

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 13th June 2023 at 8pm.**

PRESENT:

Cllr C Burgess	(Town Mayor & Chair)	
Cllr C McCredie	(Deputy Town Mayor)	
Cllr J Duffell	Cllr H Pegrum	
Cllr G Scruton	Cllr R Sharif	Cllr H Whitbread
Cllr Janet Whitehouse	Cllr Jon Whitehouse	Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 4 members of the public & 1 member of the press

50 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr L Burrows and Cllr N Avey. Apologies for lateness were received from Cllr J Whitehouse.

51 DECLARATIONS OF INTEREST

Cllr L Burrows, Cllr C McCredie, 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.

52 DISPENSATIONS

There were no dispensations.

53 PUBLIC PARTICIPATION - QUESTION TIME

Cllr H Whitbread entered here.

Dan Sly (Epping Football Club) addressed Council regarding the merger of Epping Youth FC with Epping Town FC and their desire to return to Stonards Hill recreation ground for their home matches, which Epping Town Council would discuss under excluded agenda item 26.

Council **NOTED** this information.

54 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Annual Council Meeting held on 15th May 2023 be signed by the Mayor as a true record and adopted by the Council, subject to clarification over Cllr Janet Whitehouse and Cllr Jon Whitehouse on committees (Christian names to be written out in full).

For clarification:

Key members & appointments to committees:

Playgrounds working party & budget working party: Cllr Jon Whitehouse

Appointments to outside bodies: Friends of Swaines Green: Cllr Jon Whitehouse

It was **RESOLVED** that the minutes of the Annual Town Meeting held on 20th April 2023 be signed by the Mayor as a true record and adopted by the Council.

55 **MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council.

Planning & General Purposes Committee 23rd May 2023 **(Attachment C)**

56 **COMMUNICATIONS TO NOTE/REQUIRING DECISION**

(i) Milestone at Bell Common & Milestone at Palmers Hill

Cllr Jon Whitehouse entered here.

Jimmy Waters explained the situation with the milestones, as per **Attachment D**.

It was **RESOLVED** that:

- (i) Mr Waters would advise the Town Clerk when some progress/timings had been made with the stone masons and the Clerk would help facilitate the next steps, which would be brought back to Council as appropriate.

(ii) Epping Forest District Council licensing consultation information

Council **NOTED** the revised licensing consultation information, as per **Attachment D1**.

It was **RESOLVED** that:

- (i) No further action was required at the current time.

(iii) Epping Rotary health and wellbeing project

Barbara Scruton, President of Epping Rotary 2023/24 asked Epping Town Council if they wished to work with Epping Rotary on raising money for Stonards Hill recreation ground, as charities are able to access funding which Town Councils cannot.

It was **RESOLVED** that:

- (i) Epping Town Council would like to work with Epping Rotary on fundraising ideas for Stonards Hill recreation ground;
- (ii) Cllr R Sharif would work with Barbara Scruton on developing ideas for this project to be brought back to Council.

57 **TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 15th May 2023 were **NOTED**, with the following addition:

Town Mayor Community speedwatch (non ETC) 7th June 2023

58 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 15th May 2023:

Cllr G Scruton	Blue plaque St Margaret's Hospital	5 th June 2023
Cllr H Pegrum	Blue plaque unveiling St Margaret's	5 th June 2023
Cllr Janet Whitehouse	Epping in Bloom scarecrow festival	?? June 2023
	Copped Hall open day	
	Blue plaque unveiling St Margaret's	5 th June 2023
Cllr J Duffell	Royal British Legion	9 th June 2023
Cllr H Whitbread	Ride London	
	Epping in Bloom scarecrow festival	
	Copped Hall open day	
Cllr Jon Whitehouse	Blue plaque unveiling St Margaret's	5 th June 2023
Cllr M Wright	Blue plaque unveiling St Margaret's	5 th June 2023

59 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted the Town Show on Sunday 2nd July 2023.

Members **NOTED** the report of the Town Clerk.

60 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

Cllr H Whitbread: EFDC there is a new Cabinet. Cllr H Whitbread is the Cabinet Member for Housing. Car park progressing. Will be on site for swimming pool shortly.

EFDC are running lots of holiday clubs and activities for children.

Cllr Jon Whitehouse: Consultations on masterplanning for North Weald and Latton

Primary should be imminent. EFDC officers should be able to advise about masterplanning for South Epping.

61 FINANCIAL REPORT TO 1ST APRIL TO 31ST MAY 2023

Council considered the summary financial report for April and May 2023, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action was required at the current time.

62 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for April and May 2023. Council **APPROVED** the payment of accounts for April and May 2023.

For April, payments total: **£57,600.97**. (Payments from Barclays total £53.51 (please note a transfer from Barclays to the Co-operative of £30,000). Payments from the Cooperative total £59,267.59 (please note a petty cash withdrawal of £200). Payments from the Co-operative Online total £279.87.)

For May, payments total: **£109,859.14** (Payments from Barclays total £51,254.08 (please note a transfer from Barclays to the Co-operative of £50,000). Payments from the Cooperative total £58,473.16. Payments from the Co-operative Online total £131.90.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for April and May were **APPROVED** as presented in the schedule.

63 **INTERNAL AUDIT REPORT (FINAL)**

The internal audit report (final) was presented as per **Attachment I**, following the auditor's remote work at the end of May 2023.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015;
- (ii) The report was **NOTED** with no further action at the current time.

64 **ANNUAL RETURN 2022-23 ANNUAL GOVERNANCE STATEMENT**

Council is required by law to complete an Annual Return for each financial year which is sent to the external auditor for approval. The requirements of the Annual Return are very rigid and include the Annual Governance Statement, the Accounting Statements and the exercise of public rights (a pre-arranged period of 30 days when electors can inspect the accounts).

During the remote visits of the internal auditor, any comments or actions have been detailed, as per **Attachment J1**. The Town Clerk, as Responsible Financial Officer, considers that Council can answer 'yes' to the items in Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance Statement 2021/22.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015;
- (ii) The Annual Governance Statement (Section 1 of the Annual Return) was **APPROVED** (by answering yes to each question in turn) and the Town Mayor was **AUTHORISED** to sign the statements on behalf of the Town Council.

65 **ANNUAL RETURN 2022-23 ACCOUNTING STATEMENTS**

Once the Annual Governance Statement (Section 1) of the Annual Return has been **APPROVED**, Council must **APPROVE** the Accounting Statements (Section 2 of the Annual Return).

Council was requested to **APPROVE** the Accounting Statements (Section 2 of the Annual Return), as per **Attachment J**, and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015;
- (ii) The Accounting Statements were **APPROVED** (Section 2 of the Annual Return) and the Town Mayor **AUTHORISED** to sign the statements on behalf of the Town Council.

66 **ANNUAL RETURN 2022-23 EXERCISE OF PUBLIC RIGHTS**

Council as a corporate body with transactions in the financial year, is required to make arrangements for the exercising of public rights; a period of 30 days when electors can inspect the accounts. These must fall within certain dates, which usually, must include the first ten working days of July, ie 3rd-14th July inclusive.

