

RETIRING TOWN MAYOR'S DUTIES

9th April 2024 - 14th May 2024

9 th April 2024	Christmas market meeting
14 th April 2024	Mayors Civic Reception meeting
16 th April 2024	Meeting with Air Cadets
22 nd April 2024	Meeting at Hemnall Social Club. D-Day
25 th April 2024	Mayors Civic Reception meeting
26 th April 2024	Mayors Civic Reception meeting 15.00
26 th April 2024	Mayors Civic Reception
28 th April 2024	Civic Service Waltham Abbey Church
3 rd May 2024	Ace Activities. 10.30am
3 rd May 2024	Election count
7 th May 2024	School Assembly. Fyfield
8 th May 2024	Staff retirement. Julies café
10 th May 2024	Lunch with Ashlar House Residents
14 th May 2024	Safer Epping

ATTACHMENT A

RETIRING TOWN MAYOR'S SPEECH

14th May 2024

After a very busy Civic year my term as Town Mayor draw to a close. I'm quite sad about that because I've really enjoyed my time as Mayor – and I wish it could go on a while longer.

For me it's been one huge learning curve. I was so nervous at my first official engagement, opening a small retail outlet for Ace Activities in a garden centre, but that was nothing compared to the shock of realising I would have to travel to Germany as part of our 40 years Twinning celebrations. Luckily, I was accompanied and guided by the previous Mayor Barbara Scruton in her role as President of the Epping/Eppingen Twinning Association and other Association members, all of whom were warmly welcomed by our German counterparts.

Since then, my confidence in public speaking has thankfully much improved!

I feel very honoured to have attended different events, from Civic duties with the district council, and county council, to our own community events – too many to mention here – apart from a couple of highlights.

The Town Show in July and the Christmas Market were resounding successes and the Remembrance Day celebration was attended by many, many people and included our local community members and leaders. A truly inspiring event.

I have helped with various fundraising activities for charities and met some really wonderful people who are very passionate about helping others.

And to me this has become an important part of my service to Epping and the surrounding areas. We are here to support each other, and in times of need there is no lack of support.

The year has passed so quickly, too quickly really, but I have to thank those who have accompanied me on this journey, including all the hardworking staff, led by our Town Clerk and members of the Town Council have always been available to help and advise me. In particular, I must mention my deputy and close colleague Cherry McCredie who has been my right-hand man and accompanied me on many occasions. We have been to open evenings, many presentations, a pop-up street playground, Civic Services in some beautiful buildings, both of us enjoying being able to represent Epping Town Council.

One of my projects this year has been to encourage a community games event, to bring young cadets from the Army and RAF together for team events for a day at Lower Swaines. Together the Deputy Mayor and I have been working with Cadet

leaders to bring this idea to Council in the coming months and which I hope, if approved, will expand to include lots of different clubs and communities in future years.

I was delighted to share a special evening with so many at the Mayor's Civic Reception and raise money for my chosen charities; Marie Curie and Voluntary Action Epping Forest.

Thank you to all those who have supported me this Civic year and I look forward to working with our new Mayor and my fellow councillors and our community in the years to come.

RETIRING DEPUTY TOWN MAYOR'S DUTIES9th April 2024 - 14th May 2024

16 th April 2024	Meeting Air Cadets with the Mayor
18 th April 2024	Friends of Swaines Green committee meeting.
19 th April 2024	Coopersale Community AGM
22 nd April 2024	D Day 80 th anniversary meeting
28 th April 2024	Waltham Abbey Church Civic service
8 th May 2024	Staff retirement at Julie's café
11 th May 2024	Swaines Green May Fayre

ATTACHMENT B

Retiring Deputy Mayor's speech 14th May 2024

Good evening.

My year as Deputy Mayor has been both a privilege and a pleasure.

My role has been to support the Mayor, which with Cllr Burgess as mayor has not been an onerous task. I have accompanied her to many events, meeting many people, visiting various charities and more.

When she had Covid I stood in which I enjoyed.

