



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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TO THE TOWN MAYOR and ALL MEMBERS of EPPING TOWN COUNCIL:

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 8th August 2023** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
2nd August 2023

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

Cllr L Burrows, Cllr C Mcredie, Cllr R Sharif, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non pecuniary interest as Epping Forest District councillors.

Cllr H Whitbread declares a non pecuniary interest as an Epping Forest District Councillor and Cabinet Member and an Essex County Councillor and Deputy Cabinet Member.

3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda.

Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).

5 CONFIRMATION OF COUNCIL MINUTES

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 11th July 2023.

6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

Planning & General Purposes Committee 11th July 2023 (Attachment B)
Planning & General Purposes Committee 25th July 2023 (Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Hedgehogs R Us Highway Project request (Attachment D)

Epping Town Council have been invited to participate in a hedgehogs protection project, as per **Attachment D**. More details are provided via the link below. Over 130 Town and Parish Councils have signed up to date.

[Hedgehogs R Us Highway Project - Hedgehogs R Us](#)

Council is requested to **CONSIDER** this information and **DECIDE** whether to take part in the project.

(ii) Revd Canon Lee Batson (Attachment D1)

The Town Clerk has been advised that the Revd Canon Lee Batson will be leaving Epping Team Ministry in September 2023 to take on a new role as the Dean of Newcastle.

The Town Clerk would like to formally thank Revd Canon Lee Batson for the wonderful work he has done in Epping over the last 6 years and the support he has given to Epping Town Council and the whole community. Revd Lee's final service at St John's Church, Epping will be on Sunday 17th September at 3pm.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required at the current time.

(iii) Ministry of Justice Community Payback scheme (Attachment D2)

Epping Town Council have been invited to consider the Ministry of Defence's Community Payback scheme, as detailed in **Attachment D2**.

The Town Clerk has discussed potential projects with the Town Supervisor and any suggestions put forward would need to be using hand tools and no chemicals. The rear garden at Epping Hall and ditch clearances at Lower Swaines are possibilities.

Council is requested to **CONSIDER** this information and **DECIDE** what to do.

(iv) Epping Town Football Club history (Attachment D3)

Mr Mike House has provided Epping Town Council with some history information on Epping Town Football Club. The Town Clerk would like to thank Mr House for sharing this.

Council is requested to **NOTE** this information.

(v) Online safety map for women and girls (Attachment D4)

Epping Town Council have been informed about an online safety map for women and girls, as per **Attachment D4**.

Council is requested to **NOTE** this information and encouraged to share it as appropriate.

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment E)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 11th July 2023.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th July 2023.

10 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment F)

A report from the Town Clerk on current activities and matters of interest to Council is attached.

11 REPORTS FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

A verbal report from ward councillors who also serve on Epping Forest District Council on any matter that may be of interest to Epping Town Council.

A verbal report from Essex County councillors on any matters of interest to Epping Town Council.

12 FINANCIAL REPORT TO 31ST JULY 2023 (Attachment G)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report for July 2023 and **DECIDE** if any further action is required.

13 ACCOUNTS FOR PAYMENT (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for July 2023.

Payments total: **£74,273,65**. (Payments from Barclays total £49.30 (please note a transfer of £40,000 from Barclays to the Co-operative). Payments from the Cooperative total £73,998.64 (please further note a transfer of £700 between the Co-operative and Co-operative online accounts and a petty cash withdrawal of £200). Payments from the Co-operative Online total £225.71.)

14 EPPING TOWN SHOW 2024

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr R Sharif

Epping Town Show is normally held on the first Sunday in July each year.

Council is requested to **DECIDE:**

- (i) If it wishes to hold the Town Show in 2024;
- (ii) If the date should be Sunday 7th July 2024.

15 **EPPING ROSEBOWL** (Attachment I)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr J Duffell

- (i) Council is requested to **CONSIDER** the entries for the Epping Rosebowl as per **Attachment I**, which is awarded to the best floral display for business premises in Epping Parish and **DECIDE** who should receive the award.

16 **ANNUAL TOWN MEETING 2023** (Attachment J)

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr N Avey

(i) Date

The Annual Town Meeting for 2022-23 was held on Thursday 20th April 2023. The Town Meeting must be held between 1st March and 1st June.

A suggested date for the Annual Town Meeting for 2023-24 is Thursday 18th April 2024 at Epping Hall.

Council is requested to **CONSIDER** this information and **DECIDE** the date for the Annual Town Meeting.

(ii) Format

Council is requested to **CONSIDER** the format of the Annual Town Meeting and **DECIDE**:

- (i) If they wish to follow the broad format used in 2022/23, as per **Attachment J**.

17 **EPPING NEIGHBOURHOOD PLAN**

Statutory Basis: Localism Act 2011

Key Member: Cllr N Avey

Cllr N Avey will provide an update on Epping's Neighbourhood Plan.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required at the current time.

18 **BLUE PLAQUE: ERNEST WYTHES**

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr J Duffell

At the Ordinary Council meeting on 11th July 2023 (Minute #110 of 2023/24), Epping Town Council APPROVED a blue plaque for Ernest Wythes. Cllr J Duffell has suggested the following wording:

ERNEST WYTHES, 1868-1949, LANDOWNER AND PHILANTHROPIST

The suggested location is the Hemnall Social Club.