Council was requested to **APPROVE** the dates of the exercise of public rights as Monday 19th June 2023 until Friday 28th July 2023, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015
- (ii) Council **APPROVED** the dates of the exercise of public rights as Monday 19th June 2023 until Friday 28th July 2023, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

67 **FINANCIAL YEAR END POSITION 2022/23**

A summary of Epping Town Council's final 2022/23 year end position, following the closedown of the 2022/23 financial year by Rialtas Business Solutions Ltd on 23rd May 2023, was provided as per **Attachment K**. Please note Council's year end date is 31st March 2023 (31st March each year).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014.

68 **DATA PROTECTION INFORMATION/TRAINING**

Council received the data protection information/training, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the General Data Protection Regulation.

69 PLANNING COMMITTEE MEMBERSHIP

Council considered the information regarding Epping Town Council's Planning Committee membership.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Town and Country Planning Act 1990, sch1, para 8;
- (ii) Cllr J Duffell would be a reserve member on Epping Town Council's Planning & General Purposes Committee, to be called upon if needed.

70 SAFER EPPING MEETINGS

(i) Vice Chair and Administration

Council discussed the Safer Epping Vice Chair vacancy and administration.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government and Rating Act 1997, s31;
- (ii) Cllr Christine Burgess would be Vice Chairman of Safer Epping;
- (iii) Cllr C McCredie would ask a resident to assist with agendas, minutes and administration.

(ii) Terms of reference

Council discussed the terms of reference for Safer Epping.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government and Rating Act 1997, s31;
- (ii) The proposed amendments to the terms of reference were not quite correct. The Town Clerk was requested to draft some revised wording to bring to the next Council meeting.

71 WORKS TO EPPING WAR MEMORIAL

The Town Clerk advised members that the repairs to Epping War Memorial had been completed and the conservator had advised that the War Memorial was in fairly good structural condition. A condition report would follow.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the War Memorials (Local Authorities' Powers) Act 1923, s1;

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- (ii) The Clerk would pursue cleaning the cross at the top of the Memorial.

72 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** 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.

73 ESSEX ASSOCIATION OF LOCAL COUNCILS STAFF SUPPORT

Council considered the staff support packages which are now accessible by Councils who are members of the Essex Association of Local Councils (EALC) which include Epping Town Council.

It was **RESOLVED** that:

- (i) This statutory basis for this item be **NOTED** as the Local Government Act 1972, s112.

74 EPPING FOREST HERITAGE TRUST SIGNAGE/ROUNDELS AGREEMENT

Council considered the Epping Forest Heritage Trust signage/roundels information and proposed agreement with Essex County Council.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s144 & s111;
- (ii) The Town Clerk was **AUTHORISED** to sign the agreement on behalf of Epping Town Council.

75 STONARDS HILL FOOTBALL CONTRACTS

Council discussed the Stonards Hill football contracts, as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Public Health Act 1875, s164; Local Government (Miscellaneous Provisions Act) 1976, s19;
- (ii) Epping Town FC would be permitted to return to playing at Stonards Hill recreation ground, as part of the merger with Epping Youth FC, subject to terms and conditions;
- (iii) The Town Clerk and Town Supervisor would work on the operational details and terms and conditions, which would be brought back to Council for approval.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **9.44pm**.

Signature of Chairman
Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 13th June 2023 at 7.15pm.**

PRESENT: Cllr M Wright (Vice Chairman)
Cllr C Burgess (Mayor – ex officio)
Cllr C McCredie (Deputy Mayor - *ex officio*)
Cllr G Scruton
Cllr R Sharif

IN ATTENDANCE: One member of the press was present.

OFFICER: Beverley Rumsey (Town Clerk)

40 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey (Chairman).

In the absence of the Chairman, the meeting was chaired by Cllr M Wright (Vice Chairman).

41 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr C McCredie declared a non-pecuniary interest in application EPF/0842/23 323 Civic Offices, Epping Forest District Council because she felt there was a conflict of interest (as she is also an Epping Forest District Councillor) and left the meeting when this application was discussed.

Cllr C McCredie and Cllr R Sharif requested an entry to be made in the minutes, to make it clear, that as members of both the Town and District Councils, they will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, they cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Committee.

42 DISPENSATIONS

There were no dispensations.

43 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 23rd May 2023 be signed by the Chairman as a true record.

44 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

45 NOTICES AND INFORMATION

The Town Clerk advised members of the following:

A notification has been received from Essex County Council giving notice of a temporary closure Order of Queens Alley to all pedestrians from its junction with B1393 High Street to its junction with Hemnall Street, approximately 71 metres. The closure is scheduled to commence on 24th July 2023 or where appropriate signs are showing and weather permitting. The closure is required to allow for works to be carried out for an UKPN New Service Connection. The alternative route will be via the B1393 High Street, Clarks Lane, Hemnall Street and vice versa. The Order will come into effect on 24th July 2023 and may continue in force for six months, or until the works have been completed, whichever is the earlier. This Order may be extended by the Secretary of State if an extension is required.

Committee **NOTED** this information.

46 PLANNING APPLICATIONS

Cllr C Burgess (Town Mayor) entered the meeting during EPF/0866/23.

Committee **CONSIDERED** the following planning and tree applications received from Epping Forest District Council since the date of the previous meeting until the date of this agenda.

EPF/0842/23	323 Civic Offices Epping Forest District Council High Street Epping CM16 4BZ Seed Space 1 Limited	Advertisement consent for brushed stainless steel letter to display "Regus" below the "Epping Forest District Council" signage and brush stainless steel sign wall mounted on the original building adjacent to the bridge entrance to the car park.
<p>Committee OBJECT to this application.</p> <p>While this is for advertisement consent, it is a Listed Building in a conservation area.</p> <p>Committee, once again, agrees with the EFDC Conservation Officer's comments as follows:</p> <p><i>"The information submitted with the application is inadequate, such that we are unable to consider the impact of the proposal on the significance of the listed building and are unable to satisfy ourselves that the proposed works would preserve the special character of the Civic Offices.</i></p> <p><i>The proposed Regus sign, positioned to the main frontage, directly below the existing sign of the EFDC, would visually compete with the original and primary use and function of the Civic Offices, eroding its special character as a municipal building."</i></p> <p>Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		

EPF/0866/23	1 Hartland Road Epping CM16 4PH Mr and Mrs Robyn and Tony Mason	Garage conversion and upwards extension. Double storey plus loft side extension. Rear single storey extension. Rear lightwell, providing access to the basement. Demolition of chimney.
<p>Committee have NO OBJECTION to this application.</p> <p>However, Committee would request that consideration is given to the following:</p> <ul style="list-style-type: none"> (i) An angled roof line (acute angle) would be less dominant to the street scene. (ii) Materials: The zinc/aluminium materials should be more in keeping with the design and character of the overall property. (iii) Chimney: Its loss is regrettable as it enhances the character of the property. (iv) Trees: The loss of a tree is regrettable and has a replacement been considered? 		

