbourhood Plan area I see no reason to alter or extend this area for the purpose of holding a referendum.

Ann Skippers MRTPI
Ann Skippers Planning
22 December 2025



1.0 Introduction

This is the report of the independent examiner into the Epping Town Neighbourhood Development Plan (the Plan).

The Localism Act 2011 provides a welcome opportunity for communities to shape the future of the places where they live and work and to deliver the sustainable development they need. One way of achieving this is through the production of a neighbourhood plan.

I have been appointed by Epping Forest District Council (EFDC) with the agreement of Epping Town Council to undertake this independent examination. I have been appointed through the Neighbourhood Planning Independent Examiner Referral Service (NPIERS).

I am independent of the qualifying body and the local authority. I have no interest in any land that may be affected by the Plan. I am a chartered town planner with over thirty years experience in planning and have worked in the public, private and academic sectors and am an experienced examiner of neighbourhood plans. I therefore have the appropriate qualifications and experience to carry out this independent examination.

2.0 The role of the independent examiner and the examination process

Role of the Examiner

The examiner must assess whether a neighbourhood plan meets the basic conditions and other matters set out in paragraph 8 of Schedule 4B of the Town and Country Planning Act 1990 (as amended).

The basic conditions¹ are:

- Having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the neighbourhood plan
- The making of the neighbourhood plan contributes to the achievement of sustainable development
- The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area
- The making of the neighbourhood plan does not breach, and is otherwise compatible with, retained European Union (EU) obligations²

¹ Set out in paragraph 8 (2) of Schedule 4B of the Town and Country Planning Act 1990 (as amended) and paragraph 11(2) of Schedule A2 to the Planning and Compulsory Purchase Act 2004 (as amended)

² “EU obligation” was substituted for “retained EU obligation” by the Environmental Assessments and Miscellaneous Planning (Amendment) (EU Exit) Regulations 2018/1232 which came into force on 31 December 2020

- Prescribed conditions are met in relation to the neighbourhood plan and prescribed matters have been complied with in connection with the proposal for the neighbourhood plan.

Regulations 32 and 33 of the Neighbourhood Planning (General) Regulations 2012 (as amended) set out two additional basic conditions to those set out in primary legislation and referred to in the paragraph above. Only one is applicable to neighbourhood plans and was brought into effect on 28 December 2018.³ It states that:

- The making of the neighbourhood development plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.

The examiner is also required to check⁴ whether the neighbourhood plan:

- Has been prepared and submitted for examination by a qualifying body
- Has been prepared for an area that has been properly designated for such plan preparation
- Meets the requirements to i) specify the period to which it has effect; ii) not include provision about excluded development; and iii) not relate to more than one neighbourhood area and that
- Its policies relate to the development and use of land for a designated neighbourhood area.

I must also consider whether the draft neighbourhood plan is compatible with Convention rights.⁵

The examiner must then make one of the following recommendations:

- The neighbourhood plan can proceed to a referendum on the basis it meets all the necessary legal requirements
- The neighbourhood plan can proceed to a referendum subject to modifications or
- The neighbourhood plan should not proceed to a referendum on the basis it does not meet the necessary legal requirements.

If the plan can proceed to a referendum with or without modifications, the examiner must also consider whether the referendum area should be extended beyond the neighbourhood plan area to which it relates.

If the plan goes forward to referendum and more than 50% of those voting vote in favour of the plan then it is made by the relevant local authority, in this case EFDC. The

³ Conservation of Habitats and Species and Planning (Various Amendments) (England and Wales) Regulations 2018/1037

⁴ Set out in sections 38A and 38B of the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act and paragraph 11(2) of Schedule A2 to the Planning and Compulsory Purchase Act 2004 (as amended)

⁵ The combined effect of the Town and Country Planning Act 1990 (as amended) Schedule 4B para 8(6) and para 10 (3)(b) and the Human Rights Act 1998

plan then becomes part of the 'development plan' for the area and a statutory consideration in guiding future development and in the determination of planning applications within the plan area.

Examination Process

It is useful to bear in mind that the examiner's role is limited to testing whether or not the submitted neighbourhood plan meets the basic conditions and other matters set out in paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990 (as amended) and paragraph 11 of Schedule A2 to the Planning and Compulsory Purchase Act 2004 (as amended).⁶

Planning Practice Guidance (PPG) confirms that the examiner is not testing the soundness of a neighbourhood plan or examining other material considerations.⁷

The fact that a modification would be of benefit is not a sufficient ground in itself to recommend it. So, for example, the fact that a policy could be added to or strengthened does not justify a modification unless this is necessary for the reasons given above.

In addition, PPG is clear that neighbourhood plans are not obliged to include policies on all types of development.⁸ Often representations, as in this case, suggest new policies on different topics including air quality, biodiversity, green corridors or site allocations and safeguarded sites. Others suggest amendments to the policies or the supporting text or different approaches. As explained above, where I find that policies do meet the basic conditions, it is not necessary for me to consider if further amendments or additions are required and plans do not have to contain site allocations. Sometimes representations ask for additions that fall outside the remit of the planning system.

PPG⁹ explains that it is expected that the examination will not include a public hearing. Rather the examiner should reach a view by considering written representations. Where an examiner considers it necessary to ensure adequate examination of an issue or to ensure a person has a fair chance to put a case, then a hearing must be held.¹⁰

I note some representations request a hearing; this is not uncommon. After consideration of all the documentation, the representations made and the process followed for this examination, I concluded that it was not necessary to hold a hearing.

I set out my interim findings to both Councils on 31 March 2025 alongside some questions of clarification. This note is attached to this report as Appendix 2.

⁶ Paragraph 11(3) of Schedule A2 to the Planning and Compulsory Purchase Act 2004 (as amended) and PPG para 055 ref id 41-055-20180222

⁷ PPG para 055 ref id 41-055-20180222

⁸ Ibid para 040 ref id 41-040-20160211

⁹ Ibid para 056 ref id 41-056-20180222

¹⁰ Ibid

The interim findings stage highlighted a number of matters which are detailed in Appendix 2. In summary, I wanted to make the Town Council aware that I felt it would be necessary to make a significant number of modifications to both policies and the supporting text. I also identified a number of sections of the Plan which I considered would benefit from editing largely as a result of references which had been superseded with the passage of time such as the adoption of the Local Plan.

I therefore invited the Town Council, working with EFDC, to prepare some revised wording to help me to recommend appropriate modifications in my report.

Following receipt of my Questions of Clarification and Note of Interim Findings, the Town Council requested a clarification meeting to understand my expectations better and to agree a scope for the work I had requested. This took place virtually on 30 April 2025. The agenda and a note of that meeting (notes kindly prepared by EFDC) are attached to this report as Appendix 3. This meeting only related to procedural clarification matters and therefore was not held in public.

On 30 July 2025, the Town Council and EFDC responded with a comprehensive document of proposed amendments to the Plan.

After considering these proposed amendments, alongside my own proposed modifications, a further period of consultation to allow any interested parties an opportunity to comment, was held. This took place between 6 October – 3 November 2025.

In 2018, the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) published guidance to service users and examiners. Amongst other matters, the guidance indicates that the qualifying body will normally be given an opportunity to comment upon any representations made by other parties at the Regulation 16 consultation stage should they wish to do so. There is no obligation for a qualifying body to make any comments; it is only if they wish to do so.

The Town Council was given an opportunity to comment on the representations received during both periods of consultation and made comments which I have taken into account.

This examination has been somewhat unusual in its duration and the additional work the Town Council and EFDC officers have put into amending the Plan. I am very grateful to everyone involved for helping to ensure that, despite its complexities, the examination has reached a satisfactory conclusion.

I made an unaccompanied site visit to familiarise myself with the Plan area on 19 June 2025.

Shortly after the examination commenced, the Government published a new National Planning Policy Framework (NPPF) on 12 December 2024. Transitional arrangements

set out in the document¹¹ explain that the policies in the updated NPPF will only apply to those neighbourhood plans submitted from 12 March 2025 onwards. As a result, this examination has had regard to the NPPF updated in December 2023. It would be useful for the Plan to acknowledge the revised NPPF at an appropriate juncture and this is achieved through a modification (MN3).

Some concern has also been expressed in a representation about the Plan preparation process and the governance of the Advisory Committee. An independent examiner has no authority to consider such allegations of misconduct. Such matters should be dealt with through the internal complaints handling procedures of the qualifying body or local planning authority.

Modifications and how to read this report

Where necessary for the Plan to meet the basic conditions and other legal requirements, modifications have been recommended. These appear in this report as Modification Number (MN) MN1, MN2, MN3 and so on. For ease of reference, the modifications are shown in the Schedule of Proposed Modifications Annex attached to this report on page 42. Where I have suggested specific changes to the wording of the policies or new wording these appear in *italics*.

As a result of some modifications consequential amendments will be required. These can include changing policy numbering, section headings, amending the contents page, renumbering paragraphs or pages, ensuring that supporting appendices and other documents align with the final version of the Plan and so on.

EFDC has also made some comments in the representation about the consistency of grammar and so forth.

I regard these issues as primarily matters of final presentation and do not specifically refer to all such modifications, but have an expectation that a common sense approach will be taken and any such necessary editing will be carried out and the Plan's presentation made consistent.

3.0 Neighbourhood plan preparation

A Consultation Statement has been submitted.

Work began on the Plan in 2015 when an Advisory Committee was established. This Committee met regularly in open meetings. Early launch of the Plan and its logo and drop in sessions at various venues, attracting over 200 people, were held and a feedback event was held in early 2016.

¹¹ NPPF December 2024, para 239

A questionnaire was delivered to every household and businesses as well as other local organisations in the Parish in early 2016. This generated a good response.

Consultation was publicised through the Town Council's website, a monthly magazine delivered to residents and businesses, social media and notice boards. Meetings have been held with various groups.

According to the Town Council's website, pre-submission (Regulation 14) consultation took place between 11 June and 31 July 2018. Copies of the draft Plan were distributed to households, local organisations, businesses and statutory consultees. Coinciding with work on the Local Plan and the Covid 19 pandemic, ongoing awareness of the process with the local community was maintained through the website, magazine articles and through regular Town Council work.

I consider that the consultation and engagement carried out is satisfactory.

Submission (Regulation 16) consultation was carried out between 9 September – 21 October 2024.

The Regulation 16 stage resulted in 26 representations including two late representations which have been accepted by EFDC.

As I outline in the previous section, a further period of public consultation was carried out between 6 October – 3 November 2025. This stage resulted in 18 representations.

I refer to some of the representations by name in my report and not others. However, I have considered all of the representations made over the consultation periods and taken them into account in preparing my report.

4.0 Compliance with matters other than the basic conditions

Qualifying body

Epping Town Council is the qualifying body able to lead preparation of a neighbourhood plan. This requirement is satisfactorily met.

Plan area

The Plan area is coterminous with the administrative boundary for the Town Council. EFDC approved the designation of the area on 6 October 2014. The Plan relates to this area and does not relate to more than one neighbourhood area and therefore complies with these requirements.

The Plan area is shown on page 5 of the Plan. However, there are some additional black lines which should be removed and the map shows a “proposed Green Belt boundary”.

This has the potential to be confusing and it would be clearer if this map only showed the Plan area. Modification **MN1** is therefore made.

Plan period

The Plan period is 2023 – 2033. This is confirmed in the Basic Conditions Statement and the end date is stated in the Plan itself. The requirement is therefore satisfactorily met, but for the avoidance of doubt, modification **MN2** is made to include the whole of the Plan period on the front cover.

Excluded development

The Plan does not include policies that relate to any of the categories of excluded development and therefore meets this requirement. This is also helpfully confirmed in the Basic Conditions Statement.

Development and use of land

Policies in neighbourhood plans must relate to the development and use of land. Sometimes neighbourhood plans contain aspirational policies or projects that signal the community's priorities for the future of their local area, but are not related to the development and use of land. If I consider a policy or proposal to fall within this category, I will recommend it be clearly differentiated. This is because wider community aspirations than those relating to development and use of land can be included in a neighbourhood plan, but actions dealing with non-land use matters should be clearly identifiable.¹²

In this case, a number of Community Aspirations have been included in the Plan. They are distinguishable from the planning policies, but I recommend, later in this report, modifications to the Plan to ensure their status is clear.

5.0 The basic conditions

Regard to national policy and advice

The Government revised the National Planning Policy Framework (NPPF) on 19 December 2023 and updated it on 20 December 2023. It is this version of the NPPF that pertains to this examination.

The NPPF is the main document that sets out the Government's planning policies for England and how these are expected to be applied.

¹² PPG para 004 ref id 41-004-20190509

In particular it explains that the application of the presumption in favour of sustainable development will mean that neighbourhood plans should support the delivery of strategic policies in local plans or spatial development strategies and should shape and direct development that is outside of these strategic policies.¹³

Non-strategic policies are more detailed policies for specific areas, neighbourhoods or types of development.¹⁴ They can include allocating sites, the provision of infrastructure and community facilities at a local level, establishing design principles, conserving and enhancing the natural and historic environment as well as set out other development management policies.¹⁵

The NPPF also makes it clear that neighbourhood plans give communities the power to develop a shared vision for their area.¹⁶ However, neighbourhood plans should not promote less development than that set out in strategic policies or undermine those strategic policies.¹⁷

The NPPF states that all policies should be underpinned by relevant and up to date evidence; evidence should be adequate and proportionate, focused tightly on supporting and justifying policies and take into account relevant market signals.¹⁸

Policies should be clearly written and unambiguous so that it is evident how a decision maker should react to development proposals. They should serve a clear purpose and avoid unnecessary duplication of policies that apply to a particular area including those in the NPPF.¹⁹

On 6 March 2014, the Government published a suite of planning guidance referred to as Planning Practice Guidance (PPG). This is an online resource available at www.gov.uk/government/collections/planning-practice-guidance which is regularly updated. The planning guidance contains a wealth of information relating to neighbourhood planning. I have also had regard to PPG in preparing this report.

PPG indicates that a policy should be clear and unambiguous²⁰ to enable a decision maker to apply it consistently and with confidence when determining planning applications. The guidance advises that policies should be concise, precise and supported by appropriate evidence, reflecting and responding to both the planning context and the characteristics of the area.²¹

PPG states there is no 'tick box' list of evidence required, but proportionate, robust evidence should support the choices made and the approach taken.²² It continues that

¹³ NPPF para 13

¹⁴ Ibid para 28

¹⁵ Ibid

¹⁶ Ibid para 29

¹⁷ Ibid

¹⁸ Ibid para 31

¹⁹ Ibid para 16

²⁰ PPG para 041 ref id 41-041-20140306

²¹ Ibid

²² Ibid para 040 ref id 41-040-20160211

the evidence should be drawn upon to explain succinctly the intention and rationale of the policies.²³

Whilst this has formed part of my own assessment, the Basic Conditions Statement sets out how the Plan's objectives and policies correspond to the NPPF.

Contribute to the achievement of sustainable development

A qualifying body must demonstrate how the making of a neighbourhood plan would contribute to the achievement of sustainable development.

The NPPF confirms that the purpose of the planning system is to contribute to the achievement of sustainable development.²⁴ This means that the planning system has three overarching and interdependent objectives which should be pursued in mutually supportive ways so that opportunities can be taken to secure net gains across each of the different objectives.²⁵

The three overarching objectives are:²⁶

- a) an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;
- b) a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and
- c) an environmental objective – to protect and enhance our natural, built and historic environment; including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.

The NPPF confirms that planning policies should play an active role in guiding development towards sustainable solutions, but should take local circumstances into account to reflect the character, needs and opportunities of each area.²⁷

Whilst this has formed part of my own assessment, the Basic Conditions Statement sets out how the Plan helps to achieve each of the objectives of sustainable development as outlined in the NPPF and contains a robust discussion of how the Plan contributes.

²³ PPG para 040 ref id 41-040-20160211

²⁴ NPPF para 7

²⁵ Ibid para 8

²⁶ Ibid

²⁷ Ibid para 9

General conformity with the strategic policies in the development plan

The development plan consists of the Epping Forest Local Plan 2011 to 2033 (LP) adopted on 6 March 2023. This document is formed of Part One and Part Two which contains the site-specific policy requirements and designations. In addition, the Essex Minerals Local Plan 2014 and the Essex and Southend-on-Sea Waste Local Plan 2017 and other made neighbourhood plans also form part of the development plan.

LP Part One identifies the strategic policies as those beginning with SP, H, E, T, P and Policies D1 to D5 and D7.

Whilst this has formed part of my own assessment, the Basic Conditions Statement sets out how the policies in the Plan conform to the LP.

Retained European Union Obligations

A neighbourhood plan must be compatible with retained European Union (EU) obligations. A number of retained EU obligations may be of relevance for these purposes including those obligations in respect of Strategic Environmental Assessment, Environmental Impact Assessment, Habitats, Wild Birds, Waste, Air Quality and Water matters.

With reference to Strategic Environmental Assessment (SEA) requirements, PPG²⁸ confirms that it is the responsibility of the local planning authority to ensure that all the regulations appropriate to the nature and scope of the draft neighbourhood plan have been met. It states that it is the local planning authority who must decide whether the draft plan is compatible with relevant retained EU obligations when it takes the decision on whether the plan should proceed to referendum and when it takes the decision on whether or not to make the plan.

Strategic Environmental Assessment

The provisions of the Environmental Assessment of Plans and Programmes Regulations 2004 (the 'SEA Regulations') concerning the assessment of the effects of certain plans and programmes on the environment are relevant. The purpose of the SEA Regulations, which transposed into domestic law Directive 2001/42/EC (the 'SEA Directive'), are to provide a high level of protection of the environment by incorporating environmental considerations into the process of preparing plans and programmes.

A SEA Screening Report dated 9 May 2024 has been prepared. This concludes that the Plan is not predicted to have likely significant effects, either alone or in combination with other plans and projects and therefore 'screened out' SEA. The Screening Report includes summaries of the responses from the consultation with the statutory consultees. Both Natural England and Historic England agreed with the conclusion, but

²⁸ PPG para 031 ref id 11-031-20150209

the Environment Agency responded indicating they are unable to respond to screening requests.

