

# EPPING TOWN COUNCIL ACTION PLAN 2019-23

(INTERIM) DRAFT MAY 2021



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

Adopted at the Ordinary Council meeting on 18<sup>th</sup> May 2021 by this Council.

# EPHING TOWN COUNCIL

## **ACTION PLAN 2019/23**

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

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

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

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

It has been necessary to review our priorities in line with the current coronavirus Covid-19 health situation and the safe transition from this period will continue to be our key priority.

**Priorities: 2021-2022**

| 1 Managing the coronavirus situation and exit from lockdown   |
|---|
| <p><b>Status:</b></p> <p>Ongoing</p> <p><b>Aim:</b></p> <p><b>Current (During exit from lockdown)</b></p> <p>To ensure all staff remain safe and well</p> <p>To ensure all partners remain safe and well</p> <p>Provision of vital functions and services</p> <p>Payments made</p> <p>Gradual reinstating of services as functions including ensuring as safe as possible:</p> <ul style="list-style-type: none"><li>• Staff presence</li><li>• Playgrounds/outdoor equipment</li><li>• Markets</li><li>• Bookings</li><li>• Public toilets</li></ul> <p>To progress projects where appropriate</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"><li>• Day to day/week by week management of the situation</li><li>• Develop exit strategy</li><li>• Coordination with partners</li></ul> <p><b>COMMUNITY ENGAGEMENT:</b> Keep our residents and community informed about the changing situation.</p> |

**2 Lower Swaines Playground Refurbishment  
& Playground refurbishment programme**

**(Attachment 1)**

**Status:**

Ongoing

**History:**

**PLAYGROUNDS:**

Ivy Chimneys (Refurbished 2015), Frampton Road (Refurbished 2017),  
Parklands in Coopersale (Refurbished 2018), Lower Swaines, Stonards Hill

**Aim:**

To deliver a playground refurbishment at Lower Swaines recreation ground in partnership with Epping Playground Association.

**Additional aim:**

To deliver a rolling playground refurbishment programme to ensure our playgrounds continue to evolve in quality and with demand. This will involve working with community partners (Epping Playground Association) to maximise delivery potential.

**Actions:**

- Town Clerk and Councillors to support the Epping Playground Association in successfully fundraising for the Lower Swaines recreation ground playground
- Deliver a playground refurbishment at Lower Swaines recreation ground (may need to be delivered in phases as fundraising allows)

**Budgetary implications:**

**Funding:**

Some funds/grants successfully achieved

Selection of external grant providers to apply to

Assist Epping Playground Association with fundraising for approximately  
£120,000

**Costs:**

£120,000 approximately, depending on scheme, may need to be phased

**Finances:**

None included in the revenue budget

**COMMUNITY ENGAGEMENT:** Assist Epping Playground Association with their community engagement activities and fundraising.

Share the agreed plans with the community, as they have fed into the initial designs through the Epping Playground Association.

**3 Epping Hall improvements****(Attachment 2)****Status:**

Ongoing

**History:****EPPING HALL:**

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

**Aim:**

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

**Actions:**

- Work with architect and quantity surveyor to develop plans feasibility studies and designs for Epping Hall
- Determine whether the Hall can be improved and the costs associated
- Consider how this will be funded
- Deliver improvements to Epping Hall to benefit staff and the community

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

Likely **Public Works Loan Board** loan

**Costs:**

TBC (Possibly £250,000 upwards)

**Finances:**

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

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

**4 Stonards Hill recreation ground improvements**

**(Attachment 3)**

**Including a skate park**

**Status:**

Ongoing

**Situation:**

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

**Aims:**

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

**Actions:**

- (a) Town Clerk to research funding opportunities
- Deliver as much of the wish list as possible
- (b) Town Clerk to prepare tender documents and Council to appoint skate park contractor partner to deliver the new skate park
- Council to decide on a preferred scheme with skate park requesters and

community

- Town Clerk to support skate park requesters and work with contractors on fundraising for the skate park
- To deliver a refurbished skate park

**Budgetary implications:**

**Funding:**

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

**Costs:**

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

**Finances:**

None included in the revenue budget

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

## 5 Neighbourhood Planning

**Status:**

Ongoing

**Aim:**

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

**Actions:**

- Feed responses from Public Consultation and Epping Forest District Council into the final stages of the Neighbourhood Plan

- Complete the character appraisals for Epping parish and collate into a Town Guide
- Work with partners such as Epping Forest District Council to advance the Plan and help shape EFDC's draft Local Plan (ETC to assist with Masterplanning, where applicable)
- Develop the Neighbourhood Plan towards a conclusion

\*Please note: during the coronavirus situation, earliest this will take place is 2021.

**Budgetary implications:**

**Funding:**

£3,000 through the income and expenditure budget, with £1,500 accrued from the 2019/20 financial year.

**Costs:**

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

Breakeven position anticipated.

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

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

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

Epping Town Council will liaise with Epping Forest District Council on



masterplanning (where applicable).

## 6 Improve existing land and assets \* See Attachment 4

### Status:

### Aspirations

### To be pursued as funds allow

To be pursued

### Aim:

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

To pursue recycling skip facilities at Lower Swaines recreation ground

### Actions:

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

### Budgetary implications:

### Funding:

May be available depending on the improvement required

### Costs:

Cost items as identified

Recycling skips costs not known; early discussions

### Finances:

From Asset Fund and Capital Funds accordingly

Smaller items from revenue budget

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

## **Appendix 1:**

### **Maintaining ongoing services and responsibilities.**

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

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

- Respond to all letters, emails and enquiries
- Prepare for elections
- Staff recruitment, management and development
- Manage GDPR responsibilities

**Actions:** Implement and maintain services

**Funding:** Income and expenditure budget

**A Epping Monday Market reopening COMPLETE**

**B Tennis courts refurbishment COMPLETE**

**C Epping Weather Station COMPLETE**

**D St Johns Development DISSOLVED**

Working Party: 2020-21: Cllr G Scruton (as Town Mayor), Cllr J Duffell, Cllr B Scruton, Cllr H Pegrum.

\*Please note: no meetings held in 2020-21

Town Clerk: Beverley Rumsey