47 APPEALS

To consider the following Notices of Appeal as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

EPF/2343/22	1 Theydon Place Epping CM16 4NH Mr and Mrs Paul and Lisa Saggars	Proposed alterations to garage, fenestration and construction detailing including enlarged and additional windows and rooflights within the first floor. Amended application to planning permission reference EPF/3219/17 – Retrospective.
<p><u>Decision taken by P&GP Committee - 8th November 2022</u></p> <p>The Town Council Planning Committee considered this application and heard detailed submissions from both the applicant and objectors. Due to allegations made by the objectors, the Town Council felt unable to support this application without the technical assistance of Planning Officers. Accordingly, the Town Council Committee OBJECT to this application on the basis that it would be appropriate that the issues raised by all the parties were properly considered by Plans East.</p> <p>Committee oppose retrospective planning applications such as this. All applications should be made prior to the commencement of works, following the correct procedures.</p> <p>Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		

Committee **NOTED** this information.

48 APPEALS

To consider the following Notices of Appeal as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

EPF/0043/23	67 Hemnall Street Epping Essex CM16 4LZ Mr Alan Curbishley	Proposed outbuilding.
<p><u>Decision taken by P&GP Committee - 7th February 2023</u></p> <p>Committee STRONGLY OBJECT to this application.</p> <p>The Committee acknowledged receipt of the amended plans with the height slightly reduced. However, the Committee agreed that the previous concerns have not been met and, the Committee commented that the height reduction is not enough. Committee commented on the overbearing orientation of the building in addition to the foundations already on the site were not acceptable. Committee oppose retrospective planning applications which show disregard for the planning system. All applications should be made prior to the commencement of works, following the correct procedures.</p> <p>The Committee acknowledges the objections from two neighbours to this amended application.</p> <p>Committee still stands by their previous comments. The proposed outbuilding will result in a loss of amenity for neighbouring properties, as it is too high and overbearing. This would result in a loss of natural light and overshadowing of the neighbouring gardens. The design of the outbuilding does not complement the setting, particularly as the building will be clearly visible to neighbouring properties due to its bulk and scale.</p> <p>The orientation of the outbuilding on the site will exacerbate the issues highlighted above and consideration should be given to its position and orientation to minimise any negative effects on immediate neighbours.</p> <p>Relevant policies: CP2 (iv), CP7, DBE2, DBE3, DBE9, DBE10 (Adopted Local Plan) Emerging Local Plan: DM9F, DM9J, DM10E, H1A (ii) and (iii) NPPF: Para 9, 127</p> <p>Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		

Committee **NOTED** this information.

49 PLANNING DECISIONS

Committee **NOTED** the following planning decisions.

WITHDRAWN:

EPF/0180/23

Delegated cases:**GRANTED:**

EPF/0492/23	EPF/0510/23	EPF/2188/22	EPF/0425/23
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Delegated cases:**GRANTED:****(Subject to S106 Legal Agreement)**

EPF/1501/19

Delegated cases:**REFUSED:**

EPF/0773/23

Delegated cases:**LAWFUL:**

EPF/0765/23

COMMITTEE CASES**GRANTED** None**COMMITTEE CASES****REFUSED** None

The Chairman closed the meeting at 7.43pm.

Signature of Chairman**Date**

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 27th June 2023 at 7.15pm.**

PRESENT: Cllr C Burgess (Mayor - *ex officio*)
Cllr C McCredie (Deputy Mayor - *ex officio*)
Cllr J Duffell

IN ATTENDANCE: No members of the public were present. No members of the press were present.

OFFICER: Geraldine Vallis (Planning & Events Officer)

76 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey (Chairman), Cllr M Wright (Vice Chairman), Cllr G Scruton and Cllr R Sharif.

In the absence of the Chairman and Vice Chairman, the meeting was chaired by Cllr C Burgess (Mayor - *ex officio*).

77 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

There were no declarations of interest.

Cllr C McCredie and Cllr R Sharif requested an entry to be made in the minutes, to make it clear, that as members of both the Town and District Councils, they will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, they cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Committee.

78 DISPENSATIONS

There were no dispensations.

79 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 13th June 2023 be signed by the Chairman as a true record.

80 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

81 NOTICES AND INFORMATION

The Planning & Events Officer advised members of a notification has been received from Epping Forest District Council regarding their objection to EPF/0692/23 the felling of T8 and T36 at 57 Kingswood Park which was discussed at the Planning & General Purposes meeting on 25th April 2023.

The Planning & Events Officer read out a response from Epping Forest District Council's Tree Team about this objection.

Committee **NOTED** this information. The Committee **AGREED** with the findings and wished to **WITHDRAW** their objection to this application.

The Committee asked about a replacement, what will be planted in its place of the two trees being felled if Epping Forest District Council could let them know what advice they will be giving the applicant in due course.

82 PLANNING APPLICATIONS

Committee **CONSIDERED** the following planning and tree applications received from Epping Forest District Council since the date of the previous meeting until the date of this agenda.

EPF/1216/23	Hope House 1A Allnutts Road, Epping, CM16 7BD Mr S Barron	Retrospective application for an existing raised deck at the rear of the dwelling. The site levels necessitate a raised deck outside the rear living room doors. The deck has a winding stair flight to access the rear patio. The deck is 1090mm high measured from patio level. The balustrade is 1100mm to comply with building regulations. The balustrade material is glass and stainless steel.
Committee have NO OBJECTION to this application. However, Committee felt that the materials used were not in keeping with the street scene. Committee also noted that this is a retrospective application from the applicant, which, shows disregard for the planning system.		
EPF/1138/23	206-208 George & Dragon, High Street, Epping, CM16 4AQ Mitchells & Butlers	Erection of a 'stretch tent' type canopy structure within the rear courtyard.
Committee have NO OBJECTION with the work provided it is carried out under the supervision of the conservation officer at EFDC.		
EPF/1153/23	206-208 George & Dragon, High Street, Epping, CM16 4AQ Mitchells & Butlers	Grade II listed building application for the erection of a 'stretch tent' type canopy structure within the rear courtyard.
Committee have NO OBJECTION with the work provided it is carried out under the		

supervision of the conservation officer at EFDC.		
EPF/1056/23	33 Bury Road, Epping, CM16 5ET Mr Whippy	Proposed front dormer roof extensions and internal alterations.
Committee have NO OBJECTION to this application.		
EPF/1170/23	99 Centre Drive, Epping, CM16 4JD Mr M Harris WHS Associates	The construction of : A rear single storey extension A side first floor extension above an existing single storey side addition with pitched roof. A single storey extension front elevation. A loft conversion, hipped to gable with dormer windows to rear elevation.
Committee have NO OBJECTION to this application.		
EPF/1187/23	Falconry Court, Bakers Lane, Epping, CM16 5DQ Mr M Winegarten LTP Ipswich Ltd	Prior notification the change of use of offices to dwellings.
Committee have NO OBJECTION to this application.		
EPF/1252/23	171-173 High Street, Epping, CM16 4BL Mr S Rackham (Agent) Rackham Planning Ltd	Prior Approval for use of the upper floors of 171 High Street, Epping as two residential flats above the ground floor retail unit in accordance with Schedule 2 Part 3 Class G of the Town and Country Planning (General Permitted Development) (England) Order.
Committee have NO OBJECTION to this application.		
EPF/1251/23	177 High Street, Epping, CM16 4BL Mr S Rackham (Agent) Rackham Planning Ltd	Prior Approval for the use of the upper floors of 177 High Street, Epping as two residential flats above the ground floor retail unit in accordance with Schedule 2 Part 3 Class G of the Town and Country Planning (General Permitted Development) (England) Order.
Committee have NO OBJECTION to this application.		
EPF/1259/23	13 Ravensmere, Epping, CM16 4PS Mr D Goulding	Prior approval for enlargement to dwelling by construction of proposed second floor and roof.
Committee have NO OBJECTION to this application. However, Committee deeply regret the loss of another bungalow which is being turned into a house.		
EPF/1163/23	19A Kendal Avenue, Epping, CM16 4PP	TPO/EPF/21/93 (T29) T29 - Scots Pine - Selective pruning of lateral branches of up to 2m, as