I have treated the Screening Report to be the statement of reasons that the PPG advises must be prepared and submitted with the neighbourhood plan proposal and made available to the independent examiner where it is determined that the plan is unlikely to have significant environmental effects.²⁹

Taking account of the characteristics of the Plan, the information put forward and the characteristics of the areas most likely to be affected, I have no reason to disagree with the conclusions of the Screening Report and consider that the requirements in respect of SEA have been met.

Habitats Regulations Assessment

The provisions of the Conservation of Habitats and Species Regulations 2017 (the 'Habitats Regulations'), which transposed into domestic law Directive 92/43/EEC (the 'Habitats Directive'), are also of relevance to this examination. They constitute retained EU law under the European Union (Withdrawal) Act 2018 and section 5 of the Retained EU Law (Revocation and Reform) Act 2023.

The Conservation of Habitats and Species Regulations 2017 were amended by the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019/579 but they were not intended to introduce any change in policy³⁰.

Regulation 63 of the Habitats Regulations requires a Habitats Regulations Assessment (HRA) to be undertaken to determine whether a plan is likely to have a significant effect on a European site, either alone or in combination with other plans or projects. The HRA assessment determines whether the Plan is likely to have significant effects on a European site considering the potential effects both of the Plan itself and in combination with other plans or projects. Where the potential for likely significant effects cannot be excluded, an appropriate assessment of the implications of the Plan for that European Site, in view of the Site's conservation objectives, must be carried out. Case law has established that article 6(3) requires a strict "precautionary approach" and the Habitat Regulations should be interpreted "purposively".

On 28 December 2018, the basic condition prescribed in Regulation 32 and Schedule 2 (Habitats) of the Neighbourhood Planning (General) Regulations 2012 (as amended) was substituted by a new basic condition brought into force by Regulation 3(2) of the Conservation of Habitats and Species and Planning (Various Amendments) (England and Wales) Regulations 2018/1307 which provides that the making of the plan does not breach the requirements of Chapter 8 of Part 6 of the Habitats and Species Regulations 2017.

²⁹ PPG para 028 ref id 11-028-20150209

³⁰ CG Fry & Son Limited V Secretary of State for Housing & Communities and Local Government (formerly known as SoS for LU, H&C) & anor [2025] UKSC 35 at para 32

A Screening Report dated 9 May 2024 has been submitted. The report details four sites; the Epping Forest Special Area of Conservation (SAC), the Lee Valley Special Protection Area (SPA) and Ramsar, and the Wormley Hoddesdonpark Woods SAC.

The Screening Report concludes that no likely significant effects are predicted, either alone or in combination with other plans and projects. Consultation with Natural England has taken place and they concur that significant effects are unlikely, either alone or in combination.

Taking into account the distance from, the nature and characteristics of the European sites and the nature and contents of the Plan, I have no reason to disagree with the conclusion of the Screening Report and consider that the prescribed basic condition relating to the Conservation of Habitats and Species Regulations 2017 is complied with.

European Convention on Human Rights (ECHR)

The Basic Conditions Statement contains a statement in relation to human rights and equalities. Having regard to the Basic Conditions Statement, there is nothing in the Plan that leads me to conclude there is any breach or incompatibility with Convention rights.

The ultimate responsibility for determining whether a plan meets EU obligations lies with the local planning authority. EFDC does not raise any concerns in this regard.

6.0 Detailed comments on the Plan and its policies

In this section I consider the Plan and its policies against the basic conditions.

The Plan is presented to a good standard with many photographs of the area giving it a distinctly local feel. It contains 18 policies. There is a helpful contents page and a foreword from the Mayor, Epping Town Council, at the start of the Plan. I do not consider it appropriate to recommend changes to the Mayor's foreword, however references to earlier drafts of the now adopted Local Plan and the Neighbourhood Plan identifying site allocations when the allocations are made by the Local Plan are, to my mind, potentially confusing. Consideration could therefore be given to updating the foreword for future versions of the Plan.

1. Introduction

The first section of the Plan is well written and well presented and contains a wealth of information about the Plan area. It will need some natural updating as the Plan progresses towards being made.

I have also recommended a modification earlier in my report in respect of the Map on page 5 in this section (**MN1**).

2. Epping: The Big Picture

This section sets out the planning context for the area and is one of a number of sections of the Plan that I asked the Town Council and EFDC to review together. My key objective for this section was to update it given that the Local Plan has now been adopted.

It would also be useful for the Plan to acknowledge that the Plan was prepared in line with, and examined under, the December 2023 NPPF, but that a new NPPF was published in December 2024 for the avoidance of any doubt.

In addition, there are some other necessary changes and updates to this section in the interests of accuracy and clarity.

Modifications **MN3 – MN7** are accordingly made to address these points.

3. Vision and Aims

The vision for the area is:

“A community proud of its quality of life, its market-town heritage, proximity to London, and its strong links to Epping Forest, ready to maximise its potential as a destination of historical importance.

A community which acknowledges the need for proportionate new housing with increased infrastructure and jobs, facilities, amenities and buildings to support local needs and a town centre which is working, sustainable, varied and vibrant containing a balance of retail, commercial, employment and mixed residential developments respecting the surroundings, attracting residents, visitors and tourists to its varied commercial, arts, recreation and cultural offers.

A community which values its location in the Green Belt and the green spaces contributing to the appearance and vitality of the Parish.”

The detailed and distinctive vision is underpinned by seven aims.

Both the vision and the aims are clearly articulated and relate to the development and use of land putting sustainable development at the heart of the Plan.

Reference is also made to Community Aspirations. In the interests of clarity, modification **MN8** is recommended to ensure their purpose and status is clear.

4. The Forest, Green Belt & Natural Environment

There are two policies in this section. At this juncture, it is helpful for me to set out the District planning context for the Plan area.

LP Policy SP1 sets out the spatial development strategy for 2011 – 2033. The LP provides for a minimum of 11,400 new homes including some 2,851 affordable homes. This overall projected housing requirement built in some contingency. In relation to job growth, a minimum of 10,800 new jobs are planned. This includes the promotion of Town Centre development and regeneration, encouraging Town Centres to complement larger, subregional and regional retail destinations and encouraging new businesses.

LP Policy SP1 sets out the number of homes to be provided in Epping. The provision of approximately 709 homes has been informed by the aspiration for Epping to support an appropriate level of growth to continue in its role as one of the main towns within the District.

In line with LP Policy SP1, LP Policy P1 allocates nine sites for residential and mixed use as well as four sites for employment use in Epping. A new leisure centre to replace one lost by one of the site allocations is also proposed.

The housing provision in the LP includes around 450 new homes in South Epping which is a strategic site and one that the LP requires a strategic masterplan for. The LP explains that the strategy has been developed to minimise the loss of Green Belt, maximise the use of sites within existing settlements and to focus development in what are regarded as the most sustainable locations.

In addition, approximately six homes are allocated at land at Parklands in Coopersale in LP Policy P12.

LP Policy SP2 sets out place shaping principles. These include the provision of a range of housing types and sizes, employment opportunities, high quality design, open space, enhancing the natural environment, recreational, cultural and retail facilities, sustainable movement and access and recognising the important features, character and assets of existing settlements.

LP Policy SP5 sets out the extent of the Green Belt. This included alterations to the Green Belt boundary including at the South Epping site. This LP policy also refers to Local Greenspace.

LP Policy SP6 refers to the natural environment, landscape character and green and blue infrastructure. In essence, this policy seeks to ensure the natural environment is protected and enhanced and access to it extended with a comprehensive network of green and blue corridors helping to achieve this. In addition, it protects the green and blue infrastructure assets of the towns and villages and seeks to improve the quality of existing greenspace. This strategic policy also provides the framework for non-strategic

LP Policies DM1 – DM6 which, amongst other matters, refer to the Epping Forest SAC as well as habitat protection and improving biodiversity.

LP Policy E4 refers to the visitor economy. Amongst other things, it encourages sustainable tourism in rural areas including through better linkages between the settlements and rural surroundings and opportunities for the enjoyment of the Epping Forest. In addition, this LP policy encourages the improvement of sustainable and active transport opportunities for visitors in order to minimise increases in traffic and the affects it will have on the highway network and air quality.

I am mindful that the LP has been relatively recently adopted. A number of representations refer to the direction of travel in national policy and the need to consider additional sites for development or to safeguard sites. The transitional arrangements in the NPPF which I have already referred to make it clear this Plan is examined under the December 2023 version. There is no obligation for the Plan to consider other or additional sites for allocation or safeguarding purposes. Furthermore, EFDC has indicated that the overall Plan is in general conformity with the LP.

Policy 1: Protection of the Forest and the Green Belt

The protection of Epping Forest is a key theme in the LP and in this Plan. Policy 1 also considers the Green Belt. The boundaries of the Green Belt have been modified through the LP. This Plan does not seek to alter the boundaries of the Green Belt further.

The NPPF stresses the great importance the Government attaches to the Green Belt.³¹ It states that the fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence.³²

The first part of Policy 1 refers to the protection of Epping Forest and the Green Belt. I found the wording a little confusing and so recommend a modification in the interests of clarity.

The second element of the policy refers to improved accessibility to the countryside around Epping and promotes 'Epping Greenways' cross-referencing EFDC's Green Infrastructure Strategy which has now been adopted. The Green Infrastructure Strategy recognises that new residential development within parts of the District could result in more residents visiting Epping Forest. The areas where this is of concern are defined by a Zone of Influence of 6.2km. A Strategic Access Management and Monitoring Strategy has been adopted by EFDC to mitigate any adverse effects from increased use of the Forest.

The NPPF indicates that planning policies should protect and enhance public rights of way and access, including taking opportunities to provide better facilities for users, for

³¹ NPPF para 142

³² Ibid

example by adding links to existing rights of way networks.³³ It encourages opportunities to achieve net environmental gains such as developments which improve public access to the countryside.³⁴ It recognises the benefits of access to a network of high quality open spaces.³⁵ It encourages plans to enable and support healthy lifestyles including through the provision of safe and accessible green infrastructure and walking and cycling.³⁶

In response to my query about the Greenways, the Town Council confirms this is a term coined during the Plan preparation process. This is a term which may work well and it is a principle I support in line with national and local policy.

I note that the proposed Greenways are indicatively shown on Map 1 on page 23 of the Plan. However, there is little supporting information for the location of the proposed Greenways and although there may well be merit in these particular routes, I cannot be sure of the rationale for these. Their delivery is covered by the Action Plan. Accordingly a modification is made to the policy to make this laudable aim more generalist in nature.

The last element of the policy is clear that it is not the aim of the Plan to increase visitor numbers to Epping Forest, but rather to ensure any visits which are made are made in a more sustainable way. This appears to be a little at odds with paragraph 4.1 of the supporting text which could be interpreted as seeking to increase visitor numbers.

However, this last element does not solely deal with development and use of land and so I will suggest this is combined with a new paragraph 4.1 and moved to the supporting text. This then will align better with LP Policy E4 which, amongst other things, seeks to support sustainable tourism including better linkages between settlements and the surrounding areas and opportunities to enjoy Epping Forest as well as other policies in the LP.

Paragraph 4.2 of the supporting text refers to the Green Belt and the NPPF, but I do not recognise all of the bullet points made in relation to the Green Belt. This paragraph therefore requires amendment.

I now turn to consider Map 1, referred to in this policy and found on page 23 of the Plan. Given my conclusions about the lack of information about the proposed Greenway routes, they should be removed from Map 1.

Map 1 is titled the Proposals Map for the Parish. It includes the site allocations contained in the LP including South Epping. It shows a new car park, but I do not have any information on what this relates to. In addition, Map 1 shows the proposed Local Green Spaces and wildlife corridors which I discuss in relation to Policy 2. **MN43** at the end of the Annex deals with Map 1.

³³ NPPF para 104

³⁴ Ibid para 124

³⁵ Ibid para 102

³⁶ Ibid para 96

Accordingly, with modifications **MN9** and **MN10** to address these points, the basic conditions will be met as Policy 1 will have regard to national policy, will be in general conformity with LP Policies SP6 and E4 in particular and will help to achieve sustainable development.

I note a representation from the City of London, which owns Epping Forest supports the high importance that the Forest has and agrees with the premise in Policy 1 that the Forest should be visited in a more sustainable way and visitors encouraged to visit other green spaces and countryside around the town.

Policy 2: Protect and Enhance Open Space Within the Parish

This policy seeks to do a number of different things. It refers to Map 1 on page 23 of the Plan.

It firstly seeks to designate two areas of Local Green Space (LGS); Stonards Hill and the Coopersale cricket ground.

The NPPF explains that LGSs are green areas of particular importance to local communities.³⁷ The designation of LGSs should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services.³⁸ It is only possible to designate LGSs when a plan is prepared or updated and LGSs should be capable of enduring beyond the end of the plan period.³⁹

The NPPF sets out three criteria for green spaces.⁴⁰ These are that the green space should be in reasonably close proximity to the community it serves, be demonstrably special to the local community and hold a particular local significance and be local in character and not be an extensive tract of land. Further guidance about LGSs is given in PPG.

The policy then refers to Swaines Green as a Local Wildlife Site and Green Belt.

Then the policy lists six areas which it indicates meet the criteria for LGS; one of which is Swaines Green.

The policy then refers to the Green Infrastructure Strategy and Open Space Strategy at EFDC level. It then indicates that the policies operate to ensure that the areas of Coopersale, Coopersale Street and Fiddlers Hamlet remain separate from Epping and surrounded by countryside.

³⁷ NPPF para 105

³⁸ Ibid

³⁹ Ibid

⁴⁰ Ibid para 106

Then the policy refers to areas which will be protected with no reduction in the extent or quality of open space, but only specifically refers to Frampton Road football ground and Epping Cricket Ground.

Then the policy identifies wildlife corridors and priority areas including trees and hedgerows at Stewards Green Lane and South Epping.

Lastly, the policy identifies a number of both specific and unnamed areas to retain as open space including the Golf Course and the playing fields at Epping St John's and Epping Primary School as well as more generally allotments, cemetery, recreation and play areas.

The policy seeks to cover a lot of ground and its premise is laudable. However, despite some information contained in the Green Open Spaces Protection document of September 2021, insufficient evidence has been presented to support the two LGSs. Furthermore a representation indicates there has been no prior contact with the landowners. On the basis of the information available to me now, I therefore have little option but to delete this element of the policy.

Paragraph two of the policy then refers to other areas which meet the criteria for LGS designation. It is unclear to me whether the policy seeks to designate these areas. In any case, there is insufficient evidence to support these areas as LGSs. Therefore there is no option except to recommend deletion.

The third element of the policy is largely commentary about the provision of open space and then refers in essence to coalescence between Epping Town and the hamlets of Coopersale, Coopersale Street and Fiddlers Hamlet. These are two different aims. Again these may well be valid aims, but there is insufficient evidence to support a policy on coalescence and a high reliance on a draft Green Infrastructure Strategy (which is now adopted and so differences may have occurred) and an Open Space Strategy of 2017, some time ago.

The fourth element refers to protection for open space, naming two areas. Again this is unclear and imprecise.

The fifth element then refers to wildlife corridors and priority areas. This introduces a new and different topic from the retention of open space although obviously there are pragmatic links between the two. There is insufficient evidence to support the named areas.

The last element of the policy seeks to retain open space for named areas as well as more generally referring to allotments, cemeteries and play areas.

The policy, as currently presented, is too imprecise and confusing to be able to implement it with any degree of precision. There is insufficient evidence to support the proposed LGSs and the inclusion of other named areas. There are also a number of

representations which point to the lack of basis for the proposals, the inconsistencies and concern about the delivery of some of the schemes.

In my Questions of Clarification and Note of Interim Findings, I indicated that Policy 2, alongside others, might be candidates for deletion to give the Town Council a sense of the nature of the changes I was considering at that time. That Note also stressed that it was written without prejudice to the outcome of the examination.

As the examination progressed, I reached the conclusion that the overarching aims of the policy have merit and are in line with both national and District level policy. This includes LP Policy SP6 which, amongst other things, protects the green infrastructure of towns and seeks to improve the quality of open spaces. The LP recognises the importance of open spaces including allotments, ponds, streams, roadside verges and cemeteries as well as landscape features.⁴¹ Both the LP and the NPPF contain definitions of “open space”. Modification **MN11** is therefore made to convert this policy into a non-location specific policy on open space and other green infrastructure features.

Turning now to the supporting text, paragraph 4.3 refers to Policy 2 and requires modification as a result of the amendment to Policy 2. The last part of this paragraph refers to the possible expansion of Epping Forest. This is not explained elsewhere and I am not aware of any such plans. In the interests of clarity, I recommend this reference be removed.

Paragraph 4.4 requires some amendment as it is the whole of the development plan which is considered by decision takers in relation to any further development proposals not the specific three policies referred to. Paragraphs 4.5 and 4.6 also require amendment as they read as policy rather than supporting text.

With modifications **MN11** and **MN12**, Policy 2 and its supporting text will meet the basic conditions by having regard to national policy especially in relation to green infrastructure and open spaces described in my discussion of Policy 1 above, being in general conformity with the LP and particularly LP Policies SP6 and P1 and helping to achieve sustainable development.

5. Epping’s Growth & Development

There are three policies in this section. I asked the Town Council and EFDC to consider revising this section so that it was up to date and clearer. The Town Council has suggested a number of changes to this section including the deletion of Policies 3, 4 and 5.

I have considered these suggested amendments alongside my own assessment. I agree that **Policy 3: Development Proposals** now does not serve any useful purpose with the passage of time and should be deleted.

⁴¹ Local Plan, para 2.152, page 53

Policy 4 (untitled) states that the Town Council will consider development proposals taking account of the LP, the NPPF and other policies in the Plan. The policy achieves little, as any decision taker would have to consider all the relevant policies in the development plan and any other material considerations as set out in statute. In addition, at the present time, the Town Council is not a determining authority. Given all of these issues, I agree the policy should be deleted.

Policy 5 (untitled) relates to South Epping, a strategic site identified in the LP. LP Policy P1 sets out a list of considerations and the need for a strategic masterplan. Whilst Policy 5 reflects LP Policy P1, it specifies 450 homes rather than the approximate number in the LP and is more specific in some of its references; for example to a pharmacy whereas the LP simply refers to community and health facilities and retail uses.