Finally, I have come to know our Mayor well and have great respect for her integrity, wisdom, fairness and approachability.

Thank you Madam Mayor.

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on Tuesday 9th April 2024 at 8pm.

PRESENT:

Cllr C Burgess	(Town Mayor & Chair)
Cllr C McCredie	(Deputy Town Mayor)
Cllr N Avey	Cllr J Duffell
Cllr H Pegrum	Cllr G Scruton
Cllr R Sharif	Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 3 members of the public, 1 member of the press.

492 **APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Janet Whitehouse, Cllr Jon Whitehouse, Cllr L Burrows and Cllr H Whitbread.

493 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

494 **DISPENSATIONS**

Cllr G Scruton declared a non-pecuniary/pecuniary interest in agenda item 22 as he is related to those concerned. Cllr Scruton left the meeting and was not involved in any of the discussions relating to this item.

495 **PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

496 **CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 12th March 2024 be signed by the Mayor as a true record and adopted by the Council.

497 **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	12 th March 2024 (Attachment B)
Planning & General Purposes Committee	26 th March 2024 (Attachment C)

498 **COMMUNICATIONS TO NOTE/REQUIRING DECISION**

Council **NOTED** that there were no communications to note/requiring decision under this agenda item.

499 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 12th March 2024 were **NOTED**, with the following additions:

Town Mayor:	Epping Green parish Council meeting	25 th March 2024
	Christmas lights meeting	8 th April 2024
	Christmas market meeting	9 th April 2024
Deputy Mayor:	Visit to Ashlar House for Joyce's 105 th birthday	8 th April 2024

500 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 12th March 2024:

Cllr R Sharif	Civic Reception EFDC	15 th March 2024
	Epping Society AGM	18 th March 2024
	Epping Green Parish Council meeting	25 th March 2024
	Christmas lights meeting	8 th April 2024
Cllr J Duffell	Royal British Legion meeting	27 th March 2024
Cllr M Wright	Horticultural Society meeting	13 th March 2024
	Epping Society AGM	18 th March 2024
	Christmas lights meeting	8 th April 2024
	Christmas market meeting	9 th April 2024
Cllr N Avey	Christmas lights meeting	8 th April 2024

501 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk advised that an outdoor chess table opening/unveiling was being planned for Friday 10th May 2024 and this would be shared with members once details were confirmed.

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

502 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

There were no reports from Epping Forest District or County Councillors.

503 FINANCIAL REPORT TO 31st MARCH 2024

Council considered the summary financial report for March 2024, 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.

504 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for March 2024 totalling **£40,357.55**. (Payments from Barclays total £49.30, The Cooperative £40,082.44 & The Co-operative online total £225.81.) **Please note:** a transfer of £20,000 from Barclays to The Co-operative and a transfer of £600 from The Co-operative to The Co-operative online).

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 March 2024 were **APPROVED** as presented in the schedule.

505 BANK BALANCES: AT 31ST MARCH 2024

Council considered the bank balances at the 31st March 2024, as per **Attachment H**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The bank balances at 31st March 2024 were **NOTED** and **APPROVED**.

506 FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS

(i) Financial Summary Position and Year End Close Down

Council considered the summary financial position and year end close down, as per **Attachment I1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014, Accounts and Audits Regulations 2003; Local Government Act 1972, s151; Epping Town Council Financial Regulations 9.4;
- (ii) No further action was required at the current time.

(ii) Bad debts

(a) 2023/24

Council **NOTED** the information relating to the collation of potential bad debts for 2023/24.

(b) 2022/23

Council considered the bad debts for 2022/23 and write off information.

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014, Accounts and Audits Regulations 2003; Local Government Act 1972, s151; Epping Town Council Financial Regulations 9.4;
- (ii) These debts would be written off as detailed above.

507 INTERNAL AUDIT REPORT: SECOND INTERIM

Council considered the internal audit report: second interim, as per **Attachment J**.

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.