	Mr M Happe (Agent) The Goodfellers	specified. Removal of selected lateral branches, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1263/23	23 Buckingham Road, Epping, CM16 5AF Mr M Hellinger	TPO/EPF/25/15 (Ref: T9) T4: Sycamore - Crown reduce by up to 3.6m, as specified. Selective removal of diseased branches, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		

83 EFDC PLANNING DECISIONS

Committee **NOTED** that no planning decisions had been received from Epping Forest District Council for this period.

The Chairman closed the meeting at 8.16pm.

Signature of Chairman

Date

RideLondon Essex resident comments

RideLondon-Essex has caused Epping residents disruption to the May Bank Holiday weekend on two separate occasions (2022/2023). I would like to suggest Epping Town Council carry out a consultation with residents to determine if local residents want this event in 2025.

I understand there is agreement already for the event to go ahead in 2024 without a consultation with residents. If this is something the Town Council cannot address I would like to gain the Town Council's support to take it to the next level at District and/or County.

Nicola Wiley
Epping resident

TOWN MAYOR'S DUTIES

13th June 2023 – 11th July 2023

15th June	Community Safety Partnership (Teams)
16th – 19th June	Germany. Epping-Eppingen Twinning Anniversary
20th June	Chairman Training Gt Dunmow
27th June	Chairman Training Gt Dunmow
28th June	YES Partnership. Marriott Hotel
29th June	Epping Hall working party meeting
2nd July	Town Show
3rd July	Local Highways Panel meeting (EFDC)
4th July	Chairman Training Gt Dunmow

DEPUTY TOWN MAYOR'S DUTIES

13th June 2023 – 11th July 2023

14th June	Friends of Swaines Green AGM
27th June	Ride London debrief
29th June	Epping Hall working party meeting
2nd July	Epping Town Show
3rd July	Meeting with Theydon Grove Residents' Association & Phil Hawkins (EFDC) regarding the pond (non ETC)

REPORT OF THE TOWN CLERK**1 EPPING HIGH STREET AND MONDAY MARKET**

The closure of Cottis Lane car park does seem to be having an impact on the market and High Street, as traders are reporting sustained reduced footfall, despite the nicer weather. The current economic situation would likely be exacerbating this. The Town Clerk has been advised that the car park is on target for completion by the end of the summer, so hopefully this will improve after that time. Footfall is key to the market and the attraction of new traders. We have lost one trader so far for this reason.

2 EPPING TOWN SHOW: SUNDAY 2ND JULY 2023

Epping Town Council's annual Town Show was another success, helped by the weather being kind in the lead up and on the day. Thank you to those councillors who were able to help us, as this really is invaluable. A team of 6 staff input into the delivery of the Town Show, which is not many given the size and scale of the event. The Planning & Events Officer will be organising a debriefing meeting for feedback.

3 LOWER SWAINES RECREATION GROUND SPONSOR SIGN

The sign showing the major sponsors of the Lower Swaines recreation ground playground project is now in situ.



05/07/2023

Epping Town Council

Page 1

10:57

Summary Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Committee Report to 30th June 2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	332,187	782,423	450,236			42.5%
Expenditure	227,951	780,887	552,936	0	552,936	29.2%
Net Income over Expenditure	<u>104,236</u>	<u>1,536</u>	<u>(102,700)</u>			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>104,236</u>					
<u>Earmarked Reserves</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
Grand Totals:- Income	332,187	782,423	450,236			42.5%
Expenditure	227,951	780,887	552,936	0	552,936	29.2%
Net Income over Expenditure	<u>104,236</u>	<u>1,536</u>	<u>(102,700)</u>			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>104,236</u>					

Detailed Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Cost Centre Report to 30th June 2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Service & Committee Support							
1076 Precept	294,757	589,513	294,757			50.0%	
1090 Interest Received	329	400	71			82.3%	
1900 Other Receipts	1,177	0	(1,177)			0.0%	
Service & Committee Support :- Income	<u>296,263</u>	<u>589,913</u>	<u>293,650</u>			<u>50.2%</u>	<u>0</u>
4000 Salaries	46,989	196,000	149,011		149,011	24.0%	
4010 Insurance	0	10,200	10,200		10,200	0.0%	
4020 Equipment	7	1,200	1,193		1,193	0.6%	
4025 Consumables	277	600	323		323	46.2%	
4030 Postage	70	900	830		830	7.8%	
4035 Printing & Photocopying	410	1,600	1,190		1,190	25.6%	
4040 Professional Fees	(1,580)	7,000	8,580		8,580	(22.6%)	
4045 Subscriptions & Licences	3,647	5,500	1,853		1,853	66.3%	
4050 Telephone & IT Services	1,756	7,100	5,344		5,344	24.7%	
4060 Training - Staff	100	1,500	1,400		1,400	6.7%	
4065 Training - Members	0	500	500		500	0.0%	
4070 Travel & Subsistence - Staff	124	600	476		476	20.6%	
4075 Travel & Subsistence - Members	0	100	100		100	0.0%	
4080 Mayor's Allowance	280	1,000	720		720	28.0%	
4090 Bank Charges	26	100	74		74	26.4%	
4095 Miscellaneous Expenditure	528	1,000	472		472	52.8%	
4100 Bad Debt & Write Offs	0	100	100		100	0.0%	
Service & Committee Support :- Indirect Expenditure	<u>52,634</u>	<u>235,000</u>	<u>182,366</u>	<u>0</u>	<u>182,366</u>	<u>22.4%</u>	<u>0</u>
Net Income over Expenditure	<u>243,629</u>	<u>354,913</u>	<u>111,284</u>				
110 Neighbourhood Planning							
4155 N Planning Circulation	(1,000)	1,000	2,000		2,000	(100.0%)	
4370 N Planning Guidance	(1,754)	1,000	2,754		2,754	(175.4%)	
Neighbourhood Planning :- Indirect Expenditure	<u>(2,754)</u>	<u>2,000</u>	<u>4,754</u>	<u>0</u>	<u>4,754</u>	<u>(137.7%)</u>	<u>0</u>
Net Expenditure	<u>2,754</u>	<u>(2,000)</u>	<u>(4,754)</u>				
120 Grants							
4140 Grants - S137	0	150	150		150	0.0%	
4145 Grants - Other Powers	497	500	3		3	99.4%	
Grants :- Indirect Expenditure	<u>497</u>	<u>650</u>	<u>153</u>	<u>0</u>	<u>153</u>	<u>76.5%</u>	<u>0</u>
Net Expenditure	<u>(497)</u>	<u>(650)</u>	<u>(153)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Events & Publications							
1200 Town Show Income	2,748	3,500	752			78.5%	
1210 Christmas Market Income	0	3,500	3,500			0.0%	
Events & Publications :- Income	2,748	7,000	4,252			39.3%	0
4165 Epping in Bloom	0	1,000	1,000		1,000	0.0%	
4170 Town Show Expenditure	1,564	3,000	1,436		1,436	52.1%	
4175 Christmas Market Expenditure	0	3,000	3,000		3,000	0.0%	
4180 Christmas Lights Expenditure	0	7,500	7,500		7,500	0.0%	
4185 Christmas Tree Expenditure	0	2,500	2,500		2,500	0.0%	
4195 Mayor's Civic Reception	(277)	2,000	2,277		2,277	(13.9%)	
4205 Talk About Epping	284	500	216		216	56.8%	
4215 Distribution Costs	0	500	500		500	0.0%	
4220 Other Council Events	2,550	1,000	(1,550)		(1,550)	255.0%	
4225 Other Council Publications	110	1,320	1,210		1,210	8.3%	
Events & Publications :- Indirect Expenditure	4,231	22,320	18,089	0	18,089	19.0%	0
Net Income over Expenditure	(1,483)	(15,320)	(13,837)				
160 Epping Hall							
1300 Lettings Rents & Licences	13,047	45,000	31,953			29.0%	
Epping Hall :- Income	13,047	45,000	31,953			29.0%	0
4010 Insurance	23,948	5,500	(18,448)		(18,448)	435.4%	
4020 Equipment	663	1,000	338		338	66.3%	
4025 Consumables	376	1,000	624		624	37.6%	
4085 PWLB Loan Repayments	48,128	96,256	48,128		48,128	50.0%	
4250 Business Rates	3,292	13,000	9,708		9,708	25.3%	
4255 Utilities	5,037	24,500	19,463		19,463	20.6%	
4260 Repairs & Maintenance	1,598	8,000	6,402		6,402	20.0%	
Epping Hall :- Indirect Expenditure	83,041	149,256	66,215	0	66,215	55.6%	0
Net Income over Expenditure	(69,994)	(104,256)	(34,262)				
180 Jack Silley Pavilion							
1300 Lettings Rents & Licences	7,102	28,000	20,898			25.4%	
Jack Silley Pavilion :- Income	7,102	28,000	20,898			25.4%	0
4010 Insurance	0	1,680	1,680		1,680	0.0%	
4020 Equipment	0	800	800		800	0.0%	
4025 Consumables	54	400	346		346	13.5%	
4250 Business Rates	1,384	4,500	3,116		3,116	30.8%	

