



# EPPING TOWN COUNCIL

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

Tel: 01992 579444 Fax: 01992 579446 e-mail: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

**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, 12th September 2023** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
6th September 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 MCreddie, 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 8th August 2023.

To approve as a correct record and sign the Minutes of the ExtraOrdinary Council Meeting held on 29<sup>th</sup> August 2023.

**(Attachment B)**

## 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	8 <sup>th</sup> August 2023	<b>(Attachment C)</b>
Market Committee meeting	21 <sup>st</sup> August 2023	<b>(Attachment D)</b>
Planning & General Purposes Committee	22 <sup>nd</sup> August 2023	<b>(Attachment E)</b>

## 7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

### (i) Epping Playground Association information boards **(Attachment F)**

Epping Playground Association have suggested some information boards for the playgrounds in Epping, using the remainder of their funds. This has been discussed with the Town Supervisor who would need to erect and maintain the boards and he is fully supportive. Some further information is provided as per **Attachment F**.

Council is requested to **APPROVE** the communication boards as detailed.

### (ii) Allotment procedures **(Attachment F1)**

On occasion, Epping Town Council have received questions regarding the allocation of allotment plots and the timing of inspections, particularly if the allotments undergo a period of non-maintenance and growth by plot holders. There are many allotment rules enshrined in allotment law. There are also many guidelines and processes that have evolved and developed through managing allotments over many years. Following a recent complaint about some overgrown plots at Lower Bury Lane allotments, the Town Clerk and Town Supervisor have discussed the best operational practices for the allotments, which combine the rules in allotment law, good practice for plot holders and the operational reality of working with plot holders and their individual circumstances. Based on this, the Town Clerk has rewritten the allotment procedures to try and minimise very overgrown plots. This will provide Council's new Allotment & Administration Secretary with some very clear guidance as they manage the allotment processes moving forwards.

**RECOMMENDATION:** Council should **APPROVE** the Allotment Procedures, as per **Attachment F1**.

### (iii) St John's Church Christmas tree festival 1<sup>st</sup> Dec 2023: Epping Town Council tree

Epping Town Council have been invited to have a Christmas tree at the St John's Christmas tree festival and the Town Clerk has accepted. Council's Planning & Events Officer has suggested it could be dressed with Epping Town Council's responsibilities.

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

(i) How it should be dressed.

(ii) Who will dress it.

### (iv) Football club signs **(Attachment F2)**

Epping Town FC have requested some signage at Stonards Hill recreation ground, as per **Attachment F2**. The Town Supervisor has confirmed that this can be accommodated quite easily.

Council is requested to **APPROVE** the signs as detailed.

**(v) Bell Common management****(Attachment F3)**

Cllr Janet Whitehouse has tabled a motion for consideration by Council:

"1) Do Epping Town Council have a position on the removal of the hedgerows at Bell Common which have been concerning residents for some time?

2) Epping Town Council may want the Town Clerk to write to the City of London to find out what their plans are for this year.

3) I'd like to also hear how Epping Town Council is included in discussions about the Forest."

In order for Councillors to consider/reconsider this, the Town Clerk has provided a summary of Epping Town Council's involvement in this issue to date, as per **Attachment F3**.

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

**8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES****(Attachment G)**

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 8th August 2023.

**9 REPORTING ON MEMBERS' DUTIES AND REPRESENTATIONS ON OUTSIDE BODIES**

Cllr Janet Whitehouse has tabled a motion for consideration by Council.

"It would be helpful to have clarification regarding what items should be reported by Epping Town Councillors in the 'Reports from members' section on the agenda. Should this be duties undertaken as a representative of Epping Town Council or in response to an invitation, or should reports be on any community event attended by a councillor?

When members have attended meetings of Outside Bodies as representatives of Epping Town Council will they please give a short report on the meetings so other members know what activities the organisations are involved in."

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

**10 REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 8th August 2023.

**11 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS****(Attachment H)**

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

**12 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.

**13 FINANCIAL REPORT TO 31ST AUGUST 2023 (Attachment I)**

**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 August 2023 and **DECIDE** if any further action is required.

**14 ACCOUNTS FOR PAYMENT (Attachment J)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for August 2023. Payments total: **£70,505,33**. (Payments from Barclays total £84.30 (please note a transfer of £40,000 from Barclays to the Co-operative). Payments from the Co-operative total £68,238.12 (please further note a transfer of £1570 between the Co-operative and Co-operative online accounts). Payments from the Co-operative Online total £2182.91.)