508 EPPING MARKET WEBSITE

Council considered the new Epping Market draft website.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Royal Charter; Food Act 1984, s50;
- (ii) The website should go live.

509 BEACON LIGHTING EVENT: THURSDAY 6TH JUNE 2024

Council considered the beacon lighting event information, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145; s111;
- (ii) The Town Clerk should continue to plan the event with the Town Mayor and Cllr J Duffell, as detailed in **Attachment K** and report back to Council with more information as the plans develop;
- (iii) Commemorations to mark HMS Sickle were planning to be incorporated.

510 BURY LANE CEMETERY: NEW BEAMS

Council considered the new beams at Bury Lane cemetery.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act, s214 (6); Local Authorities' Cemeteries Order 1977;
- (ii) The Town Clerk be **AUTHORISED** to have the new beams installed at the costs detailed, as needed.

511 EXCLUSION OF THE 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.

512 CHRISTMAS LIGHTS 2024

Council discussed the information regarding the Christmas Lights 2024, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145; s111;
- (ii) The Town Clerk would request a site meeting with the preferred contractor to discuss requirements and budget and report back to Council once a plan had been made.

513 JACK SILLEY PAVILION CAFÉ LEASE/RENT

Cllr G Scruton left the meeting here.

Council discussed the Jack Silley Pavilion café lease/rent, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The rent would remain as per the 2023/24 rate for the 2024/25 financial year;
- (iii) The Town Clerk was requested to undertake a rent review assessment in advance of the April 2025 renewal;
- (iv) The café would be asked to put a new sign on the Jack Silley Pavilion building and maximise advertising and social media.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **9.23pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 9th April 2024 at 7.15pm.**

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

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

OFFICER: Geraldine Vallis (Planning & Events Officer)

483 APOLOGIES FOR ABSENCE

No apologies for absence were received but Cllr R Sharif maybe a little late for the meeting.

484 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

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.

No other declarations of interest were received.

485 DISPENSATIONS

There were no dispensations.

486 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 26th March 2024 be signed by the Chairman as a true record.

487 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

488 NOTICES AND INFORMATION

There were no notices or information.

489 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.

Cllr R Sharif arrived to the meeting.

EPF/0384/24	108-110 High Street Epping CM16 4AF Mr Khawaja	Reversion of house into two separate dwellings with small extension to rear.
Committee have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC.		
EPF/0386/24	108-110 High Street Epping CM16 4AF Mr Khawaja	Grade II listed building application for the reversion of house into two separate dwellings with small extension to rear.
Committee have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC.		
EPF/0497/24	16 Centre Avenue Epping CM16 4JU Mr Ivan Mariacher	Ground floor rear extension, porch extension, first floor front, rear and side extension.
Committee have NO OBJECTION to this application.		
EPF/0474/24	Allotment Land Adj. 13 Griffins Wood Cottages and Ringinglow High Road Epping CM16 4DH Lands Improvement	Erection of two detached dwellings, detached garage, and creation of new means of access, with associated vehicle manoeuvring areas, car parking and landscaping.
<p>Committee STRONGLY OBJECT to this application.</p> <p>Committee are concerned about this development being proposed in a conservation area and within the Green Belt which is across the road from Epping Forest land. The committee consider that the design of the proposed dwellings do not fit within the streetscene beside the Griffins Wood cottages. The loss of allotments land to a housing development is also of concern to the committee. Finally, the loss of the many trees on the site is also not acceptable to the Committee with no adequate replacement planting information provided.</p> <p>The Committee note the EFDC's Tree team objection as well as the neighbouring Parish Council's objection to this application.</p> <p>Relevant policies:</p> <p>Local Plan 2011-2033: DM3, DM5, DM7B, DM9, DM10, , H1A, SP6</p> <p>NPPF: para 8, 9, 142, 187</p> <p>Emerging Epping Neighbourhood Plan: Policy 1, Policy 2, Policy 14, Policy 17</p> <p>Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		

490 OTHERS

These are provided for information only, EFDC do not normally accept comments on these applications.