Month No: 3

Cost Centre Report to 30th June 2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4255 Utilities	4,608	26,000	21,392		21,392	17.7%	
4260 Repairs & Maintenance	613	6,000	5,388		5,388	10.2%	
Jack Silley Pavilion :- Indirect Expenditure	6,659	39,380	32,721	0	32,721	16.9%	0
Net Income over Expenditure	444	(11,380)	(11,824)				
<u>200 Epping Market</u>							
1300 Lettings Rents & Licences	6,891	37,000	30,109			18.6%	
1310 Market casuals	1,992	8,000	6,008			24.9%	
Epping Market :- Income	8,883	45,000	36,117			19.7%	0
4007 Advertising & promotion	0	500	500		500	0.0%	
4010 Insurance	0	720	720		720	0.0%	
4020 Equipment	0	1,000	1,000		1,000	0.0%	
4085 PWLB Loan Repayments	3,080	6,160	3,080		3,080	50.0%	
4095 Miscellaneous Expenditure	0	100	100		100	0.0%	
4250 Business Rates	1,497	9,500	8,003		8,003	15.8%	
4255 Utilities	0	150	150		150	0.0%	
4260 Repairs & Maintenance	0	1,000	1,000		1,000	0.0%	
4300 Market Contractor	5,625	22,500	16,875		16,875	25.0%	
4305 Skip Hire	0	6,000	6,000		6,000	0.0%	
Epping Market :- Indirect Expenditure	10,202	47,630	37,428	0	37,428	21.4%	0
Net Income over Expenditure	(1,319)	(2,630)	(1,311)				
<u>220 Epping Cemetery</u>							
1500 Burials & Memorials	6,586	46,200	39,614			14.3%	
Epping Cemetery :- Income	6,586	46,200	39,614			14.3%	0
4010 Insurance	0	920	920		920	0.0%	
4020 Equipment	0	500	500		500	0.0%	
4095 Miscellaneous Expenditure	0	500	500		500	0.0%	
4250 Business Rates	581	1,800	1,219		1,219	32.3%	
4260 Repairs & Maintenance	0	2,000	2,000		2,000	0.0%	
Epping Cemetery :- Indirect Expenditure	581	5,720	5,139	0	5,139	10.2%	0
Net Income over Expenditure	6,005	40,480	34,475				
<u>240 Parks & Building Maintenance</u>							
1300 Lettings Rents & Licences	0	3,580	3,580			0.0%	
1320 Tennis Court income	250	2,000	1,750			12.5%	
1600 Town Greens	488	2,150	1,662			22.7%	
Parks & Building Maintenance :- Income	738	7,730	6,992			9.5%	0