I note that the Plan supports the delivery of the site and there is nothing to suggest that this policy does not plan positively to support the LP. I also consider that it is acceptable for a neighbourhood plan in principle to set out requirements for example for infrastructure required to address the demands of the development identified. However, this must be supported by evidence for those needs and how it might be delivered as part of the strategic schemes.

In this case, the wording of Policy 5 does not, in my view, add much to the policies at LP level, particularly when a strategic masterplan is to be prepared for the site. It would be possible for the Town Council to collate the local community's views on local needs and how best the site could be integrated with the existing town as part of a 'community aspirations' section like the one prepared in relation to accessibility and connectivity later in the Plan. I therefore agree Policy 5 should be deleted.

Modifications **MN13**, **MN14** and **MN15** delete these three policies.

These modifications mean that this section does not include any policies for growth or development. Some representations seek new site allocations. However, as I explain in an earlier section of my report, the Plan is not obliged to include policies for housing growth; rather the Plan now supports the adopted LP in this respect.

I have also considered whether, and reached the conclusion that, it would be appropriate to update and revise the supporting text given the lack of policies in this section. Modification **MN16** sets out the proposed changes in the interests of clarity and accuracy. I consider the new paragraph recommended for inclusion at the end of this section deals sufficiently with any changes to a national policy stance.

6. Accessibility & Connectivity

This section has three policies. All are aimed at helping to address particular concerns of the local community around access, infrastructure capacity and congestion in the light of the growth anticipated locally and further afield. The section also contains a number of community aspirations in three boxes.

I asked the Town Council and EFDC to review this section with a view to updating it and to respond to a number of representations that pointed to the need for the community aspirations boxes to be amended.

Modification **MN17** deals with changes to the supporting text.

The NPPF indicates that transport issues should be considered from the earliest stages of plan-making and development proposals so that, amongst other things, opportunities to promote walking, cycling and public transport use are identified and pursued.⁴²

LP Policy T1 seeks to promote transport choice through improved public transport, cycling and walking networks and opportunities to improve access to the Town Centre by all modes of transport with good integration between modes. It refers to adopted parking standards and supports reduced parking development in sustainable locations.

LP Policy P1 refers to sustainable transport choices including the provision of, and improvement to, existing cycling and walking networks and access to passenger transport services.

Policy 6: Enhancing Epping Station. I asked the Town Council about the continued relevance of this policy and revisions have been put forward. At the same time I deal with other revisions to the policy in the interests of clarity and to help address the points raised in representations including from ECC and TfL.

I note that EFDC has indicated that the originally drafted policy is not generally incompatible with the LP although concerns over deliverability of the policy have been raised. In addition, any increase in car parking is not regarded to align with the policy direction in the LP. The recommended modifications to the policy will help to address these concerns.

Modification **MN18** amends Policy 6 to enable it to meet the basic conditions. With these changes, Policy 6 will have regard to national policy, be in general conformity with LP Policies T1 and P1 in particular and help to achieve sustainable development.

Policy 7: Walking, Cycling and Car Parking sets out a presumption against the net loss of existing public car parking provision.

The Town Council has put forward an amended policy, but I have made a number of other changes. These have been made to ensure that walking, cycling and public transport are encouraged and that the NPPF's stance on charging of plug-in and other ultra low emission vehicles⁴³ is included in the car parking provision and that the Town Council's desire to retain public car parking provision is achieved, but that the LP's stance on parking for new developments in sustainable locations is aligned.

⁴² NPPF para 108

⁴³ Ibid paras 111, 116

Modification **MN19** amends Policy 7 to enable it to meet the basic conditions. With these changes, Policy 7 will have regard to national policy, be in general conformity with the LP and especially LP Policies T1 and P1 and help to achieve sustainable development.

Policy 8: Paths to Countryside refers to 'Epping Greenways', already referenced in Policy 1 of the Plan, which are combined walking and cycling routes linking the town centre with the surrounding countryside. Complementary facilities such as way marking and seating will be provided. The policy is to be delivered through development proposals as appropriate. The Town Council put forward amendments to this policy.

Policy 8 is now clearer and deliverable subject to viability and other considerations.

With modification **MN20**, Policy 8 will meet the basic conditions by having regard to national policy, being in general conformity with LP Policies SP6 and P1 in particular and helping to achieve sustainable development.

Modification **MN21** consolidates the three Community Aspirations boxes in this section and addresses many of the concerns raised in representations. Some of the aspirations that representations asked to be deleted, remain. This is because even though the aspirations may be difficult to achieve, they are a record of the local community's aspirations and are nonetheless worth pursuing at this stage to see if they can be fully or partly achieved now or at a future date.

7. Epping Town Centre

The Plan is rightly proud of Epping's market town history and its numerous listed buildings and two Conservation Areas (CA). The town centre is identified in the LP as one of two of the District's Town Centres. The Plan seeks to ensure that this important role is retained and that the town centre will continue to be an attractive destination at the heart of Epping Forest for both residents and visitors. The Plan recognises there are a number of sites identified for development in and around the town centre.

The NPPF is clear that planning policies should support the role that town centres play at the heart of local communities, by taking a positive approach to their growth, management and adaptation.⁴⁴ It goes onto say that residential development can often play an important role in ensuring the vitality of centres and should be encouraged on appropriate sites.⁴⁵

LP Policy E2 supports retail, leisure, entertainment, offices, arts and culture, tourism and other main town centre uses. Within defined Primary Commercial, Business and Service Frontages, ground floor units will be kept in Use Class E uses. Proposals which do not result in a reduction in the specified percentage of Use Class E uses will be permitted where this supports the function, vitality or viability of the town centre and will maintain an active daytime frontage. Within Secondary Frontages, a wider range of

⁴⁴ NPPF para 90

⁴⁵ Ibid

uses may be acceptable subject to various criteria. LP Policy E2 in turn refers to LP Policy P1. This states that at least 70% of ground floor primary frontage and at least 20% of the ground floor secondary frontage will be maintained in Use Class E uses.

There are three policies in this section. The Town Council has put forward amendments to this section and Policy 9.

I had asked the Town Council to clarify the intent of the originally drafted **Policy 9: Epping Town Centre**. This was because I considered the originally drafted policy included some different provisions to LP Policies E2 and P1. The Town Council has now suggested an amendment to the policy. Policy 9 reflects the stance of the NPPF and LP Policies E2 and P1 whilst adding some local distinction by referring to the diverse range of uses and ground floor residential uses. I have also made further changes to those suggested by the Town Council. With these changes, subject of modification **MN22**, Policy 9 meets the basic conditions.

The amended draft policy refers to map 2 on page 30 of the Plan. Map 2 identifies the town centre boundary, primary shopping area, primary frontage and secondary frontages. It also identifies a proposed new section of secondary frontage along St John's Road. These designations, including the proposed secondary frontage, all reflect those found in the LP on Map 5.3 except that in this Plan they are referred to as "retail" frontages and in the LP, they are referred to "commercial, business and service" frontages. Map 2 should reflect the LP. **MN23** addresses this point.

Policy 10: Sustaining and Enhancing Epping Town Centre seeks to sustain and enhance the vitality and viability of the town centre. There is a 'rogue' sentence which does not make much sense to me and therefore this is recommended for deletion.

Otherwise, the policy sets out priorities for the town centre and supports residential use at first floor levels subject to parking and design. Whilst EFDC has raised some concern about the reference to parking, this does not necessarily mean parking is required and the language used includes some flexibility.

I consider that, with amendment shown in **MN24**, Policy 10 can be retained to usefully set out the priorities for the town centre. Policy 10 will therefore meet the basic conditions by having regard to national policy, being in general conformity with the LP and especially LP Policies E2 and P1 and helping to achieve sustainable development.

Policy 11: Shop-front Improvements seeks to ensure that any proposals enhance the town centre and the Conservation Areas. There is a statutory duty set out in the Planning (Listed Building and Conservation Areas) Act 1990 in relation to CAs which this policy should reflect. The policy also refers to the draft LP and references two non-strategic policies; LP Policy DM13 which refers to advertisements and LP Policy DM14 which refers to shopfronts and so this needs updating.

Taking these matters together, some amendment to Policy 11 is recommended in order for it to meet the basic conditions. With modification **MN25**, Policy 11 will meet the

basic conditions by having regard to national policy, being in general conformity with the LP and helping to achieve sustainable development.

Some changes are also made to the supporting text to update it and bring it in line with the changes made to the policies. Modification **MN26** sets out these amendments.

8. Business & Employment

The Plan explains that there are a number of different sectors that contribute to employment related uses including town centre, offices, hospitality, light industry, education, health and the local authority functions undertaken by the District and Town Councils.

Policy 12: Employment encourages proposals which support the economic activities recognising Epping's position in the London Stansted Cambridge Corridor. The policy refers to the premises along and adjoining the High Street and four employment areas which are designated by LP Policy P1, and also refers to school sites. The town centre as a destination is recognised.

The NPPF's economic objective⁴⁶ offers strong support for building a strong, competitive economy.⁴⁷ The NPPF is clear that policies should support the role of town centres which lie at the heart of local communities, by taking a positive approach to their growth, management and adaption.⁴⁸

The vision for Epping in LP Policy P1 encourages new commercial and employment uses where they support local businesses to ensure the town centre retains a strong economic base. It also promotes the tourism offer.

The footnote in the policy which refers to page numbers in the LP needs amendment and is subject to **MN27**. Otherwise the policy meets the basic conditions by having regard to national policy, being in general conformity with LP Policy P1 in particular and helping to achieve sustainable development.

The Town Council has also put forward an update to paragraph 8.2 in the interests of accuracy which is subject to **MN28**.

9. Local Facilities for Health, Arts, Culture & Recreation

Policy 13: Enhancing Social, Sporting, Play, Cultural and Community Facilities sets out to achieve a number of things. It resists the loss of sporting, social, cultural, arts, play and community facilities through a presumption against any loss unless "viable alternatives" are proposed.

⁴⁶ NPPF para 8

⁴⁷ Ibid para 85

⁴⁸ Ibid para 90

The policy goes on to accept replacement facilities provided to an equivalent or better standard in a suitable location in respect of sporting, social, cultural, play and community facilities.

There is some overlap and potential confusion over the types of facilities covered in the policy. Examples are given in the policy.

The policy also supports new facilities and outlines specific proposals which are sought. Reference is also made to surveys of local residents in relation to play and recreational facilities. This is a welcome idea, but this reference should be in the supporting text as such surveys would inform the policy rather than set policy out.

Lastly, the policy resists the change of use of current community facilities specifically referring to the Epping Tennis and Epping Cricket Clubs. This part of the policy is difficult to operate as there is no list of the “current” facilities it might apply to. It is also at odds with the first element of the policy. Whilst then there is no reason in principle why the Plan could not retain certain named facilities, the policy, as currently presented, is difficult to implement in this respect.

The Hertfordshire and West Essex Integrated Care Board (HWE ICB) object to the policy and request some changes to be made because the Plan does not reflect the healthcare strategy for the area.

A representation on behalf of the Princess Alexandra Hospital objects to the policy on the basis that it does not reflect the healthcare strategy produced by the HWE ICB.

There is also concern that the requirement for replacement facilities to be of “equivalent or better quality” is problematic for the health authority as the provision would come within the health authority’s remit. Policy 13 covers a wide range of community facilities not just healthcare and relevant national and LP policies contain similar provisions. It is in any case surely to be assumed that any replacement healthcare provision, as determined by the responsible authority, would be of the highest standard of healthcare delivery.

The NPPF states that policies should plan positively for shared spaces, community facilities which include local shops and cultural buildings.⁴⁹ It also states that policies should guard against the unnecessary loss of valued facilities and services as part of its drive to promote healthy and safe communities, particularly where this would reduce the community’s ability to meet day-to-day needs.⁵⁰ As part of this, the NPPF indicates that such policies should take into account and support the delivery of local strategies to improve health, social and cultural well-being for all sections of the community.⁵¹

LP Policy P1 indicates that development proposals will be expected to deliver infrastructure including education and health facilities.

⁴⁹ NPPF para 97

⁵⁰ Ibid

⁵¹ Ibid

LP Policy D2 refers to essential facilities and services. In relation to the loss of facilities, one of the criteria is that a suitable replacement facility of an equivalent or higher standard is provided on-site or in an appropriate alternative location which is accessible to local residents affected by the loss.

LP Policy D4 permits proposals which retain or improve the quality of facilities valued by the community. Proposals that result in the loss of facilities used for community, leisure and cultural activities are only permitted if the facility is no longer needed or is no longer feasible or viable for those uses, a replacement is provided or there is sufficient community benefit to the proposal to outweigh the loss.

Modifications are therefore made to address these issues to enable the policy and its supporting text, in some form, to be retained alongside a revised Community Aspirations box on page 35 of the Plan.

With modifications **MN29**, **MN30** and **MN31**, the policy and its supporting text will meet the basic conditions by having regard to national policy, being in general conformity with LP Policies P1, D2 and D4 in particular and helping to achieve sustainable development.

10. Enhancing the Lives of Residents

EFDC has suggested that Table 2 on page 36 of the Plan could be updated to the most recently published Census data. In addition, paragraph 10.1 refers to the proportion of older people being higher than the County average. I consider it would be appropriate for this Table to be updated and the text updated. This information has been provided by the Town Council and is subject to modification **MN32**.

There are three policies in this section. The first, **Policy 14: Protecting Residential Amenity**, seeks to ensure that new development respects both the design quality and amenity of the locality in which it is located. The policy refers to the Essex Design Guide.

The NPPF states that good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities.⁵² Being clear about design expectations is essential for achieving this.⁵³

It continues that neighbourhood planning groups can play an important role in identifying the special qualities of an area and explaining how this should be reflected in development.⁵⁴ It refers to design guides and codes to help provide a local framework for creating beautiful and distinctive places with a consistent and high quality standard of design.⁵⁵

⁵² NPPF para 131

⁵³ Ibid

⁵⁴ Ibid para 132

⁵⁵ Ibid para 133

It continues that planning policies should ensure developments function well and add to the overall quality of the area, are visually attractive, are sympathetic to local character and history whilst not preventing change or innovation, establish or maintain a strong sense of place, optimise site potential and create places that are safe, inclusive and accessible.⁵⁶

LP Policy SP2 sets out place shaping principles. Non-strategic LP Policy DM9 refers to high quality design and is a detailed policy that requires new development to be design-led and sets out standards for design, refers to landscaping, public realm, connectivity and permeability and privacy and amenity. Non-strategic LP Policy DM10 refers to housing design and quality including space standards and amenity.

Policy 14, in principle, seeks to improve the design quality of the area and ensure that the amenities of existing residents are protected. There is no need to refer to other policies in the Plan. It is not possible to expect new development to deal with existing deficiencies in the area; new development can only address the impacts it will generate.

With modification **MN33**, the policy will meet the basic conditions by having regard to the NPPF, being a local expression of, and in general conformity with, LP Policy SP2 in particular and helping to achieve sustainable development.

Policy 15: Bungalows, Basements and Garages seeks to resist the loss of housing for older people as well as dealing with basements and the conversion of garages.

The Plan explains that Epping has a higher proportion of residents aged 65 plus than the national average. The policy seeks to introduce a presumption against the loss of specialised housing including bungalows in this typology and makes reference to the Orchards.

The NPPF states that to help support the Government's objective of significantly boosting the supply of homes, it is important that a sufficient amount and variety of land comes forward where it is needed, that the needs of groups with specific housing requirements are addressed and that land with permission is developed without unnecessary delay.⁵⁷ It continues that the overall aim should be to meet as much of an area's identified housing need as possible, including with an appropriate mix of housing types for the local community.⁵⁸

Within this context, it is clear that size, type and tenure of housing needed for different groups in the community should be assessed and reflected in policy.⁵⁹ These groups include affordable housing, families with children, older people and those with disabilities.⁶⁰

⁵⁶ NPPF para 135

⁵⁷ Ibid para 60

⁵⁸ Ibid

⁵⁹ Ibid para 63

⁶⁰ Ibid

LP Policy H1 seeks a mix of housing and accommodation types. It specifically resists the loss of bungalows and specialist accommodation. The LP explains there has been a gradual erosion of bungalows. It continues that bungalows can play an important role given that they are usually fairly readily adaptable to meet the needs for accessible homes which can include the needs of older people. I recognise that bungalows are not the sole way of providing homes for older people. Given the stance of the LP, I consider this element of the policy can meet the basic conditions with some modification.

The second element of the policy refers to basements and other subterranean alterations, 'piggy backing' onto non-strategic LP Policy DM12 which sets out detailed requirements. I recognise that such development can be achieved well, but can also create issues locally. Some modification is necessary in the interests of clarity.

The third element of the existing policy resists garage conversions to separate dwellings if the proposal would significantly alter the character of the area and refers to the amenities of neighbours. Some modification is necessary in the interests of clarity.

With modification **MN34**, Policy 15 will meet the basic conditions by having regard to national policy, be a local interpretation of LP Policies SP2 and H1 in particular and helping to achieve sustainable development.

The last policy in this section is **Policy 16: Sustaining and Enhancing Coopersale**.

Coopersale is a small community to the east of Epping and is identified as a Small Village in the LP settlement hierarchy. LP Policy P12 sets out a residential allocation for approximately six homes at land at Parklands and there is also an employment site. The site allocation includes a three storey building with some facilities on the ground floor and flats above, the car park and green area to the building. This policy seeks to sustain and enhance the existing facilities on offer. There does not need to be any conflict with the site allocation which is described in the LP as intensification to maximise the use of brownfield land.⁶¹ However, over the lifetime of the Plan, it will be difficult to know what the existing mix of facilities is and so a modification to this policy is recommended.

With modification **MN35**, Policy 16 will meet the basic conditions by having regard to the NPPF which guards against the unnecessary loss of valued facilities and services as part of its drive to promote healthy and safe communities, particularly where this would reduce the community's ability to meet day to day needs,⁶² being in general conformity with LP Policies D2 and D4 which refers to essential facilities and services and helping to achieve sustainable development.