EPF/0575/24	Former School Centrepont Building and Council Depot Land at St John's Road Epping CM16 4BD Qualis Commercial Ltd	Application for approval of details reserved by condition 28'Electric Charging Points' on planning permission EPF/0917/21 (Redevelopment of the former school buildings and depot. Demolition of five buildings and the retention of three locally listed buildings. Development to comprise erection of new apartment buildings and the conversion, extension and change of use of the existing locally listed Centrepont building and Cookery School to provide a mix of residential units (Use Class C3) and ancillary communal amenity areas. Extension and refurbishment of two existing locally listed semi-detached caretaker cottages. Revised vehicular and pedestrian access from St Johns Road and new pedestrian access from High Street, all associated car and cycle parking, servicing, hard and soft landscaping and associated works).
Committee NOTED this application.		

491 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 7.48pm.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 23rd April 2024** at 7.15pm.

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

IN ATTENDANCE: One member of the press was present. Seven members of the public were present.

OFFICER: Geraldine Vallis (Planning & Events Officer)

514 APOLOGIES FOR ABSENCE

No apologies for absence were received.

515 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr C McCredie declared a non-pecuniary interest in application EPF/0656/24 10 Charles Street because she lives on that street.

The Committee declared a non-pecuniary interest in applications EPF/0672/24 and EPF/0683/24 St Johns House, St Johns Road as Epping Town Council know the applicant.

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.

516 DISPENSATIONS

There were no dispensations.

517 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 9th April 2024 be signed by the Chairman as a true record.

518 PUBLIC QUESTIONS OR COMMENTS

The Planning & Events Officer advised members of public objections to EPF/0657/24 1 The Drummonds as well as EPF/0672/24 and EPF/0683/24 St Johns House, St Johns Road which would be discussed under agenda item 7.

519 NOTICES AND INFORMATION

There were no notices or information.

520 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.

Planning applications EPF/0657/24 1 The Drummonds as well as EPF/0672/24 and EPF/0683/24 St Johns House, St Johns Road were moved to first and second/third applications for discussion as objectors were present.

EPF/0657/24	1 The Drummonds Epping CM16 4PJ Mrs N Spencer	Conversion of the existing two storey dwelling house into a block of three flats. The scheme would provide three no. two-bed units.
<p>Committee STRONGLY OBJECT to this application.</p> <p>Committee have reviewed this revised planning application, but it has not changed (except that the house will not be demolished and there are three flats instead of four flats.) Committee were dismayed that this development proposes to convert this large family home and replace it with three flats. Large family houses are as necessary as flats and Committee do not feel this is a suitable location for flats. A mix of dwelling types is required and removing large, family homes does not contribute to this objective. Committee agreed that this proposal is an overdevelopment, and this site is not suitable for such a proposal.</p> <p>The proposal will result in a loss of amenity for neighbouring properties, in terms of overlooking, overshadowing and visual impact. The committee acknowledges the neighbour objections to this proposal. There is a loss of shielding with the green shrubbery and tree works proposed which will affect the privacy of neighbours. The committee said that this development would cause damage to the street scene and would be detrimental to its character in an area of family homes.</p> <p>Committee felt that the car parking provision of the three spaces is still inadequate. There are severe parking issues in Epping and the insufficient parking from this scheme will put additional pressures on the surrounding roads. Committee felt that there would be Highways safety implications relating to traffic to this location.</p> <p>Relevant policies: Local Plan 2011-33: H1A (i), (ii) & (iii), T1 C (iv) and E, DM5 A (i), DM9, DM10, SP6 NPPF: Para 8b, 9, 127, 132</p> <p>Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		
EPF/0672/24	St Johns House St Johns Road	Construction of community centre at ground floor linked to the Grade II*

