



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 August 2024** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
7th August 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 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

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 9th July 2024. **(Attachment A)**

To approve as a correct record and sign the Minutes of the ExtraOrdinary Council Meeting held on 17th July 2024. **(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	9 th July 2024	(Attachment C)
Planning & General Purposes Committee	23 rd July 2024	(Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Diversion of Footpath 28 Epping **(Attachment D1)**

Epping Town Council have been advised of a Public Footpath diversion for Footpath 28, as per **Attachment D1**.

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

(ii) Traffic Order Theydon Road/Bell Common **(Attachment D2)**

Epping Town Council have been advised of a Traffic Order for Theydon Road/Bell Common, as per **Attachment D2**.

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

(iii) Prohibition of Motor Vehicles Bell Common: consultation **(Attachment D3)**

Epping Town Council have been invited to comment on the prohibition of motor vehicles at Bell Common consultation, as per **Attachment D3**.

At present there is an Experimental Order in place for eighteen months. This finishes in October 2024. The proposal is to make this a permanent restriction.

Council is requested to **CONSIDER** this proposal and **DECIDE** what response to make.

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 9th July 2024.

9 REPORTS FROM MEMBERS

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

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 2024** **(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 2024 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 2024. Payments total: **£83,510,28**. (Payments from Barclays total £72.47 (please note a transfer of £50,000 from Barclays to the Co-operative. Payments from the Cooperative total £83,355.24 (please note a petty cash withdrawal of £250). Payments from the Co-operative Online total £82.57.)
- 14 **STONARDS HILL CAR PARK** **(Attachment I)**
- Statutory Basis:** Local Government (Miscellaneous Provisions) Act 1976, s19
- Key Member:** Cllr C McCredie/Cllr H Pegrum
- At the Ordinary Council meeting on 11th June 2024 (Minute #57(i) of 2024/25), Council **RESOLVED** to review the car parking management system at Stonards Hill recreation ground after two months. The Town Clerk has provided some information, as per **Attachment I**.
- Council is requested to **CONSIDER** this information and **DECIDE** what to do.
- 15 **EPPING TOWN COUNCIL HONOURS BOARD** **(Attachment J)**
- Statutory Basis:** Local Government Act 1972, S111
- Key Member:** Cllr C McCredie
- Epping Town Council have a new honours board (**Attachment J**) as the existing space for Epping Town Mayors is full. The current Mayor will naturally go onto the new board. In 2024, Council honoured a new Freeman of the Town, Barbara Scruton and this honour needs to be added to the Freemen section of the board.
- Council is requested to **DECIDE** if Freemen (and Town Clerks) should be added to the honours existing honours board or the new board.
- 16 **EPPING NEIGHBOURHOOD PLAN**
- Statutory Basis:** Localism Act 2011
- Key Member:** Cllr N Avey
- At the Ordinary Council meeting on 9th July 2024 (Minute #106 of 2024/25), Council chose 9th September to 20th October 2024 for the Neighbourhood Plan consultation.

This is a considerable body of work that the Town Clerk will take on for this fairly short period and will be supported by Council's Allotment and Administration Secretary (following the change in Planning Officer role). There will be a consultation in conjunction with Epping Forest District Council. The Clerk will advise members of progress.

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

17 **SOUTH EPPING MASTERPLAN AREA CONSULTATION RESPONSE** (Attachment K)

Statutory Basis: Town and Country Planning Act 1990, s1, para 8

Key Member: Cllr N Avey

Epping Town Council were invited to respond to the South Epping Masterplan consultation as a statutory consultee. The Town Council held an ExtraOrdinary meeting on 17th July 2024 to discuss the matter. The minutes of this meeting are included as per Attachment B. Epping Town Council's response is provided as per **Attachment K**.

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

18 **ANNUAL TOWN MEETING 2025** (Attachment L)

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr C McCredie

(i) Date

The Annual Town Meeting for 2023-24 was held on Thursday 9th May 2024. The Town Meeting must be held between 1st March and 1st June.

A suggested date for the Annual Town Meeting for 2024-25 is Thursday 17th April 2025 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 2023/24, as per **Attachment L**.

19 **EPPING TOWN SHOW 2025**

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 2025;

(ii) If the date should be Sunday 6th July 2025.

20 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.

21 EPPING HALL WORKS (Attachment M)

Statutory Basis: Local Government Act 1972, s136; Local Government Act 1972, s112

Key Member: Cllr H Pegrum/Cllr G Scruton

The Town Clerk has provided some information regarding Epping Hall (offices and front), as per **Attachment M**.

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

22 CHRISTMAS LIGHTS CONTRACT (Attachment N)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr R Sharif

At the Ordinary Council meeting on 9th July 2024 (Minute #111 of 2024/25), Council **RESOLVED** to pursue the Christmas lights for 2024 as per **Attachment N**. Some further information is also provided as per **Attachment N**.

Council is requested to **CONFIRM** that they are happy for the Town Clerk to proceed as DETAILED in **Attachment N**.

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.