11. Heritage, Historic Buildings and Public Realm

The NPPF is clear that heritage assets are an irreplaceable resource and should be conserved in a manner appropriate to their significance.⁶³ It continues⁶⁴ that great

⁶¹ Local Plan, paragraph 5.151, page 175

⁶² NPPF para 97

⁶³ Ibid para 195

weight should be given to the assets' conservation when considering the impact of development on the significance of the asset.

In relation to non-designated heritage assets, the NPPF is clear that the effect of any development on its significance should be taken into account and that a balanced judgment will be needed having regard to the scale of any harm or loss and the significance of the heritage asset.⁶⁵

There is a wealth of heritage within the Plan area. It has three Conservation Areas (CA) and a number of listed buildings as well as numerous other important heritage assets. A correction should be made to the title of the Coopersale Street CA.

Non-strategic LP Policy DM7 refers to heritage assets.

This section contains a lot of information and is a little repetitive, particularly in relation to what are community aspirations in both reviewing the CAs and developing a list of non-designated heritage assets. Some correction is needed to paragraphs 11.1, 11.2 and 11.4 and a reference in the Community Aspirations box in the interests of accuracy. I asked the Town Council to review this section and amendments to the supporting text and Policy 17 have been put forward. **MN36** deals with the modifications to the supporting text. **MN37** deals with changes to the Community Aspirations box on page 39 of the Plan.

There is one policy in this section: **Policy 17: Protecting the Parish's Heritage Assets.**

The policy also refers to the ambition to review the CAs which as a community aspiration rather than policy; this should go in the supporting text. The policy does however, set out expectations for development which can be retained as policy. A semi-colon has been added to the retained criteria so it is clear this is a list. ECC make a useful suggestion about archaeology which is incorporated into the policy to make it clearer how this element of the policy might be assessed.

Therefore with modification **MN38**, Policy 17 will meet the basic conditions by having regard to national policy, being in general conformity with the LP and helping to achieve sustainable development.

12. Sustainability

Policy 18: Sustainability is the last policy in the Plan. It seeks to ensure that new development takes account of climate change impacts including through the provision of SuDs. The policy cross-references non-strategic LP Policy DM16 which sets out detailed requirements for SuDs and is in line with the NPPF which encourages new development to incorporate SuDs where appropriate.⁶⁶

⁶⁴ NPPF para 205

⁶⁵ Ibid para 209

⁶⁶ Ibid paras 173, 175

In relation to meeting the challenge of climate change, flooding and coastal change, the NPPF states that the planning system should support the transition to a low carbon future.⁶⁷ The planning system should help to: shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure.⁶⁸

It continues that plans should take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures.⁶⁹

The Government introduced national technical standards for housing in 2015. A Written Ministerial Statement (WMS)⁷⁰ explains that neighbourhood plans should not set out any additional local technical standards or requirements relating to the construction, internal layout or performance of new dwellings.

That WMS is now effectively moot in this respect following a Government Statement on Planning – Local Energy Efficiency Standards Update.⁷¹ This embeds a general rule of thumb that policies which propose standards or requirements that go beyond current or proposed standards should be rejected at examination if they do not have a well-reasoned and robustly costed rationale. I consider the principle is applicable here.

Having carefully considered the wording of the policy I consider it does not set a standard and therefore is acceptable. I note that non-strategic LP Policy DM10 requires new housing development to meet or exceed the minimum internal space standards.

Policy 18 meets the basic conditions by encouraging new development to meet a high level of sustainable design and construction and has regard to national policy, is in general conformity with the LP and will help to achieve sustainable development.

The Town Council has requested paragraph 12.3 in this section be deleted; this is subject to modification **MN39**.

13. Making It Happen

This section of the Plan contains an Action Plan. The Town Council has requested some revisions to the supporting text subject to modification **MN40**.

⁶⁷ NPPF para 157

⁶⁸ Ibid

⁶⁹ Ibid para 158

⁷⁰ Written Ministerial Statement 25 March 2015

⁷¹ Statement made on 13 December 2023

Some amendment is recommended to the Action Plan in paragraphs 13.4 and 13.5 in the interests of clarity and to remove any locational driven references to particular sites. The status of the Action Plan also needs to be clear.

I note that various representations ask for deletion or changes to some of the entries in the Action Plan. I see no harm in including an ambitious list of items and I note the wording does not tie any other organisation or body to any action or its implementation. I am not aware of any of the organisations referred to in the retained Action Plan objecting to their inclusion on this list. I understand that some of the ambitions are unlikely to be delivered however this is also a record of the local community's aspirations. In many ways, an action plan of this nature showing how some of the policies and community aspirations in the Plan might be progressed is to be welcomed. However, the Town Council has revised the entries and I also make some recommended changes.

Taking all of these matters together in respect of the Action Plan, modification **MN41** is recommended.

Annexes

Annex A is site selection criteria, but given that no sites are allocated, I found this annex to be confusing and therefore recommend its deletion.

Annex B refers to masterplans and densities and specific sites; again given the Plan does not allocate sites, there is no need for this annex.

Annex C is Character Appraisals.

Annexes D, E and F are maps of the CAs.

Annex G shows the Plan area and duplicates the information on page 5 of the Plan and so is not needed.

Annex H is a history of Epping.

Annex I contains information about the Use Classes.

Annex J is a useful glossary. Some amendments are recommended in the interests of accuracy.

Modification **MN42** addresses the annexes.

Map 1: Proposals Map

Given the modifications made in this report, Map 1 on page 23 of the Plan no longer serves any useful purpose. **MN43** therefore deletes it.

7.0 Conclusions and recommendations

I am satisfied that the Epping Town Neighbourhood Development Plan, subject to the modifications I have recommended, meets the basic conditions and the other statutory requirements outlined earlier in this report.

I am therefore pleased to recommend to Epping Forest District Council that, subject to the modifications proposed in this report, the Epping Town Neighbourhood Development Plan can proceed to a referendum.

Following on from that, I am required to consider whether the referendum area should be extended beyond the Neighbourhood Plan area. I see no reason to alter or extend the Plan area for the purpose of holding a referendum and no representations have been made that would lead me to reach a different conclusion.

I therefore consider that the Epping Town Neighbourhood Development Plan should proceed to a referendum based on the Epping Town Neighbourhood Plan area as approved by Epping Forest District Council on 6 October 2014.

Ann Skippers MRTPI

Ann Skippers Planning

22 December 2025

Appendix 1 List of key documents specific to this examination

Epping Together Epping Town Neighbourhood Plan Regulation 16 Submission Version August 2024

Basic Conditions Statement (November 2023 version)

Consultation Statement v61 6 May 2024

Strategic Environmental Assessment Screening for Neighbourhood Plans 09 May 2024

Habitats Regulation Assessment Screening for Neighbourhood Plans 09 May 2024

Green Open Spaces Protection September 2021

Epping Forest District Local Plan 2011 – 2033 Parts One and Two adopted March 2023

Epping Conservation Area Character Appraisal and Management Plan November 2009

List ends

Appendix 2 Questions of Clarification and Note of Interim Findings

Epping Town Neighbourhood Plan Examination

Questions of Clarification and Note of Interim Findings from the Examiner to the Town Council and EFDC

Having completed my initial review of the Neighbourhood Plan (the Plan), I would be grateful if both Councils (as appropriate) could kindly assist me in answering the following questions which either relate to matters of fact or are areas in which I seek clarification or further information. Please do not send or direct me to evidence that is not already publicly available. I also set out some interim findings and a proposed course of action.

Questions of clarification

1. Please confirm the dates of the pre-submission (Regulation 14) consultation period.
2. **Policy 1: Protection of the Forest and Green Belt** refers to 'Epping Greenways' to accord with the District Council's Green Infrastructure Strategy and proposals are shown on Map 1. Please could you give the reference for the Greenways in that document or point me to any other already published evidence that supports this policy and tell me what is the premise of this idea and how might these be delivered?
3. There are various references to a Design Guide and Character Appraisals – Annex C in the Plan. These do not appear to have been included in the Plan? Please advise.
4. **Policy 9: Epping Town Centre**; please could you clarify the intent of this policy?
5. In line with the representation from EFDC, please could Table 2 on page 36 of the Plan be updated and paragraph 10.1 updated accordingly? Please provide me with this Table and updated paragraph so I can recommend an appropriate modification.

Interim Findings and Likely Recommended Modifications to the Plan and its Policies

Potential Changes to the Plan

At this stage, I would like to make the Town Council aware that unfortunately I have found that it will be necessary to make quite a lot of modifications to policies and the supporting text. In some cases, I regard these changes to be minor revisions, but others could be regarded as more significant particularly by those involved in the production of the Plan and of course by the local community.

In essence, the policies subject to deletion are likely to be Policies 2, 4, 5 and those subject to modification are likely to be Policies 7, 8, 10, 11, 13, 14, 15, 16 and 17 with varying degrees of amendment. Policies 1, 3, 6 and 9 are discussed elsewhere in this Note.

I have also identified a number of sections of the Plan which I consider would benefit from editing. This is largely as a result of references which are now out of date as time has passed and things have moved on such as the Local Plan has now been adopted or where there is some repetition for example. I consider that, with some editing, these sections would be clearer and more robust. I would therefore like to invite the Town Council, working with EFDC, to prepare some revised wording to help me to recommend

appropriate modifications in my report. The revised text should be agreed between the Town Council and EFDC working together. I have set out the likely list of potential deleted policies above and so of course there is little merit in altering the supporting text for these policies. I hope by setting out those areas which, in my view, would benefit from an edit, it will be clear as to the scope of the work I am seeking.

Section 2 of the Plan should be updated in the light of the adopted Local Plan and to make it clear that the Plan does not allocate sites for housing development or modify Green Belt boundaries over and above what is in the Local Plan. In addition, now historic information could be removed.

Section 5 of the Plan would benefit from some updating and revision to help with accuracy and clarity in relation to **Policy 3: Development Proposals**. Policy 3 seems to be a partial list of sites allocated in the Local Plan. The policy should either refer to all of the site allocations in the Local Plan which are still applicable or none of them. If this policy simply duplicates policies at Local Plan level, it is not needed. Depending on the answer to this, please provide me with substitute text that has been agreed between the Town Council and EFDC. This will then help me to recommend an appropriate modification in my report. As part of this, details about site selection are given, but it is my understanding that the Local Plan has allocated the sites and the Plan does not seek to allocate any new or different sites? I am also unclear as to what Annexes A and B are? What is the source for Table 1; does this need updating? Has a Masterplan for South Epping been prepared?

Section 6 of the Plan would benefit from some updating and correction. Is **Policy 6: Enhancing Epping Station** still relevant given the stance of the adopted Local Plan?

Additionally, a number of representations point to the need for the Community Aspirations boxes on pages 21 and 22 of the Plan to be changed, amended and updated. Please provide me with substitute text that takes account of the representations from Essex County Council, City of London and Transport for London and has been agreed between the Town Council and EFDC to enable me to recommend an appropriate modification in my report. If aspirations such as the desire for a health hub for example are important to the local community, these can be retained in the Plan as long as it is clear they are an aspiration and do not form part of any planning policy.

Section 11 of the Plan contains a lot of information and is a little repetitive, particularly in relation to what are community aspirations in both reviewing the Conservation Areas and developing a list of non-designated heritage assets. Some correction is also needed to paragraphs 11.1, 11.2 and 11.4 and the Community Aspirations box in the interests of accuracy.

Section 13 of the Plan contains an ambitious Action Plan which is, in principle, to be welcomed as a structured method of looking at proposals and responsibilities and how these might be achieved. Please could I ask that the Town Council and EFDC consider the action plans and items in paragraphs 13.4 and 13.5 and perhaps consider amalgamating the policies and aspirations together and change the title?

It is important for me to emphasise that these changes should be to make corrections to ensure that the Plan is accurate, update the Plan in the light of the now adopted Local Plan, remove historic information, avoid repetition and be clear. It is not an opportunity to add new or different content to the Plan. I should also point out that, depending on the nature of the changes, consideration will be given as to the need for a further short period of public consultation after receiving the suggested revisions. The need for further public consultation will depend on the difference between the text in the submitted Plan and the changes put forward. This is therefore another reason to keep any changes within the scope set out above.

I understand this will be disappointing news to those involved in the production of the Plan. I am drawing the Town Council's attention to this scenario now as recommending numerous changes can come as an unpleasant surprise on receipt of my report and mean that community ownership of the Plan becomes diluted. I must also ensure I am not rewriting the Plan (and indeed would not wish to, or be appropriate for me to, do so) in making modifications.

In inviting the Town Council working with EFDC to suggest these changes, this is an unusual situation where I find that the content of most of the policies can largely be modified to meet the basic conditions as necessary, but that the supporting text seems to have evolved over a number of years and is now not quite right to retain as presented. For me the best approach is to invite an 'edit' of the relevant sections to be undertaken and put forward by the authors of the Plan alongside EFDC.

I am not inviting any comments on the potential changes to the Plan at this stage. I am also not seeking, and will not accept, any representations from other parties regarding any of the matters covered in this Note at this stage.

I am conscious that the responses to the queries and the edits will take some time to prepare, but I am keen momentum is not lost. I would therefore be grateful to receive this information by Wednesday 30 April. If this is completed earlier, then I will be able to progress the examination more quickly.

It may be the case that on receipt of your anticipated assistance on these matters that I may need to ask for further clarification or that further queries will occur as the examination progresses. These queries are raised without prejudice to the outcome of the examination. Where I have invited changes to be suggested, this is entirely without prejudice to my consideration of the issue.

This Note will be a matter of public record and should be placed on the relevant websites at earliest convenience.

With many thanks,

Ann Skippers MRTPI
Independent Examiner
31 March 2025

Appendix 3 Procedural Meeting Agenda and Notes

Epping Town Neighbourhood Plan Examination Procedural/Clarification Meeting

Meeting Date and Time: 30 April 2025 at 1100

Meeting Venue: Online (kindly facilitated by EFDC)

Participants

Epping Town Council representatives (ETC)

Epping Forest District Council (EFDC)

Purpose of meeting

This meeting is convened to clarify and further explain the issues raised in the Questions of Clarification and Note of Interim Findings from the Examiner dated 31 March 2025, to set out the Examiner's expectations of the next steps needed to progress the examination and to agree a way forward with ETC and EFDC.

As this is a procedural meeting, only representatives of ETC and WFDC are invited to attend; the meeting will not be held in public.

It is therefore not an opportunity to consider the merits or otherwise debate elements of the Epping Town Neighbourhood Plan or to consider any representations. It is not the same as a public hearing and it may be that a hearing will be convened at a later date if necessary.

The Examiner is not requesting any further information to be submitted before the meeting.

Agenda

The meeting will be run on an informal basis. The Examiner will lead the meeting and everyone should please come prepared to consider the following matters:

1. The Examiner will talk through the likely modifications to the Plan set out in the Questions of Clarification and Note of Interim Findings (please note this will be for information only and the merits cannot be discussed as this is a procedural meeting).
2. The Examiner will clarify and explain her request to edit certain sections of the Plan and set out her expectations with a view to discussing with, and enabling, ETC and EFDC to progress the Plan successfully.
3. All parties to discuss and agree a way forward, including a timetable, for progressing the examination.
4. Questions etc.

Ann Skippers
Independent Examiner
28 April 2025

Epping Town Neighbourhood Plan
Inspector's clarification meeting on the interim assessment

Wednesday 30/4/25 @ 10:15
Via Teams

Attendees

| | |
|----------------------|--|
| Ann Skippers (AS) | Neighbourhood Plan Examination Inspector |
| Beverley Rumsey (BR) | Epping Town Council (ETC) |
| Nigel Avey (NA) | ETC |
| Martin Small (MS) | ETC |
| Matt Cranitch (MC) | Epping Forest District Council (EFDC) |
| Tania Drew (TD) | EFDC |

Meeting Notes

| General | | Actions |
|------------------------------------|---|---------|
| 1.0 | Purpose of the meeting: AS clarified the purpose of the meeting is to set out procedures and expectations following issue of the ' <i>Questions of Clarification and Note of Interim Findings from the Examiner to the Town Council and EFDC</i> ' and highlighted this is not a hearing session. | |
| 2.0 | Publicising: AS confirmed it is acceptable to publicise that this meeting has taken place. | ETC |
| Questions for clarification | | |
| 3.0 | General: Epping Town Council were asked to keep responses to the Inspector's interim findings and queries as simple and as straight forward as possible. | ETC |
| 4.0 | Question 1: Epping Town Council were asked to respond only with the dates of the pre-submission (Regulation 14) consultation period. | ETC |
| 5.0 | Question 2: Epping Town Council were asked to clarify where the term 'greenway' is taken from and provide links to supporting documentation. | ETC |
| 6.0 | Question 3: AS highlighted she is seeking clarification to whether character appraisals and design documents had been published or made available during the consultation. | ETC |
| 7.0 | Question 4: | ETC |

| | | |
|--|--|--|
| | AS clarified Policy 9 does not currently align with the EFDC Local Plan. Depending on the intent of the policy, and if supported by robust evidence, this may be acceptable. | |
|--|--|--|

| Interim Findings and Likely Recommended Modifications to the Plan and its Policies | | |
|---|---|----------|
| 8.0 | Scope for editing: AS clarified ETC should only respond to the issues set out in the Examiners note. Deleting sections might be appropriate, for example where there are duplications, where text is out of date, or where information can be found elsewhere such as in the EFDC Local Plan. Great care should be taken when considering adding something new as it may be necessary to reconsult. However, updates necessary for accuracy and clarity might be appropriate. | ETC |
| Next steps | | |
| 9.0 | Drafting modifications ETC will draft a response to the Examiners note and issue to EFDC for review prior to issuing to AS for her consideration. | ETC/EFDC |
| 10.0 | Timetable It was agreed a response will be returned to AS by end of May. This deadline could be reviewed if necessary. | ETC/EFDC |