	Epping CM16 5DN Mr Roger Lowry	Listed church. Three floors of residential accommodation above consisting of nine units.
<p>Committee OBJECT to this application.</p> <p>The Committee welcome the idea of affordable accommodation for key workers and support the idea of community space for St Johns Church. However, the modern design and bulk of the proposed building does not fit well with the streetscene. Committee commented that the design could be more sympathetically designed with St Johns Church and the development is a jarring contrast with the row of cottages across the road and historic church beside the proposal. The Committee are also concerned about the sequencing of building works on St Johns Road as this proposal would be in addition to the other large developments at the former school and nearby Bakers Lane new leisure centre. The Committee would ask Epping Forest District Council to consider this additional application to have the least possible damage to residents, the infrastructure and street scene.</p> <p>Relevant policies: Local Plan 2011-2033: DM3, DM5, DM7B, DM9, DM10, H1A NPPF: para 8, 9, 126, 127, 187 Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		
EPF/0683/24	St Johns House St Johns Road Epping CM16 5DN Mr Roger Lowry	Construction of community centre at ground floor linked to the Grade II* Listed church. Three floors of residential accommodation above consisting of nine units.
<p>Committee OBJECT to this application.</p> <p>The Committee welcome the idea of affordable accommodation for key workers and support the idea of community space for St Johns Church. However, the modern design and bulk of the proposed building does not fit well with the streetscene. Committee commented that the design could be more sympathetically designed with St Johns Church and the development is a jarring contrast with the row of cottages across the road and historic church beside the proposal. The Committee are also concerned about the sequencing of building works on St Johns Road as this proposal would be in addition to the other large developments at the former school and nearby Bakers Lane new leisure centre. The Committee would ask Epping Forest District Council to consider this additional application to have the least possible damage to residents, the infrastructure and streetscene.</p> <p>Relevant policies: Local Plan 2011-2033: DM3, DM5, DM7B, DM9, DM10, H1A NPPF: para 8, 9, 126, 127, 187 Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</p>		
EPF/0364/24	40 Egg Hall Epping CM16 6SA Mr J Chappell	Proposed garden room to be used as ancillary accommodation to the main dwelling with integral store area.
<p>Committee have NO OBJECTION to this application.</p> <p>However, Committee note the arboricultural officer at EFDC's holding objection and rely on their expertise to ensure that if any work is carried out it will be under their</p>		

agreement and supervision.		
EPF/0591/24	St Margaret's Hospital Spencer Close The Plain Epping CM16 6TN The Princess Alexandra Hospital Trust c/o Lawson Planning Partnership Ltd	Erection of building and plant room, alterations and improvements to North Bungalow to provide Community Diagnostic Centre; Reorganisation of car park and provision of drop off parking area and ambulance / disabled parking; gas store; cycle store; landscaping; lighting; photo-voltaic system on roof areas; external roof top plant and ancillary works/infrastructure.
Committee have NO OBJECTION to this application. Committee commented that they welcome this valuable asset to Epping for the benefit of the local residents of Epping Forest.		
EPF/0656/24	10 Charles Street Epping CM16 7AU Ms Molly Barrett	A single storey rear extension; A two storey side extension with wrap around 1st floor rear extension. To demolish and rebuild an existing front porch.
Committee have NO OBJECTION to this application.		
EPF/0669/24	2 Barnfield Epping CM16 6RL Mr and Mrs P White	Removal of large single storey timber structure to side of property. Proposed single storey side extension.
Committee have NO OBJECTION to this application. However, Committee note the arboricultural officer at EFDC's enquiry and rely on their expertise to ensure that if any work is carried out it will be under their agreement and supervision.		
EPF/0748/24	32 Station Road Epping CM16 4HN Ms Katie Temperley	Variation of Condition 2 ` Plan numbers of EPF/0523/23 (Ground floor porch extension to front elevation including change pitched roof to flat roof with parapet and brickwork to coursed render. Conversion of garage to Office and Utility room including, infill of existing garage door, change of pitched roof to flat roof with parapet and brickwork to coursed render. Projecting front hipped roof changed to gable roof. Removal of chimney. Replace existing splayed bay to ground floor rear elevation with square bay. Alterations to fenestration and first floor rear extension to include new square bay and gable under crown roof. replace clay roof tiles with Blue Black slate. Replacement windows throughout.)
Committee NOTE the variation of this application. However, Committee were not consulted on the original planning application and ask that no further future planning applications are missed for consultation to Epping Town Council.		

