



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, 13th February 2024** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
7th February 2024

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 9th January 2024.

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	9th January 2024	(Attachment B)
Market Committee meeting	18th January 2024	(Attachment C)
Planning & General Purposes Committee	23rd January 2024	(Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) S137 spending limit: 2024-2025

The Department for Levelling Up, Housing and Communities has confirmed that the appropriate sum for local (town and parish) councils for the purposes of section 137 (4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2024-2025 is £10.81 per elector. This is an increase from £9.93 in 2023-2024 (it has increased by the percentage increase in the retail index between September 2022 and September 2023).

This adjustment allows the first tier of local government to allocate a limited amount of funds for purposes that do not fall under any other specific statutory powers, enabling them to utilise their portion of council tax to support and enhance their communities.

This means the maximum spend under this power is £101,592.38 (No of electors: 9398 x £10.81).

When a Town Council makes a decision, they must:

a) have a power to undertake the duty and b) know how it is to be financed.

Grant spending should be made under the appropriate power for that spend. Where there is no power, S137 spending may be used for very specific purposes.

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

(ii) Epping Forest District Council: Bakers Lane car park **(Attachment E)**

Epping Town Council have been informed about the work on the new leisure centre at Bakers Lane car park, as per **Attachment E**.

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

(iii) Lower Swaines recreation ground playground instruments **(Attachment E1)**

At the Ordinary Council meeting on 12th December 2023 (Minute #325 of 2023/24), the Town Clerk was requested to undertake some research on the musical instruments for Lower Swaines recreation ground, as proposed by Epping Playground Association.

Some further information is provided, as per **Attachment E1**.

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

(iv) Epping Forest District Council's Dog Control Public Spaces Protection Order

Epping Forest District Council's Dog Control Public Spaces Protection Order is now in place. Epping Town Council took part in the consultation in November 2023.

[Read the full Dog Control Public Spaces Protection Order \(pdf 156KB\)](#)

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

(v) Epping Lottery

At the Ordinary Council meeting on 12th December 2023 (Minute #312 of 2023/24), the Town Clerk was requested to look into the Gatherwell lottery for Epping. On following this up, Council were advised that this is being developed by Epping Forest District Council.

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

(vi) Epping Christmas Market 2024

The Town Mayor was approached by Weald Hall care home regarding sponsoring the Christmas Market 2024. The Mayor and Town Clerk met with Weald Hall care home who have confirmed they wish to sponsor Epping Christmas Market 2024 and discussions will now take place regarding their involvement. This will be brought back to Council for discussion, along with the date, time and Christmas Market 2024 in general, at the March Council meeting.

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

(vii) South Epping Masterplanning

The Town Clerk has received correspondence from the South Epping Masterplanning team working with Epping Forest District Council inviting Epping Town Council to participate in the South Epping Masterplanning discussions. This was previously attended by Cllr Nigel Avey, as Chairman of the Neighbourhood Planning Advisory Committee and the Town Clerk. The Neighbourhood Planning Advisory Committee have been involved in this process for the past ten years, including consultation with residents. A full community consultation will be held in June 2024.

Council is requested to **NOTE** this information and **CONFIRM** they are happy for Cllr N Avey and the Town Clerk to participate in the discussions on behalf of Epping Town Council at this stage.

(viii) Rotary wellbeing project

The Town Clerk has been advised that Rotary has sufficient funding to purchase the outdoor chess table for Stonards Hill recreation ground. The Town Clerk is working on the purchase and planning an opening party/ceremony.

Rotary would like to continue working with Epping Town Council on wellbeing and would like to know what other items Council may wish to provide in their green spaces. If Council make some suggestions, we could ask residents what their preferences are, with a view to Rotary undertaking a larger fundraising project to help provide something. Initial suggestions include a running track, more outdoor gym equipment or a bandstand.

Council is requested to **CONSIDER** this information and **DECIDE** what they may wish Rotary to fundraise for and **CONFIRM** they are happy for residents views to be sought on this.

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 9th January 2024.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 9th January 2024.

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

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

11 REPORTS FROM EPPING FOREST DISTRICT 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.

12 FINANCIAL REPORT TO 31st JANUARY 2024 (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of January 2024 and **DECIDE** if any further action is required.

13 ACCOUNTS FOR PAYMENT (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for January 2024 totalling £68,123.04 (Barclays: £49.30, The Co-operative £68,058.15 & The Co-operative online £15.59).

14 PLAY IN THE PARK 2024 (Attachment J)

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

Key Member: Cllr J Duffell

Epping Forest District Council provide Play in the Park sessions and once again, Epping Town Council have been invited to participate. This is something that was historically held at Stonards Hill recreation ground and providing the weather is good, has been quite popular. The Town Council did not participate in the scheme in 2023 as the price was increased significantly (to £140 per session). In 2022, the scheme was £90 per session and Council ran 4 sessions; 1 at Easter and 3 in the summer. Previously, it was £80 per session. The cost of the sessions would fall to Epping Town Council and is free for participants. The price for 2024 is £100 per session.