Annex 1 Schedule of Proposed Modifications

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in italics. Please note that paragraph numbers refer to existing paragraph numbers. |
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| MN1 | Page 5 | Substitute the area designation map to show only the area subject of the Plan area i.e. delete the “proposed Green Belt boundary” and ensure the erroneous black lines are removed |
| MN2 | Front cover | Include the plan period of “2023 – 2033” on the front cover of the Plan |
| MN3 | Section 2, page 8 | <p>Add a new paragraph after paragraph 2.1 to read:</p> <p><i>“The Neighbourhood Plan has been prepared in line with and examined under the December 2023 version of the NPPF. A new version of the NPPF was published in December 2024 during the course of the examination. However, transitional arrangements set out in the document explain that the policies in the updated NPPF will only apply to those neighbourhood plans submitted from 12 March 2025 onwards. It should be noted that the most up to date NPPF will be used in relation to the determination of planning applications.”</i></p> |
| MN4 | Pages 8 and 9, paragraphs 2.2, 2.4, 2.5, 2.6, 2.7, 2.8 | Delete paragraphs 2.2, 2.4, 2.5, 2.6, 2.7, 2.8 and the text boxes between paragraph 2.6 and 2.7 and between paragraphs 2.8 and 2.9 [note paragraph 2.3 and the text box between existing paragraphs 2.5 and 2.6 are retained] |
| MN5 | Page 9, paragraph 2.9 | <p>Update paragraph 2.9 so that paragraph 2.9 will read:</p> <p><i>“The Epping Forest District Local Plan 2011 – 2033 identifies specific residential and employment allocations. In order to deliver the Local Plan’s Strategy, alterations to the Green Belt boundary around Epping were made to the south of the settlement to accommodate the site allocations. The Neighbourhood Plan supports the implementation of the Local Plan allocations and consequent alterations to the Green Belt boundary. The Neighbourhood Plan does not propose any additional residential sites for development or any further changes to the Green Belt</i></p> |

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| | | <i>boundary. The Local Plan</i> emphasises the importance of identifying and delivering key infrastructure to support residential and employment growth across the <i>District.</i> " |
| MN6 | Page 10, paragraph 2.10 | Amend the title of LP Policy SP5 to "Green Belt and <i>Local Greenspace</i> " in paragraph 2.10 |
| MN7 | Page 10, paragraph 2.12 | Amend paragraph 2.12 to read: "From this work, the Neighbourhood Plan <i>seeks to avoid</i> the risk of altering the nature of the town from market towards dormitory town. The nature of the area means that the parts of the solutions to problems such as addressing traffic congestion lay beyond the Parish boundaries." |
| MN8 | Page 12, paragraph 3.5 | Amend paragraph 3.5 to read: "The policies set out below will <i>help</i> to meet this Vision and Aims. <i>The Plan also contains a number of Community Aspirations. These are clearly differentiated from the planning policies and appear in 'Community Aspiration' boxes. They have originated as part of the work on the Neighbourhood Plan, but are not related to the development and use of land. They are aspirations and projects which will support the Parish's growth and development.</i> " |
| MN9 | Page 13, Policy 1 | Revise Policy 1 so that Policy 1 will read: " <i>Within the Green Belt</i> development proposals will be considered against policies in the National Planning Policy Framework and the Epping Forest District Local Plan 2011-2033. Improved accessibility to the countryside around Epping will be achieved through the installation of the 'Epping Greenways', combined cycleway and footpaths to link the town with the surrounding countryside to accord with <i>Epping Forest District Council's Green</i> |

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| | | <p>Infrastructure Strategy.</p> <p><i>Development that supports more sustainable and accessible visits to the area, including the countryside around Epping rather than the Forest, will be promoted and supported.”</i></p> |
| MN10 | Page 13, paragraphs 4.1, 4.2 | <p>Amend paragraphs 4.1 and 4.2 to read [in their entirety]:</p> <p><i>“4.1 Epping Forest with its ‘buffer land’ and the Green Belt within the Parish are two of the features that make Epping distinctive, contribute hugely to the character of the area and help to make the town and villages pleasant to live in. Protection of The Forest and the Green Belt is a major theme of this plan. There are already considerable numbers of visitors to Epping and the Forest each year. <i>Increasing visitors to the Forest is not the aim of this neighbourhood plan. Instead the Plan has policies and actions, such as increased signage and visitor information, to encourage any visits to the Forest to be taken in a more sustainable way and to direct visitors and residents to access other parts of the countryside around Epping other than the Forest. This will also mean that the economic possibilities for shops, restaurants and accommodation, cycle hire and other facilities can be developed.</i></i></p> <p>4.2 Protection of the Green Belt is a strong theme within the National Planning Policy Framework.”</p> |
| MN11 | Page 14, Policy 2 | <p>Revise Policy 2 so that Policy 2 will read:</p> <p><i>“Open spaces, recreation grounds, allotments, cemeteries, landscape features of note such as meadows, ponds, trees and tree belts, hedgerows, roadside verges and wildlife corridors will be protected and where possible, enhanced.</i></p> <p><i>Existing open space should not be built on unless the</i></p> |

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| | | <i>development proposal accords with national or District level policy.”</i> |
| MN12 | Page 14 onwards, paragraphs 4.3, 4.4, 4.5, 4.6 | <p>Change the last paragraph of paragraph 4.3 to read in its entirety:</p> <p>“Policy 2 protects and enhances important <i>open spaces and features such as hedgerows and verges.</i>” [This means deleting the whole of the last sentence of paragraph 4.3 which begins “A possible expansion...”]</p> <p>Delete the first two sentences of paragraph 4.4 which respectively begin “The policies and maps showing green spaces...” and “Policies 1, 2 and 4 are relevant...”</p> <p>Delete part of the penultimate sentence and all of the last sentence of paragraph 4.5 which respectively begins “...the inclusion of additional land...” and “Protection of the area’s green spaces...”</p> <p>Delete paragraph 4.6</p> |
| MN13 | Page 17, Policy 3 | Delete Policy 3 |
| MN14 | Page 18, Policy 4 | Delete Policy 4 |
| MN15 | Page 18, Policy 5 | Delete Policy 5 |
| MN16 | Page 16 onwards, paragraphs 5.1, 5.2, 5.4, 5.5, 5.7, 5.8, 5.9, 5.10, 5.12 and 5.13 | <p>Amend paragraphs 5.1 and 5.2 so that they will read:</p> <p>“5.1 Housing needs for Epping District up to 2033 has been established in the Strategic Housing Market Assessment for the West Essex / East Herts area. <i>Initially 1600+ new homes were proposed but the adopted Local Plan 2011 – 2033 has reduced this to just over 700 new homes in the Parish. The town centre is confirmed as one of the district’s two main towns.</i>”</p> <p>“5.2 This Neighbourhood Plan reflects the <i>development</i> allocations made in the Epping Forest District Local Plan 2011-2033, avoiding piecemeal expansion on the</p> |

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| | | <p>edges of the town most damaging to the local environment. Instead the approach <i>in the Local Plan</i> concentrates on sites within the town and one site, South Epping, on its southern side between the town and the M25 motorway.”</p> <p>Delete Table 1</p> <p>Delete paragraph 5.4</p> <p>Amend paragraph 5.5 to read:</p> <p>“5.5 A major strand of the <i>Local Plan, which this Plan supports</i>, is to concentrate new homes into coherent areas within the town and by combining a number of the sites. <i>The</i> consents for five sites in Epping (October 2022) permitted a new leisure centre on the Bakers Lane car park, a new multi-storey car park on the Cottis Lane car park with 330 spaces plus additional commercial and mixed use units, 184 new homes on the St John’s Road site including 46 affordable homes, 45 new homes on the site of the vacant Conder Building behind the Council’s Civic Offices, and the existing leisure centre site at Hemnall Street will be redeveloped with 40 new homes once the new Bakers Lane leisure centre has been opened. <i>Improvements to the Station car park are described in Section 6.</i>”</p> <p>Delete paragraph 5.7</p> <p>Add a new paragraph after paragraph 5.8 that reads:</p> <p>“5.X <i>The Town Council will consider proposals for sustainable development taking into account the adopted local development plans, the provisions of the National Planning Policy Framework and other relevant policies in this Plan. The range of required infrastructure provision would be the subject of negotiation with the developer(s), the District Council and any other relevant partners including Essex County Council as Highway Authority.</i>”</p> |

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| | | <p>Delete paragraph 5.9</p> <p>Amend paragraph 5.10 so that it reads in its entirety:</p> <p><i>“5.10 Developments in the Parish may provide opportunities to deliver a number of the Plan’s aspirations.”</i> [note existing bullet points are deleted]</p> <p>Delete paragraph 5.12</p> <p>Delete paragraph 5.13</p> |
| MN17 | Page 20 onwards, paragraphs 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.8, 6.9, 6.10, 6.11, 6.13, 6.17, 6.18, 6.20, 6.23 | <p>Amend paragraph 6.1 to read [creating new paragraph to help with block of text]:</p> <p><i>“6.1 The management of accessibility and movement within the Parish underlies its attractiveness, visitor enjoyment and resident satisfaction, as well as safety for all concerned. Effectively allowing people who wish to come into the Parish to do so, and enabling traffic to bypass the Parish for those not wishing to stop are central themes of this Plan.</i> The Parish is confronted with a significant issue in traffic management. In addition to the prospect of proposed new homes in the Parish, there is also the problem of traffic movements through Epping to London and to access other destinations.</p> <p>Improvements to traveller information, the Central Line, the highway network, and a more effective use of the existing highways to enable cycling and walking are fundamental to removing through-traffic from Epping, thereby improving accessibility for all modes which will hopefully support the vitality of the town and help protect and enhance both the built fabric and the environment. This Plan includes proposals for <i>cycling</i> and walking routes to link the town with the surrounding countryside (see Policy 8).”</p> |

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| | | <p>Amend paragraph 6.2 to read:</p> <p><i>“6.2 Capital funding to support new development is central to enable housing development in the Epping area. This Plan identifies <i>desired</i> transport infrastructure investment to support new housing development <i>involving</i> stakeholders such as Essex County Council, Transport for London, local bus companies, and developers to manage investment to meet travellers’ needs and secure appropriate programmes for capital investment.”</i></p> <p>Amend paragraph 6.3 to read:</p> <p><i>“6.3 Epping has direct connections to the Elizabeth line at Stratford on the Central Line. At Stratford, interchange is possible onto a number of other rail, underground and DLR routes. Current improvements to the Central Line are likely to only keep pace with current increased demand. There is limited potential for highways improvements in the area. This in turn limits the potential for sustainable transport and related growth. However as the Central Line only serves a single direction – southwards - cycling and walking alone are not considered to be viable transport alternatives to the needs of 21st century residents, commuters, elderly, shoppers, etc. and alone will not solve the town’s traffic problems nor facilitate new development. The town centre is on a ridge of higher ground and this reduces the potential for walking and cycling to access the station and town centre. Bus services are available to all, but routes along the High Road predominate with limited options to other parts of the parish. It is hoped that improvements to cycling and walking infrastructure as well as enhanced bus connections may improve this in the future.”</i></p> <p>Amend paragraph 6.4 to read:</p> <p><i>“6.4 Confronted by rising traffic congestion on the roads, a sustainable solution is required which supports</i></p> |

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| | | <p>the needs of the current and proposed local community, new development, and resident / visitor / business / commuter car parking. <i>This Plan sets out a number of community aspirations aimed at improving accessibility and connectivity.</i>”</p> <p>Amend paragraph 6.5 so that this paragraph will read:</p> <p>“6.5 <i>This Plan recognises the limitations and constraints imposed by the town’s position and surroundings, notably the preservation of green countryside and Epping Forest itself, preventing new road building or excessive road widening. The Plan sets out the possibility of protecting the route which would enable transport infrastructure to be installed in future from Epping Station towards North Weald Bassett / Ongar and other expanding areas - for instance to enable future rail extension, a park & ride scheme, or a regular contracted Heritage Rail service linking Epping with North Weald Bassett and Ongar.</i>”</p> <p>Amend paragraph 6.6 to read:</p> <p>“6.6 Further to the scope of Policy 6, <i>Transport for London will be encouraged by the Town Council - either during or beyond the lifetime of this Plan</i>, - to explore options for extending the Central Line to its previous extent with stations at North Weald Bassett and Ongar thus allowing development to be served at more locations with more sustainable / less polluting transport, or operated in conjunction with a park-and-ride system. <i>In the short-to-medium term this could include contracting the Heritage Railway to deliver peak-period connections to Epping Station.</i>”</p> <p>Amend paragraph 6.8 so that it will read:</p> <p>“6.8 <i>The proposal for over 700 new dwellings in Epping with no corresponding improvement in transport infrastructure is regarded as unacceptable by the local community. New growth and development must be</i></p> |

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| | | <p>accompanied by <i>the necessary</i> transport and highways infrastructure in advance of major development to ease congestion and manage traffic generation and movements.”</p> <p>Amend paragraph 6.9 so that it will read:</p> <p><i>“6.9 Some improvements to limit through-traffic and congestion may be more generalised and may occur beyond the parish:</i></p> <ul style="list-style-type: none"> • <i>provision of improved traveller information tools</i> • <i>signage with ‘live’ information</i> • <i>clear traffic signage directing road traffic to the M11 for directions outside Epping</i> • <i>wayfinding tools, plus improved pedestrian facilities</i> • <i>car-parking charges as a demand management tool</i> • <i>improved public transport services including a feasibility study into “North Weald Parkway” park and ride scheme</i> • <i>improved bike facilities - secure storage, safe routes.”</i> <p>Amend paragraph 6.10 so that it will read:</p> <p><i>“6.10 The problems and solutions around this issue extend beyond Epping’s boundaries. With the volume of development anticipated in Epping Forest District and adjoining areas it is necessary to achieve a wider co-ordination of transport improvements.”</i></p> <p>Amend paragraph 6.11 so that it will read:</p> <p><i>“6.11 Car parking is very important to the viability and competitiveness of the Parish’s town centre. Currently considered inadequate, parking is important for visitors as well as in residential areas. This Plan seeks improvements to existing parking charges and</i></p> |

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| | | <p>provision of additional spaces where appropriate.</p> <p>There are in excess of 1220 parking spaces spread across the Parish, serving shoppers, commuters and residents, a combination of public parking spaces <i>at the multi-story car park at Cottis Lane and</i> along the High Street supporting the town centre, 534 spaces at the Station, and spaces at both St Margaret's hospital and Tesco. There are private parking areas for commercial premises and schools. Visitor parking for The Forest is mostly located south of the M25 outside the Parish. In addition there is extensive on-street parking in the residential areas of the Parish. The scope of this covers the parking needs of residents, visitors and employees, and the provision with new developments.</p> <p>Policies in the Plan <i>seek to</i> protect the town centre car parking calculated to support the centre's future functions serving the community and as one of the District's two main centres, including the growth of heritage-related visitors."</p> <p>Amend paragraph 6.13 so that it will read:</p> <p><i>"6.13 To enhance the delivery of car parking improvements, the owners / agencies will be encouraged to manage parking in the town, with a variety of charges, timing and enforcement to reflect different needs and demands. This approach would include a comprehensive review of street parking - restrictions, residents' permits, etc. to align with Essex County Council aims and consultation with the North Essex Parking Partnership."</i></p> <p>Amend paragraph 6.17 to read:</p> <p><i>"6.17 The Town Council will encourage other agencies to plan for improvements to local transport and movement issues including appropriate capital and grant funding sources to deliver the improvements as</i></p> |

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| | | <p>set out in the Action Plan (see section 13). <i>It is recognised that the need for any infrastructure funded by development needs to be directly related to that development and fairly and reasonably related in scale and kind to the development.</i>”</p> <p>Amend paragraph 6.18 so that it will read:</p> <p>“6.18 Central to the improvement of facilities for bus users and the creation of better inter-modal travel is the provision of an improved bus service, coach, and taxi stand. <i>Policy 6 sets out what any proposals for the improvement of Epping Station forecourt should address.</i>”</p> <p>Amend paragraph 6.20 by deleting the words “...listed in policy 3...”</p> <p>Delete paragraph 6.23</p> |
| MN18 | Page 21, Policy 6 | <p>Amend Policy 6 and its title so that the policy will read:</p> <p>“POLICY 6: Improving Passenger Integration at Epping Station</p> <p><i>Any proposals at Epping Station and Station Approach, or any re-design of Station Approach, will be expected to deliver improved traveller facilities such as improved bus and coach stops, taxi stand and facilities for park-and-ride vehicles, plus motorbike and bicycle parking as well as improved access and circulation and other enhancements such as improved traveller / real time information.</i></p> <p>The loss of the original locally listed station building would not be supported.</p> <p><i>Any proposed design should deliver appropriate improvements to Station Approach and the junction and an integrated station forecourt transport interchange. In order to safeguard future options, the</i></p> |

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| | | former rail track beyond Epping Station towards North Weald Bassett and Ongar <i>will</i> be protected. <i>Schemes should also consider any future park and ride facilities as a key part of any future transport connectivity proposals.</i> ” |
| MN19 | Page 24, Policy 7 | <p>Amend Policy 7 so that the policy will read:</p> <p><i>“Walking, cycling and public transport provision to achieve an integrated and sustainable transport system is supported and encouraged. While commuters continue to be drawn to Epping’s tube station, car parking in the parish will need to be managed as part of an integrated approach and the capacity of existing public car park sites in the town shall be maintained. There is a presumption against the net loss of existing public car parking provision.</i></p> <p><i>Acknowledging the shift to electric / hybrid engines, other opportunities to move towards net-zero targets will be encouraged. This includes the provision of electric vehicle charging points in appropriate new developments.</i></p> <p><i>Car parking provision in accordance with Epping Forest District Council adopted standards or guidelines will be required as part of any redevelopment proposals with the exception of schemes near the Underground Station or on sites in sustainable locations (in accordance with Local Plan policy T1 E (iv) which is supportive of reduced or car free development in sustainable locations).</i></p> <p>Where feasible, the provision of temporary car parks during construction of sites within the town centre will be sought.”</p> |
| MN20 | Page 25, Policy 8 | <p>Amend Policy 8 so that the policy will read:</p> <p><i>“The provision of way-marked combined walking and cycling routes - called Epping Greenways - linking the</i></p> |