EPF/0691/24	Fir Trees Tidys Lane Epping CM16 6SJ Langham Property Management	TPO/EPF/07/98 (Ref: T24) T2: Redwood - Fell and replace, as specified.
Committee OBJECT to this application. Committee do not want the removal of this historical tree which would damage the street scene and should be retained. Committee are not satisfied by the reasons given by the applicant for its removal which are not sufficient for its removal. The Committee rely on the expertise of the arboricultural officer at EFDC to ensure that if any work is carried out it will be under their agreement and supervision.		

521 EFDC PLANNING DECISIONS

Committee **NOTED** the following planning decisions.

Withdrawn:

EPF/1360/23	EPF/0337/23		
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Delegated Cases:**GRANTED:**

EPF/2820/23	EPF/1721/23	EPF/1727/23	EPF/2708/23
EPF/0200/24	EPF/1583/23	EPF/0050/24	EPF/0134/24
EPF/0306/24	EPF/0305/24	EPF/0031/24	EPF/1501/19
EPF/1571/22			

Delegated Cases:**REFUSED:**

EPF/2619/23	EPF/2718/23	EPF/2778/23	EPF/0144/24
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Lawful:

EPF/0076/24			
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COMMITTEE CASES

GRANTED None

COMMITTEE CASES

REFUSED None

The Chairman closed the meeting at 8.43pm.

Signature of Chairman

Date

Councillor Training

Clerk Training

Certified Courses

Training
Bursaries

Employee Assistance
Programme

CILCA
(Certificate in
Local Council
Administration)



Webinars

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News within
the sector

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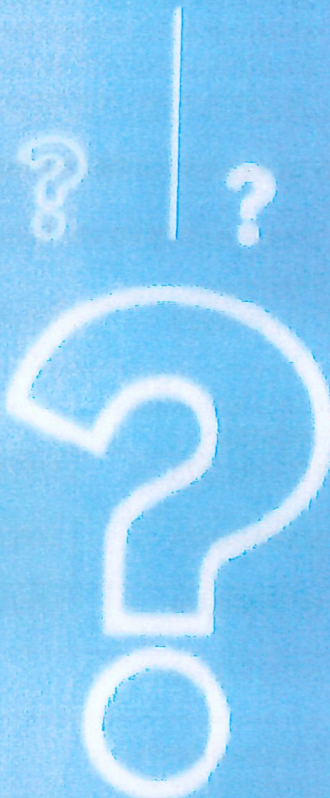
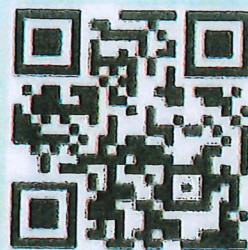
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templates

Partnership
Working

DO YOU KNOW WHAT THE EALC CAN DO FOR YOUR COUNCIL?



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EPPING TOWN COUNCIL

Key Members and Standing Committees 2023-2024

KEY MEMBERS

Administration	Cllr N Avey
Cemetery	Cllr H Pegrum
Epping Hall & Jack Silley Pavilion	Cllr H Pegrum
Events	Cllr R Sharif
Finance	Cllr G Scruton
Market	Cllr M Wright
Recreation Grounds & Outside Services	Cllr J Duffell

STANDING COMMITTEES

(REGULAR COMMITTEES)

*PLEASE NOTE THE MAYOR & DEPUTY MAYOR ARE EX-OFFICIO MEMBERS OF ALL COMMITTEES

PLANNING & GENERAL PURPOSES COMMITTEE

Cllr N Avey (Chairman)	Cllr M Wright (Vice Chairman)
Cllr C Burgess (Mayor)	Cllr C McCredie (Deputy Mayor)
Cllr G Scruton	Cllr R Sharif

