



EPPING TOWN COUNCIL

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

Tel: 01992 579444 Fax: 01992 579446 e-mail: 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, 11th February 2025** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
5th February 2025

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

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 14th January 2025.

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 | 14th January 2025 (Attachment B) |
| Planning & General Purposes Committee | 28th January 2025 (Attachment C) |
| Market Committee | 4th December 2024 (Attachment D) |

(Please note: the market committee minutes for this meeting are not in the usual date order, as the minutes were completed after the usual relevant Council agenda).

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Blue plaque request: Church's Butchers (Attachment E)

Epping Town Council have received a request for a blue plaque for Church's Butchers from The Epping Society. Some further information is provided as per **Attachment E**.

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

(ii) Epping Neighbourhood Plan (Attachment E1)

Epping Forest District Council have advised that Epping's Neighbourhood Plan is now under examination. Some further information is provided as per **Attachment E1**.

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

(iii) The Epping Society: Open Parking letter (Attachment E2)

Epping Town Council have received an open parking letter from The Epping Society, as per **Attachment E2**.

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

(iv) Essex County Council: Air Quality Strategy consultation

Essex County Council have shared their Air Quality Strategy consultation. Please use the link below to access.

<https://www.essexair.org.uk/strategy>

Council is requested to **CONSIDER** this information and **DECIDE** whether to make a response from Epping Town Council.

(v) Lithium battery consultation (Attachment E3)

Epping Town Council have been made aware of a lithium battery consultation, as per **Attachment E3**.

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

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 14th January 2025.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 14th January 2025.

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 2025 (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 2025 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 2025 totalling £58,612.84 (Barclays: £72.47, The Co-operative £58,160.29 & The Co-operative online £380.08).

14 QUALIS DEVELOPMENT NAMES

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr J Duffell

Cllr J Duffell has tabled a motion for consideration by Council:

"I would like to suggest that Epping Town Council ask EFDC/Qualis to change the proposed names of the new housing developments between St John's Road and Crows Road.

The proposed name of the site of the old school in St John's Road is Gardenia Court and for the site by the Hawthorn dental practice it is Verdant Place.

Both names seem to have no connection with Epping. A far more fitting name for the St Johns Road site would be **Old School Court**. There was a school on that site for well over 100 years.

The other site was at one time the home of Stephen Church, who founded the pork butcher's shop in 1888. The house was called 'The Homestead'. That being the case, a more suitable name for the site would be **Homestead Place**.

I would like to see us embracing the town's history. I have spoken to many people who are of the same opinion."

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

15 **ANNUAL TOWN MEETING 2025 DATE AND FORMAT**

(Attachment J)

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr N Avey

(i) **Date**

At the Ordinary Council meeting on Tuesday 13th August 2024 (Minute #152 of 2024/25), it was **RESOLVED** that the Annual Town Meeting 2025 would be held on Thursday 8th May 2025. This, however, is the 80th anniversary of VE Day and Epping Town Council will be holding a beacon lighting event in that evening. The Annual Town Meeting is a statutory meeting that needs to be held between March and June each year and is ideally held before the Annual Council meeting (where the new Mayor is chosen). It is ideally also held to avoid any relevant election times.

The proposed new date for the Annual Town Meeting 2025 is Thursday 1st May 2025 (if there are to be no elections). If there are to be elections, the proposed date is Thursday 17th April 2025.

Council is requested to **CONSIDER** and **APPROVE** the date/s.

(ii) **Format**

(Attachment J)

At the Ordinary Council meeting on Tuesday 13th August 2024 (Minute #152 of 2024/25), it was **RESOLVED** that the Annual Town Meeting 2025 would broadly follow the format of the Annual Town Meeting 2024, but subjects and specific questions would be asked, rather than open ended topics. A draft list of questions has been provided as per **Attachment J**.

Council is requested to **CONSIDER** the draft list of subjects/questions and **APPROVE** them, with or without amendments/additions.

16 **EPHING EMERGENCY PLAN**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr C McCredie

The Town Clerk is in the process of writing an up-to-date Emergency Plan for Epping Parish, following discussions with the Emergency Planning Team at Epping Forest District Council. The Town Supervisor is also instrumental in this planning. The successful delivery of an Emergency Plan would be aided by volunteers and the Town Clerk would suggest Council advertise for volunteers for this purpose. The draft Emergency Plan will be brought to Council for discussion and approval once prepared.

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

- (i) How best to attract volunteers for this situation;
- (ii) If a working party consisting of the Town Mayor and one other member would be advantageous for the progression of the Plan and to augment working knowledge should the Plan need to be implemented.

17 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.

18 TOWNSPERSON OF THE YEAR 2024**(Attachment K)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has received some nominations for Townsperson of the Year 2024, as per **Attachment K**.

Council is requested to **CONSIDER** the nominations and **DECIDE** who to award Townsperson of the Year 2024.

19 YOUNG TOWNSPERSON OF THE YEAR 2024**(Attachment L)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has received a nomination for Young Townsperson of the Year 2024, as per **Attachment L**.

Council is requested to **CONSIDER** the nomination and **DECIDE** whether to award the nominee Young Townsperson of the Year 2024.

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.