Detailed Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Cost Centre Report to 30th June 2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	50,395	213,300	162,905		162,905	23.6%	
4010 Insurance	0	2,950	2,950		2,950	0.0%	
4020 Equipment	2,108	5,000	2,892		2,892	42.2%	
4025 Consumables	194	500	306		306	38.9%	
4255 Utilities	988	13,400	12,412		12,412	7.4%	
4260 Repairs & Maintenance	2,625	18,000	15,375		15,375	14.6%	
4265 Public Toilet Cleaning	300	1,000	700		700	30.0%	
4270 Tree management	0	2,000	2,000		2,000	0.0%	
4275 Tennis Courts	0	1,000	1,000		1,000	0.0%	
4310 Vehicles	696	1,800	1,104		1,104	38.7%	
4360 Fuel	2,486	5,000	2,514		2,514	49.7%	
Parks & Building Maintenance :- Indirect Expenditure	59,792	263,950	204,158	0	204,158	22.7%	0
Net Income over Expenditure	(59,054)	(256,220)	(197,166)				
<u>260 Public Convenience</u>							
1055 Utility Recharges	(8,953)	0	8,953			0.0%	
Public Convenience :- Income	(8,953)	0	8,953				0
4020 Equipment	4	80	76		76	5.2%	
4025 Consumables	340	600	260		260	56.7%	
4255 Utilities	9,468	3,000	(6,468)		(6,468)	315.6%	
4260 Repairs & Maintenance	607	1,000	393		393	60.7%	
4265 Public Toilet Cleaning	795	5,000	4,205		4,205	15.9%	
Public Convenience :- Indirect Expenditure	11,214	9,680	(1,534)	0	(1,534)	115.9%	0
Net Income over Expenditure	(20,168)	(9,680)	10,488				
<u>280 Allotments</u>							
1300 Lettings Rents & Licences	3,857	4,180	323			92.3%	
Allotments :- Income	3,857	4,180	323			92.3%	0
4020 Equipment	0	200	200		200	0.0%	
4255 Utilities	0	600	600		600	0.0%	
4260 Repairs & Maintenance	0	600	600		600	0.0%	
Allotments :- Indirect Expenditure	0	1,400	1,400	0	1,400	0.0%	0
Net Income over Expenditure	3,857	2,780	(1,077)				
<u>300 Street Furniture</u>							
4020 Equipment	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Cost Centre Report to 30th June 2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Repairs & Maintenance	84	800	716		716	10.5%	
Street Furniture :- Indirect Expenditure	84	1,800	1,716	0	1,716	4.7%	0
Net Expenditure	(84)	(1,800)	(1,716)				
<u>320 War Memorial</u>							
4260 Repairs & Maintenance	500	100	(400)		(400)	500.0%	
War Memorial :- Indirect Expenditure	500	100	(400)	0	(400)	500.0%	0
Net Expenditure	(500)	(100)	400				
<u>340 Council as Landlord</u>							
1300 Lettings Rents & Licences	1,366	3,200	1,834			42.7%	
1900 Other Receipts	550	6,200	5,650			8.9%	
Council as Landlord :- Income	1,916	9,400	7,484			20.4%	0
4260 Repairs & Maintenance	1,316	1,500	184		184	87.7%	
Council as Landlord :- Indirect Expenditure	1,316	1,500	184	0	184	87.7%	0
Net Income over Expenditure	601	7,900	7,299				
<u>360 Council as Tenant</u>							
4400 Letting Rents & Licence Costs	(45)	501	546		546	(9.0%)	
Council as Tenant :- Indirect Expenditure	(45)	501	546	0	546	(9.0%)	0
Net Expenditure	45	(501)	(546)				
Grand Totals:- Income	332,187	782,423	450,236			42.5%	
Expenditure	227,951	780,887	552,936	0	552,936	29.2%	
Net Income over Expenditure	104,236	1,536	(102,700)				
Movement to/(from) Gen Reserve	104,236						

Date: 05/07/2023

Epping Town Council

Page 1

Time: 09:37

Barclays No 1 Account

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/06/2023	Barclays Bank plc	DEBIT	9.40		13 Apr-14 May
14/06/2023	Co-operative Bank current	Transfer	50,000.00		Transfer *
21/06/2023	EE	DD10	41.51		Mobile June 23
29/06/2023	Barclays Business Saver	Transfer	20,000.00		Transfer *
29/06/2023	Co-operative Bank current	Transfer	20,000.00		Transfer *
Total Payments			90,050.91		

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	Heath Computers	DD01	301.60		RMM & monthly support June
07/06/2023	Co-operative Online Account	Top up	300.00		Transfer to online 
12/06/2023	Epping Forest District Council	DD02	194.00		NDR June 23
12/06/2023	Epping Forest District Council	DD03	499.00		NDR June 23
12/06/2023	Epping Forest District Council	DD04	1,098.00		NDR June 23
12/06/2023	Co-operative Online Account	Top up	760.00		Transfer 
13/06/2023	Auditing Solutions Ltd	BAC1306/01	576.00		Final 22-23 internal audit
13/06/2023	Aylesford Electrical Contracto	BAC1306/02	304.08		Remove bunting
13/06/2023	Capitol Floor & Hygiene Mainte	BAC1306/03	120.00		Stonard toilet clean 29.4-21.5
13/06/2023	D S Safety	BAC1306/04	672.05		Groundsteam work boots
13/06/2023	Ernest Doe & Sons Ltd	BAC1306/05	117.74		Wheel + wheel assy
13/06/2023	GLS Educational Supplies	BAC1306/06	26.30		Paperclips,pens,foldback clips
13/06/2023	J L Gregg	BAC1306/07	200.00		Backing on to Playground sign
13/06/2023	D Haley Electrical Services Lt	BAC1306/08	1,162.61		Replace light public toilets
13/06/2023	Mrs S Hotston	BAC1306/09	470.00		Stonards gate May 2023
13/06/2023	MSPC Ltd	BAC1306/10	284.00		Supply+print Summer TAE
13/06/2023	NPower Commercial Gas	BAC1306/11	22.78		Elec 1-31-5-23
13/06/2023	Omega Red Group Ltd	BAC1306/12	237.60		Annual lightning inspection EH
13/06/2023	Pace Fuelcare	BAC1306/13	2,808.52		Gas oil 1999L
13/06/2023	Rialtas Business Solutions Ltd	BAC1306/14	906.00		RBS Year end 2023 closedown
13/06/2023	Stratton Contractors Ltd	BAC1306/15	420.00		May public toilets cleaning
13/06/2023	Mr D R Whitbread	BAC1306/16	83.00		Clean EH windows+bus stops
13/06/2023	WC Portables Ltd	302052	540.00		Toilets for Town Show
13/06/2023	Essex Pension Fund	BAC1306/17	6,398.30		Pension conts May 23
13/06/2023	HMRC	BAC1306/18	6,524.64		NI & PAYE conts May 23
13/06/2023	Nest Pension	BAC1306/19	119.38		Pension conts May 23
14/06/2023	Salary transfers	BACS	19,181.81		Salary payments
14/06/2023	D W Erections	DD05	1,875.00		June market supervision & erec
15/06/2023	Epping Forest District Council	DD06	105.42		Refuse collections June
15/06/2023	Epping Forest District Council	DD07	421.67		Refuse Stonards June
16/06/2023	Smartest Energy Business	DD08	1,959.00		Purchase Ledger Payment
19/06/2023	Dieselink Services	DD09	84.35		Unleaded
22/06/2023	British Gas Services Ltd	DD10	462.80		Purchase Ledger Payment
22/06/2023	British Gas Services Ltd	DD11	1,642.32		Purchase Ledger Payment
27/06/2023	Capitol Floor & Hygiene Mainte	BAC2706/01	120.00		Stonard toilet clean 28.5-18.6
27/06/2023	Castle Water Ltd	BAC2706/02	4,484.84		Water 1.4-30.9.23 pub toilets
27/06/2023	Mobile Account Solutions (Hold	BAC2706/03	400.18		Telephone costs
27/06/2023	Epping Forest District Council	BAC2706/04	63.02		Town show refuse bins
27/06/2023	Adamson Conservation Ltd	BAC2706/05	600.00		Repairs to War Memorial
27/06/2023	G B Sport & Leisure UK Ltd	BAC2706/06	30.36		100x seloc pins
27/06/2023	GLS Educational Supplies	BAC2706/07	342.21		Clock, batteries
27/06/2023	D Haley Electrical Services Lt	BAC2706/08	182.93		Replace faulty light in toilet
27/06/2023	Kent County Council	BAC2706/09	586.24		Gas May 2023
27/06/2023	Spaldings Limited	BAC2706/10	372.85		Cleaning products
27/06/2023	TravisBead	BAC2706/11	60.00		N/plan May 23 updates
27/06/2023	Wireless CCTV Ltd	BAC2706/12	1,664.00		Bodycam & hub & storage
27/06/2023	Mr D R Whitbread	BAC2706/13	83.00		Clean EH windows+Bus stops