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| | | town centre with the <i>public rights of way</i> network in the adjoining countryside <i>is encouraged and supported. Every opportunity to achieve this network should be taken subject to site by site deliverability considerations.</i> " |
| MN21 | Pages 21, 22 and 26, Community Aspirations boxes | <p>Amalgamate the three community aspirations boxes on pages 21, 22 and 26 into one box that reads: [and insert in this section of the Plan at a suitable point]</p> <p>"COMMUNITY ASPIRATIONS: ACCESSIBILITY AND CONNECTIVITY IMPROVEMENTS</p> <p><i>The Town Council will seek to work with partner organisations and other stakeholders as appropriate to reduce the need to travel and encourage walking and cycling and the greater use of public transport including consideration of the possibility and impacts of:</i></p> <ul style="list-style-type: none"> • <i>providing real time traffic information for drivers to direct vehicles to the most suitable routes</i> • <i>sharing passenger journeys between the Central Line at Epping and the mainline station at Roydon (for instance by extending the Oyster ticketing system to cover travel from this station)</i> • <i>increasing the use of the Epping - Ongar rail line for commuting</i> • <i>encouraging the provision of a park and ride scheme between Ongar and North Weald.</i> <p><i>In addition, improvements to the local highway network will be sought through discussion with appropriate partners to facilitate ease of movement through and around the Parish which minimises the impact on the safety, amenity, heritage, and enjoyment of those living, visiting, and working in the Parish, with possible junction and other highway works at the following locations as appropriate:</i></p> |

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| | | <ul style="list-style-type: none"> • <i>improvements to the junction of B1393 (top of Palmers Hill) and B181 (The Plain) exploring the options of widening the B181 to allow for a separate lane of traffic queuing to turn right towards Harlow from North Weald and a mini roundabout to assist traffic flows</i> • <i>improvements to the junction of Stonards Hill with B1393 (High Rd) and B181 (Lindsey Street) to improve traffic flows</i> • <i>explore pedestrian priority areas in the side roads connecting High Road and Hemnall Street and traffic calming measures in Kendal Avenue</i> • <i>Greenway footpaths connections from Epping town centre - north into Epping Plain, connections to The Epping Way and south connecting Hemnall Street, Bell Common and South Epping</i> • <i>measures to ease flows on Brook Road / Bridge Hill</i> • <i>junction improvements at Bower Hill / Brook Road and improved pedestrian routes along Centre Drive / Bridge Hill into the town centre.</i> <p><i>Essex County Council will be encouraged to prioritise highways improvements in and around Epping which reflect the priorities of the local community:</i></p> <ul style="list-style-type: none"> • <i>The need to remove through-traffic from the built-up areas of the Parish</i> • <i>Greenway connections and enhanced footpaths and cycleways</i> • <i>Improved bus facilities at Epping Station and better interchange services</i> • <i>Improvements to cycle routes to facilitate ease of cycling across the Parish</i> • <i>Installation of electric charging points at Epping station and the car park at Baker's Lane</i> • <i>20mph speed limit on roads near schools."</i> |

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| MN22 | Page 29, Policy 9 | <p>Amend Policy 9 so that the policy will read:</p> <p><i>"In order to protect the vitality of the town centre and its character as a market town, the extent of the Town Centre is shown in the adopted Local Plan Policy P1 and Map 5.3 (page 127) - shown below as Map 2.</i></p> <p><i>The adopted Local Plan policies define the extent and the ranges of uses (Class E) sought within the primary and secondary frontages. The 'market town' nature of Epping results from both major retail and service outlets as well as small independent retail units and cafés - schemes which reflect and support this diverse range of activities and sizes of units will be encouraged. Changes of use to residential at ground floor level will not normally be permitted in the primary or secondary frontages.</i></p> <p>This policy does not aim to, and cannot, remove the statutory provisions of the General Permitted Development Order (GPDO) and should be applied only to applications outside the scope of permitted development."</p> |
| MN23 | Page 30, Map 2 | Amend Map 2 so it is the same as Map 5.3 in the Local Plan. Retitle Map 2 " <i>Epping Town Centre</i> " |
| MN24 | Page 31, Policy 10 | <p>Amend Policy 10 to read:</p> <p><i>"Within the town centre, proposals will be considered in the context of the need to maintain and enhance the health and vitality of the shopping and commercial /employment areas. Ground floor uses within the primary shopping area will be predominantly retail, supported by restaurants, pubs, takeaways and offices consistent with the scope of Use Class E and Policy 9.</i></p> <p><i>In addition, to maintain the function of the town centre, there will be a presumption against changes of use in the primary shopping area which introduce uses which do not enhance the health and vitality of the</i></p> |

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| | | <p><i>shopping and commercial viability of the town centre.</i></p> <p>The following are priorities for the town centre:</p> <ul style="list-style-type: none"> • developments designed to reflect the character of the area • maintenance and improvement of access provision • protection of listed buildings and the fabric of historic shop-fronts • protection of Historical Charter Market • the High Street market with potential for seasonal markets and events • temporary uses in empty shops such as art / craft displays • in the conservation areas shop fascia and hanging signs should be of traditional design, externally illuminated where illumination is necessary, with the level of illumination set to avoid light pollution, glare for passing traffic or for nearby residents. <p>Any development proposals which facilitate the delivery of these priority improvements will be supported.</p> <p>Where appropriate in terms of <i>both</i> parking and design, the conversion of first floor space to residential uses in the town centre will be permitted.”</p> |
| MN25 | Page 31, Policy 11 | <p>Amend Policy 11 to read:</p> <p>“Any proposed changes to shop-fronts or signage shall be undertaken to a high standard of <i>design</i>.</p> <p>Any new signage or alterations to shop fronts in the town centre should contribute <i>preserve or enhance and, wherever possible, contribute</i> positively to the character <i>or appearance</i> of the conservation areas and to the quality of the building and street-scene.</p> <p style="text-align: right;">[continues on next page]</p> |

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| | | <p>The design of any shop-front alterations shall:</p> <ul style="list-style-type: none"> ensure that original or historic shopfronts <i>are</i> repaired and retained unless their condition has deteriorated to <i>such</i> an extent that prohibits this, and If repair is not feasible then the presumption will be for a faithful reproduction of the original shop front features, using appropriate materials and <i>colours</i>." |
| MN26 | Page 28 onwards, paragraphs 7.3, 7.4, 7.5, 7.10 | <p>Amend paragraph 7.3 to read:</p> <p><i>"7.3 There are a number of sites identified within the adopted Local Plan for development within or close to the town centre."</i> [note existing bullet points are deleted]</p> <p>Amend paragraph 7.4 to read:</p> <p><i>"7.4 The extent of the town centre reflects the concentration of commercial activity to meet residents' and visitors needs. The delineations of the District Centre boundary, primary shopping area, plus primary and secondary frontages are shown in the Epping Forest District Local Plan 2011-2033 - the 'Town centre Designations for Epping'."</i></p> <p>Delete paragraph 7.5</p> <p>Amend paragraph 7.10 to read:</p> <p><i>"7.10 Delivery: Improvements in the public realm will be pursued through the consideration of planning applications and negotiations with landowner stakeholders."</i></p> |
| MN27 | Page 32, Policy 12 | Amend the footnote to Policy 12 by changing the page references from 65 to 67 and 116 to 119 |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in italics. Please note that paragraph numbers refer to existing paragraph numbers. |
|----------------------------|--------------------------------------|--|
| MN28 | Page 32, paragraph 8.2 | Amend the first sentence of paragraph 8.2 by deleting the words "...the first two sections are entitled 'Building a strong, competitive economy' and 'Ensuring the vitality of town centres'...." |
| MN29 | Page 34, Policy 13 | <p>Revise Policy 13 to read:</p> <p><i>"The loss of arts, cultural, sporting, social and community facilities in the Parish is strongly resisted. Where a change of use is proposed to another use, or the facility would be lost, this will only be acceptable where a replacement facility of equivalent or better quality is provided on-site, on another site within the Parish or in an appropriate location which is convenient and accessible to residents of the Parish.</i></p> <p>Opportunities will be sought from any new development proposals to improve facilities.</p> <p>Specific proposals which will be <i>particularly encouraged</i> are:</p> <ul style="list-style-type: none"> • the provision of <i>improved health infrastructure covering primary, community and mental healthcare and acute based services,</i> • the provision of <i>new community space,</i> • <i>education provision including early years and childcare,</i> • the provision of improvements to play and recreational facilities <i>to meet the local community's needs.</i>" |
| MN30 | Page 34 onwards, paragraphs 9.2, 9.6 | <p>Amend the second sentence in paragraph 9.2 to read:</p> <p><i>"...for instance a replacement Princess Alexandra Hospital is planned within the Harlow and Gilston Garden Town area."</i></p> |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in <i>italics</i> . Please note that paragraph numbers refer to existing paragraph numbers. |
|----------------------------|---|---|
| | | <p>Amend paragraph 9.6 to read:</p> <p>“ The provision of schools and education is planned in conjunction with new residential development. It is expected that the South Epping development will <i>provide a new education and early years and child care site.</i>”</p> |
| MN31 | Page 35, paragraph 9.5, Community Aspirations box | <p>Delete paragraph 9.5 in its entirety</p> <p>Amend the Community Aspirations box to read:</p> <p>“<i>Proposals for new development provide opportunities for new community facilities, and Community Aspirations for:</i></p> <ul style="list-style-type: none"> • public art, • recreation for young teenagers, notably improvement and <i>potential</i> expansion to <i>the</i> skate park area at Stonards Hill <i>and elsewhere based on surveys of local young people and residents' views,</i> • protecting <i>valued landscape</i> features, i.e. important vistas <i>and</i> • <i>Exploring the potential for a new health hub to serve the future identified needs of the Epping community typically including</i> GP services, community health services, podiatry, x-ray and diagnostic services and drop-in blood tests.” |
| MN32 | Page 36, paragraph 10.1, Table 2 | <p>Amend paragraph 10.1 to read:</p> <p>“10.1 The provision of facilities for local residents has been addressed in section 9 and part of section 6 concerns speed limits on traffic near schools. Policy 14 addresses the issues of residential amenity.</p> <p>Epping is an old town with residential properties sometimes close to other types of land-use and the mix of residential properties with other aspects of Parish</p> |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in italics. Please note that paragraph numbers refer to existing paragraph numbers. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|------------------------------------|--|---------|---------|---------|---------|---------|---------|---------|-----|--------|------|------|------|------|------|-----|-----|-------|------|------|------|----|------|-----|-----|---------|------|------|------|------|------|-----|-----|
| | | <p>life is integral to the area's attractiveness and vitality.</p> <p>The demographic profile <i>of Epping is shown below.</i>"</p> <p>Update Table 2 to:</p> <p>"Table 2: Demographic Details@ Age Groups (Census 2021)</p> <table border="1" data-bbox="660 781 1394 1019"> <thead> <tr> <th></th> <th>0 - 14</th> <th>15 - 29</th> <th>30 - 44</th> <th>45 - 59</th> <th>60 - 74</th> <th>75 - 84</th> <th>85+</th> </tr> </thead> <tbody> <tr> <td>Epping</td> <td>17.8</td> <td>14.2</td> <td>21.1</td> <td>20.2</td> <td>15.7</td> <td>7.7</td> <td>3.4</td> </tr> <tr> <td>Essex</td> <td>17.5</td> <td>16.1</td> <td>19.2</td> <td>20</td> <td>15.5</td> <td>6.5</td> <td>2.9</td> </tr> <tr> <td>England</td> <td>17.3</td> <td>18.3</td> <td>20.3</td> <td>19.6</td> <td>15.5</td> <td>6.5</td> <td>2.5</td> </tr> </tbody> </table> | | 0 - 14 | 15 - 29 | 30 - 44 | 45 - 59 | 60 - 74 | 75 - 84 | 85+ | Epping | 17.8 | 14.2 | 21.1 | 20.2 | 15.7 | 7.7 | 3.4 | Essex | 17.5 | 16.1 | 19.2 | 20 | 15.5 | 6.5 | 2.9 | England | 17.3 | 18.3 | 20.3 | 19.6 | 15.5 | 6.5 | 2.5 |
| | 0 - 14 | 15 - 29 | 30 - 44 | 45 - 59 | 60 - 74 | 75 - 84 | 85+ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Epping | 17.8 | 14.2 | 21.1 | 20.2 | 15.7 | 7.7 | 3.4 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Essex | 17.5 | 16.1 | 19.2 | 20 | 15.5 | 6.5 | 2.9 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| England | 17.3 | 18.3 | 20.3 | 19.6 | 15.5 | 6.5 | 2.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MN33 | Page 37, Policy 14 | <p>Amend the title of Policy 14 to "<i>Encouraging Good Design and Protecting Residential Amenity</i>" and the text of the policy to read in its entirety:</p> <p><i>"New development must take the Essex Design Guide (and any successor documents) into account and respect the design qualities and character of the local area.</i></p> <p><i>New development must protect the amenities of existing residents with particular regard to noise generation, overlooking, and car parking."</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MN34 | Page 37, Policy 15 | <p>Amend Policy 15 to read:</p> <p><i>"The loss of bungalows and retirement and specialised housing throughout the Plan area will be resisted, in order to retain a balanced blend of housing types in the Parish serving in particular older residents and those with care or support needs.</i></p> <p><i>Given the age of many buildings and parts of Epping, the construction of basements and other subterranean alterations are a major concern, proposals will therefore only be supported in accordance with the Local Plan policy DM12 'Subterranean, Basement</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in italics. Please note that paragraph numbers refer to existing paragraph numbers. |
|----------------------------|--|---|
| | | <p>Development and Lightwells'.</p> <p>The conversion of detached garages on residential plots into separate dwellings will be <i>resisted</i> if the proposal <i>significantly harms</i> the character of the area and amenity of <i>the occupiers of neighbouring properties.</i>"</p> |
| MN35 | Page 37, Policy 16 | <p>Amend Policy 16 to read:</p> <p><i>"A mix of facilities at the 'local centre' serving Coopersale is encouraged and shall include a convenience store and other uses such as restaurants and take-aways which serve the day to day needs of residents. Proposals which involve the loss of, or reduce or erode the number or mix of facilities serving the local community will be resisted."</i></p> |
| MN36 | Page 38 onwards, paragraphs 11.1, 11.2, 11.3, 11.4, 11.5, 11.9, general | <p>Amend paragraph 11.1 to read:</p> <p><i>"11.1 The heritage and public realm are important factors in the distinctive appearance, and unique nature of the Parish. The Essex Historic Environment Record (HER) maintains a list of all the heritage assets in Essex. There are 134 heritage records on the HER, 62 of which are Listed Buildings. There are three Conservation Areas in Epping Parish, the Epping Forest Purlieu Bank is a Scheduled Monument and Coopersale House has a Registered Park and Garden. The remaining assets include Roman metal-detecting finds and industrial archaeology associated with the railway. It is very likely that there are many more heritage assets in the Parish as not all will yet be listed on the HER.</i></p> <p><i>The Domesday Book of 1086 gives brief details of "Eppinga". The name "Eppinga" is thought to be from the Anglo-Saxon, indicating that the area was settled well before the Norman Conquest of 1066.</i></p> <p><i>The small market town feel is preserved by the</i></p> |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in italics. Please note that paragraph numbers refer to existing paragraph numbers. |
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| | | <p>enfolding embrace of the forest and the Green Belt <i>and</i> a main street wide enough for <i>markets</i>.”</p> <p>Amend paragraph 11.2 to read:</p> <p>“11.2 There are 47 statutorily listed buildings in Epping High Street plus several locally listed or buildings of townscape merit. A few timber framed buildings from the 17 century still exist there, the oldest being the Black Lion public house. Two of the town’s buildings are listed Grade II* St John’s church and Epping Place, the remainder <i>are</i> Grade II. The layout of the listed buildings emphasise the historical importance of Epping town centre (see Annex D, a Brief History of Epping). <i>Much of the town was rebuilt in the mid-18th century following a major fire which devastated much of the town’s earlier fabric.</i>”</p> <p>Delete the last sentence of paragraph 11.3 which reads “Much of the town was rebuilt...”</p> <p>Delete paragraphs 11.4 and 11.5</p> <p>Change reference to Policy HC12 in paragraph 11.9 to Policy <i>DM7</i></p> <p>Correct references to Coopersale Conservation Area to “Coopersale <i>Street</i> Conservation Area”</p> |
| MN37 | Page 39, Community Aspirations Box | <p>Retain the first sentence in the Community Aspirations box that reads “This Plan specifies a range of measures as Community Aspirations to support and enhance the area’s heritage and public realm:”</p> <p>Change the wording of the first bullet point in the Community Aspirations box to read:</p> <p>“The retention of the town’s particular features of special architectural and historical interest and features of character and appearance deemed desirable <i>including</i> its vernacular architectural style</p> |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in italics. Please note that paragraph numbers refer to existing paragraph numbers. |
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| | | <p>such as pargeting, iron railings and <i>tall ornate chimneys</i>,”</p> <p>Change the wording of the second bullet point in the Community Aspirations box to read:</p> <p><i>“A review of the town’s Conservation Areas is proposed to assess whether the layout of the area between the Bell Common and Town Conservation Areas is of sufficient special architectural or historic interest as part of the town’s main thoroughfare to warrant designation thus linking the two existing conservation areas.</i></p> <p>Convert the existing second bullet point to a third bullet point and amend so that it will read:</p> <p><i>“Theydon Grove, The Orchards and Albany Court could be included in any review of the town’s built heritage within the Parish. The review will seek to identify any areas of special architectural character where buildings of local heritage will be given added protection against loss or damaging alterations. The Town Council with EFDC will also identify features of special historical and architectural interest to add to the Character Appraisal and Management Plan for the Epping Conservation Area of November 2009.”</i></p> <p>Add a new bullet point to the Community Aspirations box in an appropriate place that reads:</p> <p><i>“Whilst the Conservation Areas of Epping Town will afford some protection to trees, it would also be beneficial to encourage the retention and replanting of trees, and other landscape features within the Conservation Area and wider town area.”</i></p> <p>[the existing third bullet point is retained]</p> |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in <i>italics</i> . Please note that paragraph numbers refer to existing paragraph numbers. |
|----------------------------|------------------------------------|--|
| MN38 | Page 39, Policy 17 | <p>Amend Policy 17 to read:</p> <p><i>“The policy refers to all the heritage assets as identified on the Historic Environment Record (HER), including the below ground archaeology and non-designated heritage assets. All new housing or commercial development should include a proportionate desk-based assessment based on a search of the HER where appropriate to assess the impact on below ground archaeological deposits.</i></p> <p><i>Within the Bell Common and Epping Conservation Areas, any development proposals or works in the public realm will be required to protect or enhance the character or appearance of the Conservations Areas and are expected to be designed with particular regard to the following:</i></p> <ul style="list-style-type: none"> • the scale, bulk and design <i>prevalent</i> in the <i>area</i>; • <i>the</i> setting and layout of adjoining historic and listed buildings and structures; • the details and materials used in the area; • retention of heritage features such as awnings and fixtures, stall risers, windows and their associated stays, original <i>shop-fronts</i>, • avoiding the painting of walls and introduction of internally-illuminated or bright dominant signage, • using directional signage and road lining of appropriate heritage types rather than national standard and seeking to remove superfluous / out of date direction and informative signs, <i>and</i> • <i>the</i> use of street furniture which conform with the public realm themes of the conservation area.” |
| MN39 | Page 42, paragraph 12.3 | Delete paragraph 12.3 |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in <i>italics</i> . Please note that paragraph numbers refer to existing paragraph numbers. |
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| MN40 | Page 43, paragraphs 13.1, 13.2, 13.3 | <p>Delete the words “...(compared with the consultation draft of the Local Plan)...” from paragraph 13.1</p> <p>Amend paragraph 13.2 so that the paragraph will read in its entirety:</p> <p><i>“13.2 The South Epping site will require masterplans or design briefs to be prepared and adopted to ensure provision of necessary infrastructure and facilities.”</i></p> <p>Delete the last sentence of paragraph 13.3 that starts: “The phasing anticipates that sites at Station / Station Approach...”</p> |
| MN41 | Page 44 onwards, paragraphs 13.4, 13.5, Action Plan | <p>Amend the titles in paragraphs 13.4 and 13.5 respectively to:</p> <p>“Action Plan: The following is an Action Plan incorporating proposals <i>and community aspirations</i> from the Neighbourhood Plan:” and “The proposals <i>and community aspirations</i> in the plan include various infrastructure requirements:”</p> <p>Delete the following entries in the Action Plan:</p> <ul style="list-style-type: none"> ▪ Agree new Green Belt boundary adjustments ▪ Designation of Stonards Hill and Coopersale cricket ground as Local Green Space ▪ Negotiate with EFDC re. development and facilities at Epping High Street offices site ▪ Contribute to Masterplan process for South Epping ▪ Implement plan so that car park usage meets local needs ▪ Prepare a visitor strategy including shops / services and information provision ▪ Negotiate with a provider to create a heritage centre promotion on the High Street ▪ Liaise with key members of the London Stansted Cambridge Corridor to promote Epping’s role as a centre for hospitality for |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in italics. Please note that paragraph numbers refer to existing paragraph numbers. |
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| | | <p>business and visitors</p> <ul style="list-style-type: none"> ▪ Promote discussions with Essex County Council and business stakeholders to develop information and signage to promote walking from Epping town centre into the countryside ▪ Prepare a programme and identify stakeholders for the delivery of a multipurpose venue for community groups etc. ▪ Negotiate with Essex County Council regarding seeking Government grant for infrastructure improvements to facilitate new development ▪ New car parks as part of St John's, Baker's Lane, Station re-development ▪ Infrastructure to support South Epping ▪ Cycle facilities in town centre and part of Station redevelopment ▪ Junction improvements <p>Remove all actions relating to South Epping and St John's and Bakers Lane.</p> <p>Change the following entries in the Action Plan:</p> <ul style="list-style-type: none"> ▪ Amend the fifth bullet point on page 44 so that this bullet point reads in its entirety: "<i>Delivery of health infrastructure to meet the identified needs of the local community</i>" ▪ Amend the second bullet point on page 45 by adding "<i>and other relevant rail operators</i>" after "...Transport for London..." <p>Remove all specific policy or page numbers from the retained list of items</p> |
| MN42 | Page 49 onwards, Annexes | <p>Delete Annexes A, B, G</p> <p>Amend the following in Annex J, Glossary:</p> <p>EFTC to "<i>EFDC</i>"</p> <p>Delete "<i>LPSV</i>"</p> <p>Change SLAA "<i>available</i>" to "<i>availability</i>"</p> |

