



# 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 **Main Hall, Epping Hall, St Johns Road, Epping** on **Tuesday, 12th August 2025 at 8pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
6th August 2025

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## 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 8th July 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	8 <sup>th</sup> July 2025	(Attachment B)
Planning & General Purposes Committee	22 <sup>nd</sup> July 2025	(Attachment C)

## 7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments D-D5)

### (i) Visit from Talk2Nish Peer Mentors (Attachment D)

Epping Town Council have been contacted by the Founder of Talk2Nish Peer Mentors requesting some support. Some further information is provided as per **Attachment D**. The Founder, Mandy Garner, is scheduled to join Council at the meeting to answer any questions.

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

### (ii) Epping Forest District Council: Statement on Licensing Principles (Attachment D1)

Epping Forest District Council are consulting on their Statement of Licensing Policy, as per **Attachment D1**.

Council is requested to consider this information and **DECIDE** what response to make.

### (iii) Community support for 20mph speed limits (Attachment D2)

The Safer Essex Roads Partnership are consulting on the support for 20mph speed limits on selected roads. Further information is provided as per **Attachment D2**.

Council is requested to consider this information and **DECIDE** what response to make.

### (iv) Epping Forest District Council Crematoria Consultation (Attachment D3)

Epping Forest District Council are consulting on a Crematoria. Some information is provided as per **Attachment D3**. Please use the links in the document for more details.

Council is requested to consider this information and **DECIDE** what response to make.

### (v) Meeting regarding Epping, markets and Town Partnerships (Attachment D4)

A meeting was requested by officers at Epping Forest District Council (EFDC) with officers at Epping Town Council (ETC) regarding Epping, the High Street, Markets and Town Partnerships. Some background information from EFDC and a summary of that meeting is provided as per **Attachment D4**.

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

### (vi) Epping Forest District Council consultation: Community Infrastructure Levy (Attachment D5)

Epping Town Council have received the following from Epping Forest District Council:

"Please be advised that a consultation regarding the draft community infrastructure levy charging schedule is now live and will be running until Tuesday 9 September 2025.

The consultation can be accessed at [Community infrastructure levy consultation - Epping Forest District Council](#)

We would invite all partners to participate.”

Please use the link above to access all the documents. Some summary information is provided as per **Attachment D5**.

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

**(vii) Staff pay award 2025/26**

Epping Town Council's staff are governed by the National Joint Council terms and conditions. A staff pay award of 3.2% has been agreed by the Joint Council and this will be applied to staff salaries and backdated to the award date of 1<sup>st</sup> April 2025.

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

**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 8th July 2025.

**9 REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 8th July 2025.

**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 2025 (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 2025 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 2025.  
Payments total: **£96,354,11**. (Payments from Barclays total £75.75 (please note transfers

of £70,000 from Barclays to the Co-operative.) Payments from the Cooperative total £95,061.48. Please note: a transfer of £600 from the Co-operative to the Co-operative online and petty cash withdrawals of £1500. Payments from the Co-operative Online total £216.88.)

#### 14 ANNUAL TOWN MEETING 2026

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

**Key Member:** Cllr Janet Whitehouse

The Annual Town Meeting for 2024-25 was held on Thursday 1<sup>st</sup> May 2025. The Town Meeting must be held between 1<sup>st</sup> March and 1<sup>st</sup> June.

Suggested dates for the Annual Town Meeting for 2025-26 are Thursday 26<sup>th</sup> March 2026 or 9<sup>th</sup> April 2026 at Epping Hall. The Town Clerk would RECOMMEND the format is discussed nearer the time.

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

#### 15 EPPING TOWN SHOW 2026

**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 2026;
- (ii) If the date should be Sunday 5<sup>th</sup> July 2026.

#### 16 EPPING TOWN COUNCIL MINUTES

(Attachment I)

**Statutory Basis:** Local Government Act 1972, s111

**Key Member:** Cllr Janet Whitehouse

Epping Town Council's offices are in the process of being reconfigured. There are 51 large bound minute books at Epping Hall dating back to 1975, which may benefit from being held permanently at Essex Records Office for safekeeping. The Records Office have advised they are happy to hold the minutes and details for depositors are provided as per **Attachment I**. If Council decide to deposit the minute books, the Town Clerk would suggest the last five year's worth remain at Epping Hall for ease of reference. The minute books have a digital index in Council's Cloud storage. The Clerk, on occasion, needs to access old minutes. This would be possible through the Essex Records Office.

There is also a large collection of assorted plans, maps and Epping related material at Epping Hall. This has been identified as a project for assessment and categorisation. It may be worth Council considering sending some of this material to the Essex Records Office, in accordance with their depositor's guidance, at a later date.

Council is requested to consider this information and **DECIDE** if they wish Epping Town Council's minute books to be deposited with Essex Records Office.

**17 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.

**18 INTRODUCTION OF MONTHLY FARMERS' MARKETS AND POTENTIAL REINTRODUCTION OF EUROPEAN AND SEASONAL MARKETS IN EPPING HIGH STREET (Attachments J & J1)**

**Statutory Basis:** Local Government Act 1972, s145; Food Act 1984, s50

**Key Member:** Cllr H Whitbread followed by Cllr M Wright

Cllr H Whitbread has tabled a motion for consideration by Council.

"I would like to propose that Epping Town Council considers the introduction of a **monthly farmers' market**, and explores the potential for the **reintroduction of occasional European and seasonal markets**, to be held in the **Epping High Street Centre**. I therefore request that this proposal be added to the agenda for discussion at the next full council meeting, so that feasibility and partnerships can be explored.

There is clear public interest and demand for weekend markets of this kind mirroring the popularity of similar events in nearby towns such as Ongar and Loughton. These markets consistently attract footfall, support local producers and contribute to a sense of community.

Bringing regular markets to Epping High Street would be a valuable opportunity to:

- Encourage more visitors into the High Street, particularly at weekends;
- Increase the vibrancy and appeal of the town centre;
- Support local businesses and food producers, offering them a platform to sell directly to the public;
- Provide a boost to existing shops and hospitality businesses, by increasing footfall and enhancing the overall visitor experience;
- Potentially generate income for the Council through stallholder fees or market partnerships.

Members of Epping Town Council's Market Committee have been involved in researching additional markets for some time and some further information is provided as per **Attachment J & J1**.

Council is requested to **CONSIDER** this motion and the additional information as per **Attachments J and J1** and **DECIDE** what to do.

## 19 ELECTRICITY AND GAS CONTRACTS

(Attachment K)

**Statutory Basis:** Local Government Act 1972, s111

**Key Member:** Cllr G Scruton

Epping Town Council's utility contracts are due for renewal in December 2025. The Town Clerk has researched some renewal prices, as per **Attachment K**. Some supporting information is provided as per **Attachment K1**.

Council is requested to **CONSIDER** the 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.*