**15 EXTERNAL AUDIT 2022-23 (Attachment K)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

The Town Clerk and Responsible Financial Officer is pleased to advise that the Annual Return 2022-23 has now been externally audited and signed off without any further comments, as per **Attachment K**.

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

**16 EPPING CHRISTMAS MARKET 2023 (Attachment L)**

**Statutory Basis:** Local Government Act 1972, s145

**Key Member:** Cllr R Sharif

At the Ordinary Council meeting on 7<sup>th</sup> February 2023 (Minute #379 of 2022/23), Council **RESOLVED** to pursue extending the Christmas Market to the slip road outside the Methodist Church. This would be used for food vendors and subject to their interest in this change. The food vendors have been contacted regarding this change and their response is per **Attachment L**. Council also need to consider business and resident access and power.

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

- (i)** Whether to extend the Christmas Market into the area in front of the Methodist Church for the food vendors or keep the layout as previously;
- (ii)** If so, should another attraction be pursued for this area in addition.

**17 ANNUAL TOWN MEETING 2024**

**Statutory Basis:** Local Government Act 1972, s9

**Key Member:** Cllr N Avey

At the Ordinary Council meeting on 8<sup>th</sup> August 2023 (Minute #148 of 2023/24) the Town Clerk was requested to propose an alternative date for the Annual Town Meeting 2024 after the May 2024 District Council elections. The proposed date has been checked against EFDC's Civic diary and also takes into account the Annual meeting of Epping Town Council, as this meeting should be chaired by the current Mayor.

**RECOMMENDATION:** The Annual Town meeting 2024 should be held on Thursday 9<sup>th</sup> May 2024.

Council is requested to **DECIDE** whether to **APPROVE** this **RECOMMENDATION**.

**18 CIVIC RECEPTION 2024**

**Statutory Basis:** Local Government Act 1972, s145

**Key Member:** Cllr C Burgess

Traditionally, Epping Town Council hold an Annual Civic Reception in April each year, where the Mayor and councillors are able to formally commend those who have won awards or made an important contribution to the community over the previous year. A possible date for the Civic Reception in 2024 is Friday 26<sup>th</sup> April.

Council is requested to **DECIDE**:

- (i) If it wishes to hold a Civic Reception in 2024;
- (ii) If the date should be Friday 26<sup>th</sup> April 2024 (avoiding Easter and the Annual Town Meeting).

**19 STONARDS HILL RECREATION GROUND WORKING PARTY (Attachment M)**

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

**Key Member:** Cllr C Burgess

The recreation and playground working party met on 29<sup>th</sup> August to consider the issues and potential wish list for Stonards Hill recreation ground. Some further information is provided as per **Attachment M**. The previous wish list is provided as per **Attachment M1**. A priority/wish list should be completed for Stonards Hill recreation ground in order to inform Council's Action Plan in advance of the budget setting process.

Council is requested to **CONSIDER** this information and **DECIDE** what the priorities/wish list for Stonards Hill recreation ground should be.

**20 ROTARY WELLBEING PROJECT (Attachment N)**

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

**Key Member:** Cllr R Sharif

At the Ordinary Council meeting on 11<sup>th</sup> 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. A list of suggestions was provided at the Ordinary Council meeting on 8<sup>th</sup> August 2023, as per **Attachment N**. This was to be reconsidered once a wish list for Stonards Hill had been considered.

The Rotary Club of Epping need to know whether a project is to be pursued. The outdoor chess table would be the preferred suggestion by the President, as it is a standalone first project and more achievable. This will cost approximately £3000. Rotary would then look to work with Epping Town Council on other projects to augment the use of Epping's green spaces.

Council is requested to **CONSIDER** this information and **DECIDE** whether they wish the Rotary Club of Epping to pursue an outdoor chess table for Stonards Hill recreation ground.

## 21 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.

## 22 EPPING HALL LIGHTS

(Attachment O)

**Statutory Basis:** Local Government Act 1972, s133

**Key Member:** Cllr H Pegrum

At the Ordinary Council meeting on 8<sup>th</sup> August 2023 (Minute #154 of 2023/24), members were advised of the following:

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. Please note: the quotations are to replace all fittings as well as bulbs, as the current fittings are breaking and are unlikely to withstand just bulb replacements.

The quotations have now been provided as per **Attachment O**.

**RECOMMENDATION:** The lights should be replaced, as per **Attachment O**.

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

- (i) Whether to replace the lights as detailed;
- (ii) How this will be financed.

***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.***