Some further information is provided, as per **Attachment J**.

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

- (i) If they wish to participate in 2024;
- (ii) If so, how many sessions they would hold.

15 **ANNUAL TOWN MEETING 2024 FORMAT** (Attachment K)

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr N Avey

At the Ordinary Council meeting on 8th August 2023 (Minute #148 of 2023/24), Council CONSIDERED the format of the Annual Town Meeting and it was suggested a revised format may be beneficial. One suggestion was a variety of 'round-the-table' discussion workshops, so residents could share views. Some suggestions are provided, as per **Attachment K**.

Council is requested to **CONSIDER** this matter and information and **DECIDE** what format the Annual Town Meeting 2024 should take.

16 **EXCLUSION OF THE 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.

17 **ASSET OF COMMUNITY VALUE** (Attachment L)

Statutory Basis: Local Government Act 1972, ss124, 127

Key Member: Cllr R Sharif

Cllr Razia Sharif has tabled a motion for consideration by Council, as per **Attachment L**.

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

18 **CHRISTMAS LIGHTS WORKING PARTY** (Attachment M)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr C Burgess

The Christmas lights working party met on Monday 22nd January 2024 to discuss possibilities for Epping's Christmas lights 2024. Some information is provided as per **Attachment M**.

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

19 **TOWNSPERSON OF THE YEAR 2023** (Attachment N)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has received some nominations for Townsperson of the Year 2023, as per **Attachment N**.

Council is requested to **CONSIDER** the nominations and **DECIDE** who to award Townsperson of the Year 2023.

20 **YOUNG TOWNSPERSON OF THE YEAR 2023**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has not received any nominations for Young Townsperson of the Year 2023.

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

21 **OTHER AWARDS** **(Attachment O)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr C Burgess/Cllr N Avey

The Town Clerk has received a request for another award. Some further information is provided, as per **Attachment O**.

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

22 **PARKING MANAGEMENT CONTRACTS** **(Attachment P)**

Statutory Basis: Road Traffic Regulation Act 1984, ss59 (3), 35 (1)

Key Member: Cllr C Burgess/Cllr H Pegrum

At the Ordinary Council meeting on 12th December 2023, (Minute #330 of 2023/24), Council requested the Town Clerk arrange a meeting with the preferred parking management provider to discuss potential scheme details. An on site meeting took place with the provider and members of the playground and recreation grounds working party on 22nd January 2024 and the outcome of those discussions is reported in **Attachment P**.

Council is requested to **CONSIDER** whether to:

- (i) Sign up to one of the parking management arrangements as detailed in **Attachment P**, with or without amendments.

23 **PHOTOCOPYING CONTRACT** **(Attachment Q)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr G Scruton/Cllr N Avey

Epping Town Council's photocopying contract expired on 1st Feb 2024 and new proposals were issued to the Town Clerk in late January 2024 (too late for the January Council meeting). Some further information is provided, as per **Attachment Q**.

The Town Clerk discussed this with the Town Mayor, Cllr C Burgess and Council's Key Member for Finance, Cllr G Scruton, who confirmed they were happy for the Town Clerk

to proceed on the basis detailed in **Attachment Q**, given there was no additional cost to Council and continuation of service was required.

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

24 **WATER CONTRACTS** (Attachment R)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has been experiencing some problems with Council's water supplier. Some further information is provided as per **Attachment R**.

Council is requested to **CONSIDER** this information and RECOMMENDATION and **DECIDE** whether to proceed with the **RECOMMENDATION**.

25 **APPRENTICE CONTRACT**

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr G Scruton/Cllr C Burgess

The Town Clerk discussed the new apprentice grounds person's contract with Cllr G Scruton, as it is slightly different to a standard staff contract, but it should still be issued within the required timeframe. The Clerk is satisfied that the contract includes the legal requirements of Council's standard contract and reflects the requirements of the apprenticeship terms and conditions. The contract falls within the stated budget range agreed for this position when the apprenticeship was APPROVED.

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

26 **BAKERS LANE PUBLIC TOILETS** (Attachment S)

Statutory Basis: Public Health Act 1936, s87

Key Member: Cllr C Burgess/Cllr G Scruton

At the Ordinary Council meetings on 14th November 2023 and 12th December 2023 (Minutes #290 & #332 of 2023/24), the Town Clerk informed Council about the ongoing issues at Bakers Lane toilets. An up-to-date position is provided as per **Attachment S**.

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

27 **STONARDS HILL SKATE PARK CONTRACTS AND DESIGNS** (Attachments T, T1 & T2)

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

Key Member: Cllr C McCredie/Cllr M Wright

At the Ordinary Council meeting on 12th December 2023, the Town Clerk advised members that funding had been obtained from the skate park and that the design would need to be revisited. Following a zoom meeting with Betongpark on 18th December 2023, some additional thoughts and designs have been provided, as per **Attachment T**. Some supporting information is provided as per **Attachments T1 & T2**.

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