| Modification number | Page number/other reference | Recommended Modification Changes to the wording of the supporting text or policies and any new wording are shown in italics. Please note that paragraph numbers refer to existing paragraph numbers. |
|----------------------------|------------------------------------|--|
| MN43 | Page 23/Map 1 Proposals Map | Delete Map 1 |

List Ends



Changes to Garden & Food Waste collections

from 31st March 2026

- 1) Food & Garden Waste will be collected separately by different vehicles.
- 2) The waste collected by each service is shown below.
- 3) The frequency of collection for each service is different as shown below.

Food Waste Collection

Frequency of collection – weekly, all year round



Put these items in your kerbside food caddie:

- Meat, bones, fat and gristle
- Fish and fish bones
- Fruit and vegetable waste
- Cooked and uncooked food waste

Garden Waste Collection

Frequency of collection – fortnightly, all year round except for two weeks over Christmas



Put these items in your green lidded wheelie bin:

- Grass cuttings
- Plant cuttings/weeds (not knotweed, Ragwort or hogweed)
- Shredded paper
- Grass cuttings
- Hedge cuttings
- Twigs/small branches not over 1m long and/or 15cm diameter
- Flowers, bark & leaves

- Only place the items listed above in your containers – anything else is contamination and may lead to a non collection.
- Do not put earth or soil in your food, garden, refuse or recycling waste containers
- Compostable bags – only use compostable bags with the registered compostable seedling logo
- Do not use other plastic sacks, as this will prevent your waste from being collected

You can keep your food waste caddie and green bin clean by lining the bin with Newspaper, Kitchen roll & Paper bags.





Kelvedon Park
London Road
Rivenhall
Essex
CM8 3HB
Telephone: 01245 291600

Email: PFCC@essex.police.uk
<http://www.essex.pfcc.police.uk>

Date: 3rd February 2026

Dear Partner,

I am writing to inform you that, following formal approval by the Police, Fire and Crime Panel on 3 February, Joel Charles has been appointed as Deputy Police, Fire and Crime Commissioner (DPFCC) for Essex.

The DPFCC is a key role in enabling effective partnership working across the county. Joel will work closely with a wide range of partners, actively contributing to partnership boards, community initiatives and stakeholder forums, and supporting the collective delivery of the Police and Crime Plan and the Fire and Rescue Plan.

Many of you will already be familiar with Joel through his work across the county. He is a Councillor on Harlow District Council, where he has previously served as Deputy Leader and Cabinet Member responsible for Business and Community Resilience following the Covid-19 pandemic. In recent years, Joel served as the Cabinet Member for Public Protection on Harlow Council, and in this capacity was an active member of Safer Essex.

Joel also brings valuable national policy and partnership experience, having previously worked as a Senior Parliamentary Assistant to Sir Julian Brazier TD MP and as part of the executive team that established the Association of Police and Crime Commissioners. During this period, he acted as Secretary to the All-Party Parliamentary Group on Policing.

In addition, Joel has over ten years' experience in senior leadership roles across the charitable and private sectors, including as Director of Policy, Communications and Public Affairs at a UK and Irish business group delivering national employment, justice and education contracts, and as Director of Government Relations and Impact and Deputy Chief Executive of a health and social care think tank.

Alongside his professional work, Joel continues to serve as a charitable trustee and has worked closely with youth charities in Harlow to develop educational opportunities aimed at diverting young people away from county lines involvement. He has also contributed to improving mental health and wellbeing within the youth justice sector.

As Deputy PFCC, Joel will be attending and contributing to a range of partnership boards, community initiatives and stakeholder forums, and will work closely with

OFFICIAL

partners to support delivery of the Police and Crime Plan and the Fire and Rescue Plan.

I am grateful for your continued engagement and cooperation.

Kind Regards

A handwritten signature in black ink, appearing to read "Roger Hirst".

Roger Hirst MBE
Police, Fire and Crime Commissioner for Essex

OFFICIAL

TOWN MAYOR'S DUTIES/ENGAGEMENTS: Cllr Janet Whitehouse**14th January 2026 – 10th February 2026**

| | |
|--------------------------------|---|
| 19 th January 2026 | Epping Petanque Club AGM |
| 19 th January 2026 | Informal public toilet meeting for ETC |
| 21 st January 2026 | Young Carers' Club (Action for Family Carers) |
| 25 th January 2026 | Epping for Everyone event |
| 28 th January 2026 | Essex Dementia Network meeting |
| 4 th February 2026 | Launch of Epping Town Trail |
| 7 th February 2026 | Epping Eppingen Quiz |
| 10 th February 2026 | 100 th birthday celebration – Ashlar House |

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS: Cllr R Sharif**14th January 2026 – 10th February 2026**

There were no duties or engagements for this period.

REPORT OF THE TOWN CLERK**1 LITTLE FREE LIBRARY**

Epping Town Council's first Little Free Library has been placed in the Community Garden beside Marks & Spencer in the 'reading area'. This will be monitored for use and effectiveness. If anyone has any books to donate to the library, please place them inside.

2 TALK ABOUT EPPING: SPRING 2026

Talk About Epping Spring 2026 should be available online by the 6th February 2026 and in hard copy format in the second week of February 2026.

3 STREET FOOD MARKET

Further to Council's resolution in August 2025, Epping Town Council's first street food market will take place on Friday 13th March 2026, 3pm to 9pm. This will be a trial market to see how it goes. The Town Clerk and Planning, Market & Events Officer will assist with the delivery of the first market and then liaise with the Market Committee on details moving forwards. The company hosting the market are an experienced market operator and have called the event Epping Eats. If all goes well, this will be a monthly street food market, every second Friday of the month.

4 JACK SILLEY PAVILION

A company has been appointed by Council's insurance company to monitor the potential building movement at the Jack Silley Pavilion and they visited in December 2025. The Town Clerk is still waiting for a monitoring plan or any plan of action.

5 HIGH STREET FUNDING

Epping Forest District Council's Economic Development and Inclusion team invited the Town Clerk to discuss potential improvements to Epping High Street to help businesses, the market and improve vitality. The group discussed several options and decided an electrical supply on possibly the 'piazza' area would be an asset, so music and entertainment could be provided in the High Street periodically. There was a very short time frame to apply for some funding from Essex County Council for this scheme. The Economic Development Team applied and were successful. Officers from both Councils are now pursuing ways to deliver this by the end of March 2026, which is the delivery deadline.

04/02/2026

Epping Town Council 2025/2026

12:16

Summary Income & Expenditure by Budget Heading 04/02/2026

Month No: 10

Committee Report to 31/01/2026

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent |
|----------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|
| <u>Full Council</u> | | | | | | |
| Income | 849,307 | 845,731 | (3,576) | | | 100.4% |
| Expenditure | 767,510 | 775,015 | 7,505 | 0 | 7,505 | 99.0% |
| Net Income over Expenditure | <u>81,797</u> | <u>70,716</u> | <u>(11,081)</u> | | | |
| plus Transfer from EMR | 0 | 0 | 0 | | | |
| less Transfer to EMR | 0 | 0 | 0 | | | |
| Movement to/(from) Gen Reserve | <u>81,797</u> | <u>70,716</u> | <u>(11,081)</u> | | | |
| <u>Earmarked Reserves</u> | | | | | | |
| Income | 0 | 0 | 0 | | | 0.0% |
| Expenditure | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>0</u> | <u>0</u> | | | |
| Grand Totals:- | | | | | | |
| Income | 849,307 | 845,731 | (3,576) | | | 100.4% |
| Expenditure | 767,510 | 775,015 | 7,505 | 0 | 7,505 | 99.0% |
| Net Income over Expenditure | <u>81,797</u> | <u>70,716</u> | <u>(11,081)</u> | | | |
| plus Transfer from EMR | 0 | 0 | 0 | | | |
| less Transfer to EMR | 0 | 0 | 0 | | | |
| Movement to/(from) Gen Reserve | <u>81,797</u> | <u>70,716</u> | <u>(11,081)</u> | | | |

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>100 Service & Committee Support</u> | | | | | | | |
| 1076 Precept | 645,791 | 645,791 | 0 | | | 100.0% | |
| 1090 Interest Received | 2,246 | 1,800 | (446) | | | 124.8% | |
| 1900 Other Receipts | 0 | 500 | 500 | | | 0.0% | |
| 4000 Salaries | (179,390) | (215,000) | 35,610 | | 35,610 | 83.4% | |
| 4010 Insurance | (10,600) | (10,600) | 0 | | 0 | 100.0% | |
| 4020 Equipment | (3,446) | (1,000) | (2,446) | | (2,446) | 344.6% | |
| 4025 Consumables | (540) | (700) | 160 | | 160 | 77.2% | |
| 4030 Postage | (520) | (800) | 280 | | 280 | 65.1% | |
| 4035 Printing & Photocopying | (1,558) | (1,800) | 242 | | 242 | 86.6% | |
| 4040 Professional Fees | (15,193) | (10,000) | (5,193) | | (5,193) | 151.9% | |
| 4045 Subscriptions & Licences | (11,475) | (13,000) | 1,525 | | 1,525 | 88.3% | |
| 4050 Telephone & IT Services | (13,576) | (9,000) | (4,576) | | (4,576) | 150.8% | |
| 4060 Training - Staff | (5,015) | (2,000) | (3,015) | | (3,015) | 250.8% | |
| 4065 Training - Members | (125) | (600) | 475 | | 475 | 20.8% | |
| 4070 Travel & Subsistence - Staff | (424) | (500) | 76 | | 76 | 84.8% | |
| 4075 Travel & Subsistence - Members | (19) | (600) | 581 | | 581 | 3.2% | |
| 4080 Mayor's Allowance | (63) | (1,000) | 937 | | 937 | 6.3% | |
| 4090 Bank Charges | (85) | (110) | 25 | | 25 | 77.3% | |
| 4095 Miscellaneous Expenditure | (1,383) | (1,000) | (383) | | (383) | 138.3% | |
| 4100 Bad Debt & Write Offs | 0 | (100) | 100 | | 100 | (0.3%) | |
| <u>110 Neighbourhood Planning</u> | | | | | | | |
| 4370 N Planning Guidance | 833 | (1,000) | 1,833 | | 1,833 | (83.3%) | |
| <u>120 Grants</u> | | | | | | | |
| 4140 Grants - S137 | (150) | 0 | (150) | | (150) | 0.0% | |
| 4145 Grants - Other Powers | (275) | (2,000) | 1,725 | | 1,725 | 13.8% | |
| <u>140 Events & Publications</u> | | | | | | | |
| 1200 Town Show Income | 6,023 | 4,500 | (1,523) | | | 133.8% | |
| 1210 Christmas Market Income | 5,150 | 4,500 | (650) | | | 114.4% | |
| 1230 Christmas Tree Donations | 500 | 0 | (500) | | | 0.0% | |
| 4165 Epping in Bloom | (1,000) | (1,000) | 0 | | 0 | 100.0% | |
| 4170 Town Show Expenditure | (4,291) | (4,000) | (291) | | (291) | 107.3% | |
| 4175 Christmas Market Expenditure | (5,161) | (4,500) | (661) | | (661) | 114.7% | |
| 4180 Christmas Lights Expenditure | (33,519) | (15,000) | (18,519) | | (18,519) | 223.5% | |
| 4185 Christmas Tree Expenditure | (2,073) | (3,000) | 927 | | 927 | 69.1% | |
| 4195 Mayor's Civic Reception | (1,418) | (2,000) | 582 | | 582 | 70.9% | |
| 4205 Talk About Epping | (921) | (1,000) | 79 | | 79 | 92.1% | |
| 4215 Distribution Costs | (218) | 0 | (218) | | (218) | 0.0% | |
| 4220 Other Council Events | (1,692) | (2,500) | 808 | | 808 | 67.7% | |