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/06/2023	Chingford Morris Men	302053	125.00		Town Show performance
27/06/2023	Epping Ongar Railway	302054	50.00		Fuel costs Vintage bus
27/06/2023	Epping Forest Pipe Band	302055	250.00		Town Show performance
27/06/2023	Scott Poleykett	302056	250.00		Town Show performance
27/06/2023	Sally Creedon	302057	50.00		Rock choir performance
27/06/2023	Adrienne Press	302058	200.00		Town show performance
27/06/2023	Ayse Savage	302059	280.00		Town show performance
27/06/2023	Mr David Jackman	BAC2706/14	25.00		Advert - Town Show
27/06/2023	Wireless CCTV Ltd	BAC2706/12	0.40		Bodycam & hub & storage
27/06/2023	Adrienne Press	X302058X	-200.00		Cancelled cheque did not atten
28/06/2023	Diesellink Services	DD09	0.50		Unleaded
29/06/2023	Zurich Management Services	BAC2906/01	17,104.26		Policy 1-7 to 30-6-23
30/06/2023	James Hallam Council Guard	BAC3006/01	2,716.36		Fleet insurance 1-723/30-6-24
Total Payments			80,719.12		

Date: 05/07/2023

Epping Town Council

Page 1

Time: 09:38

Co-operative Online Account

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	DVLA	345	140.00		Car tax YE56 KEJ
06/06/2023	Amazon uk	346	32.28		Stickers, no dogs
08/06/2023	Amazon Uk	347	2.45		Ring bell signs
09/06/2023	Zoom Uk	350	15.59		Subscription
09/06/2023	Amazon UK	352	33.58		Gussett envelopes
11/06/2023	Amazon UK	349	14.96		Cable ties
11/06/2023	Amazon UK	351	29.92		Cables ties
11/06/2023	Amazon UK	354	14.96		Cable ties
11/06/2023	Amazon UK	355	4.99		Disabled toilet key
13/06/2023	Amazon UK	353	67.52		Nylon cables ties
14/06/2023	Hotline Co Uk	348	550.05		Tote bags & pens
15/06/2023	The Classroom Co	356	789.60		Comfort folding chairs
23/06/2023	HP Instant Ink	357	4.49		Inv 247927818
Total Payments			<u>1,700.39</u>		

ATTACHMENT I

CYCLE OF MEETINGS 2024/2025

2024

May	14	Planning and General Purposes Council – Annual Meeting	7.15pm 8.00pm
	28	Planning & General Purposes	7.15pm
June	11	Planning & General Purposes Council	7.15pm 8.00pm
	25	Planning & General Purposes	7.15pm
July	9	Planning & General Purposes Council	7.15pm 8.00pm
	23	Planning & General Purposes	7.15pm
August	13	Planning & General Purposes Council	7.15pm 8.00pm
	27	Planning & General Purposes	7.15pm
September	10	Planning & General Purposes Council	7.15pm 8.00pm
	24	Planning & General Purposes	7.15pm
October	8	Planning & General Purposes Council (Estimates 1)	7.15pm 8.00pm
	22	Planning & General Purposes Corporate Governance Advisory Committee	7.15pm 8.00pm
November	12	Planning & General Purposes Council (Estimates 1)	7.15pm 8.00pm
	26	Planning & General Purposes	7.15pm
December	10	Planning & General Purposes Council (Estimates 2)	7.15pm 8.00pm
		Planning & General Purposes (24th)	7.15pm

CYCLE OF MEETINGS 2024/2025

2025

January	14	Planning & General Purposes Council (Budget & Precept)	7.15pm 8.00pm
	28	Planning & General Purposes	7.15pm
February	11	Planning & General Purposes Council	7.15pm 8.00pm
	25	Planning & General Purposes Corporate Governance Advisory Committee	7.15pm 8.00pm
March	11	Planning & General Purposes Council	7.15pm 8.00pm
	25	Planning & General Purposes	7.15pm
April	8	Planning & General Purposes Council	7.15pm 8.00pm
	22	Planning & General Purposes	7.15pm
May	13	Planning and General Purposes Council – Annual Meeting	7.15pm 8.00pm
	27	Planning & General Purposes	7.15pm



Introduction and scope.

David Adamson ACR visited the Epping war memorial at the request of Beverly Rumsey to repair two areas of broken stones and to look at and report on the condition of the war memorial. A visit was made on 10th of June 2023, a visual inspection was made from the ground. A further site visit will be made to remove moss and assess the structural stability of the cross.

The War Memorial, description:

The memorial comprises a simple cross, set atop a slim, faceted shaft with simple capital, that is mounted upon an octagonal base and 4 tiered plinth. The base of the shaft has moulded corners and a small area of decorative carving to its principal facade. The plinth has four headstones on opposing faces, and upon which the names of the fallen are inscribed. A paved path provides pedestrian access from the public highway.

History

The memorial was paid for by public subscription and unveiled by Brigadier General J T Wigan on 8th May 1921. It was designed by Edward P Warren (1856-1937), articulated to G F Bodley, a prolific all round architect with equal ability to design churches, colleges, private houses and hospitals, many of which are listed. Laurence Turner, who built the memorial, was a noted craftsman who has contributed to many designated structures included the war memorial at Lancaster Gate, listed at Grade II. c Historic England Listing entry

Condition Summary:

The stones are showing signs of erosion, no more than you would expect of a monument of this age. There have been a number of cementitious repairs carried out in the past. These had lifted and required re-bedding and pinning (316 stainless micro pins) with polyester resin. Missing voids that would trap moisture were filled with a NHL3.5 lime mortar. The monument has also been re-pointed with a cementitious mortar in a number of areas. These are mostly still secure and even though they trap moisture, they don't appear to be harming the war memorial at the moment. Two small areas required repointing with NHL3.5 lime mortar. The memorial has been constructed from large blocks of stone reducing the amount of joints required. Visually the joints are mostly even



both vertical and horizontally, this would indicate that the memorial on the whole is quite stable.

The lettering is still legible at the moment, but they will require retouching in the next couple of years.

The gulley between the memorial and the paving area will always be susceptible to colonisation of plants. During our visit we removed some smaller plants, but if saplings take root in this area it could lead to stressing of the stone work and the opening up of joints. It may be prudent to remove the soil and replace with gravel or slate chippings in the future.

ERNEST WYTHES – EPPING'S BENEFACTOR

ERNEST JAMES WYTHES was born in 1868 at Bickley Hall, a large estate near Bromley in Kent, belonging to his grandfather, George. The Wythes family had made a fortune from the building of railways both at home and abroad. In 1869 George purchased the Copped Hall Estate in Epping from the heirs of the late Henry John Conyers.



Ernest's father, also called George, moved into Copped Hall with his wife Catherine. Sadly, Catherine died aged twenty-six, when Ernest was just three years old. George died in 1875 at the age of thirty-six. During his short time at Copped Hall he had been made a Verderer of Epping Forest and a Justice of the Peace. Ernest went back to living at Bickley Hall. He remained there until 1883, when his grandfather died and left him the Copped Hall Estate.

Ernest was educated at Eton and Christchurch College in Oxford. In 1894 he married Aline Thorold, eldest daughter of Sir John Henry Thorold, 12th Baronet of Marston, Lincolnshire. They had three daughters, Alexandrina (born in 1895), Barbara (1896), and Cecilia (1900).