Council is requested to **CONSIDER** the wording and location and **CONFIRM** they are happy with the proposed or make amendments.

19 **ROTARY WELLBEING PROJECT** (Attachment K)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr R Sharif

At the Ordinary Council meeting on 11th July 2023 (Minute #56 (iii) of 2023/24), Epping Town Council RESOLVED to pursue a wellbeing project with the Rotary Club of Epping. Cllr R Sharif met with Barbara Scruton, President of Rotary, to discuss potential ideas for a project.

Some further information is provided as per **Attachment K**.

Council is requested to **CONSIDER** this information and **DECIDE** what to do/pursue.

20 **LOCAL HIGHWAYS PANEL MEMBERSHIP UPDATE** (Attachment L)

Statutory Basis: Local Government Act 1972, s111; Highways Act 1980

Key Member: Cllr C Burgess

At the Ordinary Council meeting on 11th July 2023, Cllr C Burgess advised members that at the Local Highways Panel meeting on Monday 3rd July 2023 at Epping Forest District Council to observe, the Local Highways Panel voted to exclude Town and Parish Councillors from this Panel. The Town Clerk was requested to determine what other LHPs do and whether the situation had recently changed.

Some information is provided as per **Attachment L**.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required.

21 **LITTER BINS IN EPPING**

Statutory Basis: Litter Act 1983, s5-6

Key Member: Cllr R Sharif

Cllr Razia Sharif has tabled a motion for consideration by Council.

“I would like to discuss the best way to get more bins in Epping, whether they be dog waste or black bins. There are long stretches in Epping where there are no bins at all and often people resort to dropping waste or dog waste bags on the floor. Some irresponsible dog owners don't even bother picking up dog waste. The same problem exists in Loughton and other areas. In particular, there is only one bin between Lower Bury Lane to Upper Swaines. How far apart are our bins? It makes no sense to not have one between Lower Bury Lane and Bury Road where you have a huge flow of school children. They don't want to carry litter home and it ends up on the floor because there are no bins. Many dog walkers put their dog waste in bushes for the same reason.

We also need to tackle the collection of these bins which are often overflowing, which defeats the object. Can they not be collected as part of the normal weekly round?”

The Town Clerk has advised Cllr Sharif that Epping Forest District Council look after rubbish, but it was deemed helpful to bring this to Council's attention for discussion.

Council is requested to **CONSIDER** this motion and **DECIDE** what to do.

22 **EPPING HALL LIGHTS**

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr H Pegrum

The main hall at Epping Hall has 22 lights. One or two bulbs had gone out, but a considerable number have gone out in close succession. The bulbs are difficult to replace as they require a tower. The replacement of the hall lights with LED has been on Council's wish list for improvements to the building for some time. This has been monitored in line with any extensions or wider improvement projects to Epping Hall. The replacement of the lights bulbs is now urgent. The Town Clerk is in the process of obtaining quotations and these will be brought to Council as soon as they are received. The work will need doing.

Council is requested to **NOTE** this information.

23 **EXCLUSION OF PRESS AND PUBLIC**

To resolve 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.

24 **EPPING HALL WORKS: DESIGN CONTRACTS**

(Attachments M & N)

Statutory Basis: Local Government Act 1972, s111; S133

Key Member: Cllr H Pegrum

The Town Clerk has been requested to pursue alternative design options for the offices at Epping Hall. Further information is provided, as per **Attachment M**.

The current extension plans, with planning permission, are provided as per **Attachment N**.

Council is requested to **CONSIDER** this information and **DECIDE**:

- (i) Whether to pursue the office redesign options in **Attachment M**
- (ii) If so, which one.

25 **STONARDS HILL FOOTBALL CONTRACTS 2023-2024**

(Attachment O)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19; Public Health Act 1875, s164

Key Member: Cllr N Avey

At the Ordinary Council meeting on 13th June 2023 (Minute #75 of 2023/24), Epping Town Council agreed to Epping Town FC returning to playing at Stonards Hill recreation ground as part of their merger with Epping Youth FC. The Town Clerk was requested to draft a suitable licence for the Club/s for the forthcoming 2023-2024 season. The Town Clerk and Town Supervisor met with Epping Youth FC to discuss suitable operational details. The draft licence and recommendations are provided, as per **Attachment O**.

Please note: this would normally be renewed operationally by the office team, but has been brought to Council on this occasion as a result of the previous history.

Council is requested to **CONSIDER** this information and **DECIDE** whether to **APPROVE** the licence and regulations from Epping Town Council.

26 **STAFF MATTERS** (Attachment P)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr C Burgess

Some staff information is provided, as per **Attachment P**.

Council is requested to **NOTE** this information.

27 **STAFF STRUCTURE/MATTERS** (Attachment Q)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr C Burgess

Some staff information and a **RECOMMENDATION** is provided, as per **Attachment Q**.

Council is requested to **CONSIDER** this information and **RECOMMENDATION** and **DECIDE** what to do.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.