Month No: 10

Cost Centre Report to 31/01/2026

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------|---------------------|----------------|-----------------|-----------------------|-----------------|---------|----------------------|
| 4225 Other Council Publications | (990) | (1,320) | 330 | | 330 | 75.0% | |
| <u>160 Epping Hall</u> | | | | | | | |
| 1300 Lettings Rents & Licences | 37,308 | 48,000 | 10,692 | | | 77.7% | |
| 4010 Insurance | (8,942) | (8,000) | (942) | | (942) | 111.8% | |
| 4020 Equipment | (584) | (1,500) | 916 | | 916 | 38.9% | |
| 4025 Consumables | (1,380) | (1,500) | 120 | | 120 | 92.0% | |
| 4085 PWLB Loan Repayments | (16,164) | (16,164) | (0) | | (0) | 100.0% | |
| 4095 Miscellaneous Expenditure | (56,464) | 0 | (56,464) | | (56,464) | 0.0% | |
| 4250 Business Rates | (10,978) | (12,000) | 1,022 | | 1,022 | 91.5% | |
| 4255 Utilities | (11,658) | (15,000) | 3,342 | | 3,342 | 77.7% | |
| 4260 Repairs & Maintenance | (12,145) | (15,000) | 2,855 | | 2,855 | 81.0% | |
| <u>180 Jack Silley Pavilion</u> | | | | | | | |
| 1055 Utility Recharges | 999 | 0 | (999) | | | 0.0% | |
| 1300 Lettings Rents & Licences | 25,505 | 31,000 | 5,495 | | | 82.3% | |
| 4010 Insurance | (1,720) | (1,720) | 0 | | 0 | 100.0% | |
| 4020 Equipment | (144) | (800) | 656 | | 656 | 18.0% | |
| 4025 Consumables | (670) | (500) | (170) | | (170) | 133.9% | |
| 4250 Business Rates | (4,840) | (4,800) | (40) | | (40) | 100.8% | |
| 4255 Utilities | (11,277) | (12,500) | 1,223 | | 1,223 | 90.2% | |
| 4260 Repairs & Maintenance | (2,556) | (6,000) | 3,444 | | 3,444 | 42.6% | |
| <u>200 Epping Market</u> | | | | | | | |
| 1300 Lettings Rents & Licences | 22,710 | 33,500 | 10,790 | | | 67.8% | |
| 1310 Market casuals | 11,258 | 10,500 | (758) | | | 107.2% | |
| 4007 Advertising & promotion | 0 | (500) | 500 | | 500 | 0.0% | |
| 4010 Insurance | (760) | (760) | 0 | | 0 | 100.0% | |
| 4020 Equipment | (1,553) | (1,000) | (553) | | (553) | 155.3% | |
| 4085 PWLB Loan Repayments | (6,159) | (6,160) | 1 | | 1 | 100.0% | |
| 4095 Miscellaneous Expenditure | (2,638) | 0 | (2,638) | | (2,638) | 0.0% | |
| 4250 Business Rates | (4,990) | (5,500) | 510 | | 510 | 90.7% | |
| 4260 Repairs & Maintenance | (1,556) | (1,000) | (556) | | (556) | 155.6% | |
| 4300 Market Contractor | (17,622) | (24,500) | 6,878 | | 6,878 | 71.9% | |
| <u>220 Epping Cemetery</u> | | | | | | | |
| 1500 Burials & Memorials | 31,856 | 30,000 | (1,856) | | | 106.2% | |
| 4010 Insurance | (960) | (960) | 0 | | 0 | 100.0% | |
| 4020 Equipment | (440) | (500) | 60 | | 60 | 87.9% | |
| 4025 Consumables | (113) | 0 | (113) | | (113) | 0.0% | |
| 4095 Miscellaneous Expenditure | (1,309) | (500) | (809) | | (809) | 261.8% | |
| 4250 Business Rates | (2,445) | (2,000) | (445) | | (445) | 122.3% | |
| 4260 Repairs & Maintenance | (12,582) | (3,000) | (9,582) | | (9,582) | 419.4% | |

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>240 Parks & Building Maintenance</u> | | | | | | | |
| 1300 Lettings Rents & Licences | 6,918 | 6,000 | (918) | | | 115.3% | |
| 1320 Tennis Court income | 1,952 | 1,800 | (152) | | | 108.4% | |
| 1600 Town Greens | 1,567 | 2,400 | 833 | | | 65.3% | |
| 1900 Other Receipts | 18,312 | 0 | (18,312) | | | 0.0% | |
| 4000 Salaries | (195,615) | (245,000) | 49,385 | | 49,385 | 79.8% | |
| 4010 Insurance | (3,550) | (3,550) | 0 | | 0 | 100.0% | |
| 4020 Equipment | (9,495) | (8,000) | (1,495) | | (1,495) | 118.7% | |
| 4025 Consumables | (842) | (1,000) | 158 | | 158 | 84.2% | |
| 4095 Miscellaneous Expenditure | (2,983) | 0 | (2,983) | | (2,983) | 0.0% | |
| 4255 Utilities | (3,179) | (6,000) | 2,821 | | 2,821 | 53.0% | |
| 4260 Repairs & Maintenance | (32,510) | (25,000) | (7,510) | | (7,510) | 130.0% | |
| 4265 Public Toilet Cleaning | (1,895) | (1,300) | (595) | | (595) | 145.8% | |
| 4270 Tree management | (2,775) | (3,000) | 225 | | 225 | 92.5% | |
| 4275 Tennis Courts | (981) | (1,000) | 19 | | 19 | 98.1% | |
| 4310 Vehicles | (1,645) | (2,000) | 355 | | 355 | 82.3% | |
| 4360 Fuel | (2,783) | (4,500) | 1,717 | | 1,717 | 61.8% | |
| <u>260 Public Convenience</u> | | | | | | | |
| 1055 Utility Recharges | 17,487 | 10,000 | (7,487) | | | 174.9% | |
| 4020 Equipment | (16) | (100) | 84 | | 84 | 16.3% | |
| 4025 Consumables | (120) | (1,000) | 880 | | 880 | 12.0% | |
| 4255 Utilities | (15,469) | (10,000) | (5,469) | | (5,469) | 154.7% | |
| 4260 Repairs & Maintenance | (847) | (2,000) | 1,153 | | 1,153 | 42.4% | |
| 4265 Public Toilet Cleaning | (4,010) | (6,000) | 1,990 | | 1,990 | 66.8% | |
| <u>280 Allotments</u> | | | | | | | |
| 1300 Lettings Rents & Licences | 4,417 | 4,440 | 23 | | | 99.5% | |
| 4010 Insurance | (320) | (320) | 0 | | 0 | 100.0% | |
| 4020 Equipment | 0 | (300) | 300 | | 300 | 0.0% | |
| 4025 Consumables | 0 | (300) | 300 | | 300 | 0.0% | |
| 4255 Utilities | (522) | (400) | (122) | | (122) | 130.4% | |
| 4260 Repairs & Maintenance | 0 | (500) | 500 | | 500 | 0.0% | |
| <u>300 Street Furniture</u> | | | | | | | |
| 4020 Equipment | 0 | (2,000) | 2,000 | | 2,000 | 0.0% | |
| 4095 Miscellaneous Expenditure | 0 | (1,000) | 1,000 | | 1,000 | 0.0% | |
| 4260 Repairs & Maintenance | (746) | (2,000) | 1,254 | | 1,254 | 37.3% | |
| <u>320 War Memorial</u> | | | | | | | |
| 4260 Repairs & Maintenance | 0 | (100) | 100 | | 100 | 0.0% | |

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>340 Council as Landlord</u> | | | | | | | |
| 1300 Lettings Rents & Licences | 3,807 | 6,000 | 2,193 | | | 63.5% | |
| 1900 Other Receipts | 5,500 | 5,000 | (500) | | | 110.0% | |
| 4260 Repairs & Maintenance | (270) | (1,500) | 1,230 | | 1,230 | 18.0% | |
| <u>360 Council as Tenant</u> | | | | | | | |
| 4400 Letting Rents & Licence Costs | 0 | (151) | 151 | | 151 | 0.0% | |
| Grand Totals:- Income | 849,307 | 845,731 | (3,576) | | | 100.4% | |
| Expenditure | 767,510 | 775,015 | 7,505 | 0 | 7,505 | 99.0% | |
| Net Income over Expenditure | 81,797 | 70,716 | (11,081) | | | | |
| Movement to/(from) Gen Reserve | 81,797 | 70,716 | (11,081) | | | | |

Date: 04/02/2026

Epping Town Council 2025/2026

Page 1

Time: 12:13

Barclays No 1 Account**List of Payments made between 01/01/2026 and 31/01/2026**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|---------------------------|------------------|--------------------|-----------------------|--|
| 08/01/2026 | Barclays Bank plc | DEBIT | 8.50 | | Commission 13NOv/14Dec |
| 14/01/2026 | Co-operative Bank current | Transfer | 40,000.00 | | Transfer  |
| 21/01/2026 | EE | DD01 | 67.25 | | V02428712485/EE |
| Total Payments | | | 40,075.75 | | |

List of Payments made between 01/01/2026 and 31/01/2026

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|------------|-------------|----------------|-------------------------------|
| 02/01/2026 | Epping Forest District Council | DD03 | 484.00 | | NDR 1/4/25 to 1/4/26 |
| 02/01/2026 | British Gas Services Ltd | DD02 | 325.50 | | Purchase Ledger Payment |
| 07/01/2026 | Petty Cash | Transfer | 250.00 | | Petty cash withdrawal (X) |
| 08/01/2026 | Yu Energy Retail Limited | DD04 | 681.10 | | Electric 2.12.-31.12.25 |
| 13/01/2026 | EORVS | BAC1301/13 | 50.00 | | Xmas market bus contribution |
| 13/01/2026 | Cemetery Training Services Ltd | BAC1301/01 | 4,611.60 | | 4 days cemetery training |
| 13/01/2026 | Sally Creedon | BAC1301/02 | 80.00 | | Xmas market performance |
| 13/01/2026 | EPC Mechanical | BAC1301/03 | 10,037.72 | | Office refurb electrics |
| 13/01/2026 | Ernest Doe & Sons Ltd | BAC1301/04 | 2,268.40 | | Hose Assembly standard |
| 13/01/2026 | H Fairhead Ltd | BAC1301/05 | 73.50 | | Xmas tree EH |
| 13/01/2026 | F Pegrum & Son | BAC1301/06 | 144.00 | | Install High Street xmas tree |
| 13/01/2026 | G T F Treecare Ltd | BAC1301/07 | 2,490.00 | | Reduce 5 SH + fell tree cem |
| 13/01/2026 | Kent County Council | BAC1301/08 | 715.90 | | Gas 31.10-30.11.25 |
| 13/01/2026 | NPower Commercial Gas | BAC1301/09 | 22.05 | | Floodlights |
| 13/01/2026 | RAD Group | BAC1301/10 | 586.56 | | IT support Jan |
| 13/01/2026 | SMB Canopies | BAC1301/11 | 1,807.49 | | Gazebo repairs |
| 13/01/2026 | Mr D R Whitbread | BAC1301/12 | 150.00 | | Clean EH windows+bus stops |
| 13/01/2026 | HMRC | BAC1301/14 | 8,779.12 | | NI+PAYE conts Dec 25 |
| 13/01/2026 | Essex Pension Fund | BAC1301/15 | 3,691.84 | | Pension conts Dec 25 |
| 13/01/2026 | Petty Cash | Transfer | 250.00 | | Petty cash withdrawal (X) |
| 14/01/2026 | D W Erections | DD08 | 1,958.00 | | Market supervision erect |
| 15/01/2026 | Peninsula | DD09 | 519.37 | | HR and H+S support |
| 19/01/2026 | British Gas Services Ltd | DD10 | 94.57 | | Gsa 27.11-1.12.25 |
| 19/01/2026 | Everflow | DD11 | 50.11 | | Water 10.2-9.3.26 |
| 20/01/2026 | Valda Energy | DD12 | 552.29 | | Gas 2.1.26-1.2.26 |
| 20/01/2026 | EDF Energy | DD13 | 1.58 | | Electric Dec 25 |
| 27/01/2026 | Ernest Doe & Sons Ltd | BAC2701/01 | 1,135.18 | | Guard |
| 27/01/2026 | GLS Educational Supplies | BAC2701/02 | 201.53 | | Date stamp, tippex, card etc |
| 27/01/2026 | HMS Heating | BAC2701/03 | 249.80 | | Call out EH boiler |
| 27/01/2026 | Mr David Jackman | BAC2701/04 | 220.00 | | Media service No-Dec 25 |
| 27/01/2026 | Kent County Council | BAC2701/05 | 821.52 | | Gas 30.11-31.12.25 |
| 27/01/2026 | Kent County Council | BAC2701/06 | 286.67 | | Printer rental 1.2-30.4.26 |
| 27/01/2026 | Mobile Account Solutions (Hold | BAC2701/07 | 456.52 | | Phones Jan 26 |
| 27/01/2026 | NPower Commercial Gas | BAC2701/08 | 22.78 | | Floodlights Dec 25 |
| 27/01/2026 | Mr D R Whitbread | BAC2701/09 | 90.00 | | Clean Eh windows+bus stops |
| 27/01/2026 | Traditional Bookbinders | 302138 | 296.00 | | 24-25 minutes binding |
| 29/01/2026 | Corona Energy | DD14 | 1,916.80 | | Electric Dec |

Total Payments 46,371.50

List of Payments made between 01/01/2026 and 31/01/2026

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------|------------------|--------------------|-----------------------|---------------------------|
| 06/01/2026 | UK Sign Shop | 83 | 339.60 | | Inv 1052248-AN |
| 12/01/2026 | Zoom Communication | 80 | 16.79 | | Inv 336995321 |
| 16/01/2026 | Amazon UK | 81 | 27.12 | | Dustpans & brushes |
| 16/01/2026 | Amazon UK | 82 | 41.10 | | Coffee/milk |
| 23/01/2026 | HP Instant Ink | 84 | 6.49 | | Ink subscription |

Total Payments 431.10



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU
Tel: 01992 579444 Fax: 01992 579446 e-mail: info@eppingtowncouncil.gov.uk

TO MEMBERS of EPPING TOWN COUNCIL and RESIDENTS OF THE PARISH OF EPPING

The Annual Town Meeting for Epping will be held at Epping Hall, St Johns Road, Epping, CM16 5JU on Thursday, 1st May 2025 at 7pm.

The business to be transacted at this public meeting will be as follows:

Cherry McCredie

Cllr Cherry McCredie
Town Mayor, Epping Town Council
25th April 2025

A G E N D A

1 OPENING OF THE MEETING

Welcome from the Town Clerk and introduction of the Town Mayor and Epping Town Councillors.

2 APOLOGIES FOR ABSENCE

To receive apologies for absence received before the meeting.

3 MINUTES OF THE ANNUAL TOWN MEETING HELD ON THURSDAY 9th MAY 2024

To **NOTE** and **APPROVE** the minutes of the Annual Town Meeting on 9th May 2024.

NB: The minutes of the above meeting were noted by the Town Council at the Annual Council meeting on 11th June 2024 and any necessary/possible action taken.

4 ANNUAL REPORT 2024/25

To **NOTE** the Annual Report for 2024/25, with public questions or comments to be taken under agenda item 10.

5 REPORT FROM THE TOWN MAYOR (Cllr Cherry McCredie)

The Town Mayor to provide a brief report on Epping Town Council's previous year.

6 REPORT FROM THE CHAIRMAN OF PLANNING & NEIGHBOURHOOD PLANNING (Cllr Nigel Avey)

The Chairman of Planning & Neighbourhood Planning to provide a brief report on Epping Town Council's Planning & Neighbourhood Planning work in 2024/25.

7 REPORT FROM THE KEY MEMBER FOR FINANCE (Cllr Grahame Scruton)

The Key Member for Finance to provide a brief report on Epping Town Council's Finances in 2024/25.

8 PRESENTATION OF TOWN AWARDS

- (i) Best kept allotment 2024: Meadow Road
- (ii) Best kept allotment 2024: Lower Bury Lane
- (iii) Civic Award procedure

9 ITEMS OF INTEREST/SPEECHES

- (i) Asset of Community Value: Mill Mound Fields
- (ii) Devolution and local government reorganisation:
From the Essex Association of Local Councils

10 ROUND TABLE DISCUSSION TIME

Round the table discussions on the following:

- 1) How can we attract new shops and businesses to Epping?
- 2) What Christmas lights would you like to see in Epping?
- 3) What facilities/community facilities are missing in Epping?

11 OPEN FORUM

To receive questions from the public concerning matters over which the Town Council has control or some influence.

Please note: many resident questions will relate to items managed by Epping Forest District Council and Essex County Council. If questions can't be answered by members present on the evening, they will be forwarded on for a response.

- Residents have been invited to ask questions in advance of the meeting (by 28th April 2025). Please email: info@eppingtowncouncil.gov.uk
- Any questions which can't be answered on the evening will be answered as soon as possible after the meeting. If necessary, the Town Clerk will distribute questions to the most appropriate councillor/s for response.
- Complimentary light refreshments will be available at the start of the meeting from 6.30pm.
- Attendees are invited to meet fellow residents and local Councillors informally at the end of the meeting.

Local Government Act 1972

ATTACHMENT K

| REPRESENTATIVES ON OUTSIDE BODIES | 2023-24 | 2024-25 | 2025-26 |
|---|--|---|--|
| Local Councils' Liaison Committee (Epping Forest) | Cllr C Burgess | Cllr C McCredie | Cllr Janet Whitehouse |
| Essex Association of Local Councils | Cllr C Burgess | Cllr C Burgess | Cllr Janet Whitehouse |
| Epping Forest District Association of Local Councils (EFALC) | 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 McCredie |
| Theydon Trust | Cllr N Avey Cllr H Pegrum Cllr G Scruton | Cllr N Avey Cllr H Pegrum Cllr G Scruton | Cllr N Avey Cllr H Pegrum Cllr G Scruton |
| | 2023-27 | 2023-27 | 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 |
| 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 | Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse | Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse |
| | 2023-27 | 2023-27 | 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) |

**Epping Air Cadets
(414 Squadron)**

Cllr C Burgess

**Deleted: Epping Senior Citizens' Association, Epping Town Partnership & Epping Forest
Countrycare**

ATTACHMENT K1

EPPING ROSEBOWL COMPETITION From Spring 2026

- The New Rosebowl competition is launched using posters, Twitter and an Everything Epping Forest
- People are asked to send in pictures of their favourite front garden/balcony/window boxes between 1st April and 1st June each year
- Public exhibition or judged by Epping in Bloom
- Winner notified by letter and invited to attend Town Show to receive their award. If not available, at the next available Council meeting
- Winner awarded at the Town Show each year and a garden related prize given (garden centre voucher?)
- The original Rosebowl should be kept at Epping Hall on display and a duplicate Rosebowl trophy given to the winner each year
- Publicise winning garden/winner in Talk About Epping and a press release by Everything Epping Forest if the winner consents

Procedure: Epping Rosebowl Competition From Spring 2026

ATTACHMENT K2

BUSINESS COMMUNITY COMPETITION From Spring 2026

- The New Business Community competition is launched using posters, Twitter and through Everything Epping Forest
- People are asked to nominate an Epping Business that goes above and beyond to support the community
- Any business in Epping Parish (Epping, Coopersale, Fiddler's Hamlet) including shops, offices, pubs, service businesses such as estate agents and solicitors

Criteria may include:

- Welcoming/inclusive/excellent customer service
- Part of Kinder Essex
- Part of community toilet scheme
- Accessible
- Clear signage
- Well kept premises
- Hosts/joins in with High Street events
- Promotes other community events (posters, etc)
- Part of group to promote the vitality of the High Street
- Nominations to be sent to Council by a set date and judged by full Council
- Winner notified by letter and invited to attend the next available Council meeting
- Business to receive an award to display and a prize
- Business promoted through Talk About Epping and Everything Epping Forest

Procedure: Epping Business Community Competition From Spring 2026