In 1901 he was appointed High Sheriff of Essex, and four years later became a magistrate on the Epping Bench, a position he held for over fifty years. He was appointed Commander of the British Empire (CBE) in 1920. He was made a vice-president of the Epping Literary & Mechanics Institute (now the Hemnall Social Club), and later took over as president. When the Institute acquired a billiard table in 1899, it was Ernest who provided the cues, balls and scoring board.

He spent a great deal of money on Copped Hall, adding two new wings; to the south of the building was built a large conservatory and a ballroom, and to the north new domestic accommodation. The Hall was featured in *Country Life* magazine in 1910. He also owned a town house in Eaton Square, Chelsea, and a £50,000 steam yacht which he kept at Cowes, on the Isle of Wight.

The Wythes' were well known for the generosity of their support for local projects. When the Epping Literary & Mechanics Institute was required to move in 1908, it was Ernest Wythes who provided the building. This was opened by the Ernest and Aline on July 8th of that year. A plaque to commemorate this can be seen in the Club today. He also supplied the land for the Women's Institute Hall in St John's Road, which is now the site of the Epping Hall.

He paid for the building of the tower at St John's Church, the foundation of which was laid by Aline in December 1907. He later provided the bells, all of which carry the initials EJW, and paid for the installation of electric lighting in the church. The Wythes' and their staff had their own pews in the church, the only pews ever installed there. They were at the front, and the Epping Church Act made provision that the pews should seat eight of the family and six servants. The pews are still there today, at the back of the nave. The family also had their own entrance door, which has since been sealed.

In May 1917 Copped Hall was gutted by fire, which started in a top floor bedroom. Only four firemen from Epping were available to attend, as the rest had been called up for military service. They were assisted by firemen from Loughton, Waltham Abbey, Chesunt and Warlies. It is thought that the fire was caused by the fusing of an electrical wire. As a





Top: Copped Hall Bottom: Wood House

result of the fire The Wythes' moved into Wood House, on the Copped Hall estate. Wood House was later the home of pop star Rod Stewart.

As the owner of Copped Hall Ernest Wythes was Lord of the Manor of Epping, and as such held the warrant for Epping market. The warrant was eventually purchased from the trustees of the Wythes estate by Epping Urban District Council in 1955.

Ernest Wythes died on December 13th 1949, and his funeral took place at St John's Church three days later. Aline died in October 27th 1951. Both are buried in the churchyard at Epping Upland, alongside Ernest's mother.



Safer Epping Group
Monday 15th May 2023 @6.00pm.
St John's Church, Epping

TERMS OF REFERENCE:

- (1) To work with community stakeholders and relevant partners to reduce instances of crime and antisocial behaviour in Epping and to help people feel safe.
- (2) To make the best use of data to understand the issues identified and to inform the most effective responses spanning engagement and enforcement methods
- (3) To prioritise, plan and implement strategies to address identified issues, drawing upon the experience and expertise of community stakeholders and partners

DRAFT MINUTES

Attendees : Cherry McCreddie ,(Chair),Sgt Andrew Rivers, PC Olivia Clark,Wendy Cockbill,Di. Gilson-Butler,Alan Wilson,Christine Burgess, Christine Burt,Peter Murray, Graham Foy, Maria Surman, Lees Batson. Ian Roberts,Janet Whithouse, Jon Whitehouse, Falik Hussain

1. **Introduction of Sgt Andrew Rivers** who summarised his role and geographical coverage which includes both EFDC and Basildon.
2. **Update on actions from last meeting.**

Wendy C. gave a detailed summary of EFDC plans for the forthcoming Ride Essex through Epping town. (14 Community stalls, music and Rock Choir, and many more community fun events etc.) . There will various controlled vehicle 'safe' crossing points arranged which have been communicated to residents via all EFDC usual social Media and website News . Epping will be a designated 25mile Pit Stop so greater crowds expected on the Sunday this year than Sunday last year.

Wendy mentioned that it was the Town Council who would be coordinating the booking and placement of all additional port-a-loos. Christine B and Cherry M to speak with Beverly (Town Clerk)

Sgt Rivers said there will be a Police presence in Epping during the morning of this event.

Cherry provided a short update and benefits on subjects of:- Crime Stoppers, Faraday pouch ,locking away of ladders, High Vis patrols, ASB crime reports, What3Words phone App ,Free Fire Alarms by Essex Fire Service, and latest 'News' regarding hopeful traffic calming/safety resolution in Fiddlers Hamlet .

3. **Review of Terms of Reference.** Christine B asked if the TOR's could include an addition line that covered 'Road Safety' issues. Agreed for Christine B to re-send suggested wording to Cherry M and this item will be added/discussed at the next meeting.

4. **WhatsApp and Facebook.** There were a mixture of views on the 'pros and cons' of this form of communications. Lee B highlighted that we needed to decide/clarify what is the purpose and aim for having a 'Safer Epping' Facebook group. And to consider if there was already several established other local Facebook groups that could be used to get 'safety' issues/alerts quickly to residents. Agreed not to pursue creating a WhatsApp group. Maria S kindly agreed to liaise with Trevor K (Facebook Admin) to explore if it could be enhanced and maintained going forward.
5. **Youth Council activities** . Falik Hussian provided a summarised update of all the good work the Youth Councillors have been undertaking since our last meeting. The detailed survey results where both encouraging and concerning. The number of responses from participating pupils covering Primary to Seniors was 455. Also, a 'Cost of Living' survey of 1048 pupils highlighted a number of 'safety' related concerns covering issues such as , lack of heating in schools and home, unable to provide or pay for school dinners, lack of tutors in schools/subjects, pets, stressed about not being able pay for costs/bills. Also, reported that all the Youth Councillors are booked-in to attend a 'Hate Crime' Training event.
6. **Community Speed watch report** Peter Murray provide a detailed report that was enlightening and much appreciated. PM Invited Sgt Rivers and PC Clark to attend/observe one the Speed Watch in Epping if they get an opportunity.
7. **Community Police update** Sgt River advised that Epping now has two dedicated PC's and his scheduling plans will result in residents will be seeing these PCs more often in Epping, 'walking and talking' ,particularly the High St. PC Olivia Clark answers several questions raised and summarised her role . Restated the aim is to engage positively ,as much as possible with Epping Residents. Other initiatives will be 'Meet on the Beat and 'Walking with Cops', chatting with resident in cafes and HighSt. Various pamphlets handed out which included Crime Stoppers, SaferEssex Road partnership, and Self-Defence sessions. The names of the two dedicated Epping PCs are: Shelly Rawlinson and Michael Perry.
8. **Community Safety Partnership** : No report this time
9. **AOB.** Cherry requested attendees to email her in advance of the next meeting of any issue they would like to add to the Agenda.
10. **Date of next meeting:** 14th August. St John's Church 6.pm

A resident has suggested an additional to Safer Epping's Terms of Reference.

To work with community stakeholders & relevant partners to encourage pedestrian walking, reduce instances of vehicle speeding in Epping & to help people feel safe using local streets.

CUr C McCredie's suggestion to replace the above .