CORPORATE GOVERNANCE ADVISORY COMMITTEE

Cllr G Scruton (Finance Key Member)
Cllr N Avey (Administration Key Member)
Cllr C McCredie (Chairman = Deputy Mayor)
B Rumsey (Town Clerk: Non voting)

NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE

Cllr N Avey (Chairman)	Cllr M Wright (Vice Chairman)
Cllr C McCredie	Cllr J Duffell (Local Historian)

Resident stakeholders: Tim Valder-Hogg (Resident)
(Minute 442 of 14/15 refers & Minute 323 of 15/16 refers)

(AD HOC COMMITTEES)

DISCIPLINE/GRIEVANCE COMMITTEE

Cllr N Avey (Chairman) Cllr C Burgess Cllr C McCredie Cllr R Sharif Cllr M Wright

APPEALS COMMITTEE

Cllr J Duffell Cllr H Pegrum Cllr G Scruton Cllr Jon Whitehouse

(Please note: 4 different members should be on the Discipline/Grievance and Appeals Committee)

TASK & PERSONNEL COMMITTEE (RECRUITMENT OF TOWN CLERK)

Cllr C Burgess (Chairman) Cllr H Pegrum Cllr Jon Whitehouse Cllr M Wright

JOINT STANDARDS COMMITTEE (External Committee)

Deputy Mayor (Ex-Officio) Substitute: Key Finance Member (Ex-Officio)

MARKET COMMITTEE

Cllr H Pegrum (Chair)

Cllr N Avey Cllr C Burgess Cllr C McCredie Cllr M Wright

(WORKING PARTIES)

ACTION PLAN WORKING PARTY

Cllr J Duffell Cllr H Pegrum Cllr G Scruton Cllr Jon Whitehouse

PLAYGROUND & RECREATION GROUNDS WORKING PARTY

(Merger of Playgrounds, Lovelocks, Stonards & Skate park working parties)

Cllr N Avey Cllr C Burgess Cllr C McCredie Cllr H Pegrum

Cllr G Scruton Cllr Jon Whitehouse Cllr M Wright

(SAFER EPPING) Cllr C McCredie (Chairman) Cllr C Burgess Cllr G Scruton
Cllr Janet Whitehouse

BUDGET WORKING PARTY

Cllr H Pegrum Cllr G Scruton Cllr Jon Whitehouse Cllr M Wright

EPPING HALL WORKING PARTY

Cllr N Avey Cllr C Burgess Cllr H Pegrum Cllr G Scruton Cllr M Wright

(EXPRESSIONS OF INTEREST GROUPS)

CLIMATE AND ENVIRONMENTAL AWARENESS POLICY

Cllr C Burgess Cllr C McCredie Cllr G Scruton

ATTACHMENT H

REPRESENTATIVES ON, OUTSIDE BODIES	2023-24	2024-25	2025-26
Local Councils' Liaison Committee	Cllr C Burgess		
Essex Association of Local Councils	Cllr C Burgess		
Larger Local Councils	Cllr C Burgess		
Friends of Swaines Green	Cllr N Avey Cllr Jon Whitehouse		
Royal British Legion – Epping branch	Cllr J Duffell		
Epping Senior Citizens' Association	Town Mayor		
Epping/Eppingen Association	Town Mayor		
Epping Society	Cllr C Burgess		
Theydon Trust	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27
Trustee of Epping Forest Band	Town Clerk		
Epping Horticultural Society	Cllr M Wright		
Epping in Bloom	Cllr C McCredie		
Epping Town Partnership	Cllr J Duffell Cllr R Sharif		
Area Representative to ECC on Public Transport	Cllr Janet Whitehouse		
Epping Forest Countrycare	Cllr C Burgess Cllr C McCredie		
Theydon Bois United Charities	Cllr Janet Whitehouse		
Friends of St Margaret's Hospital	Cllr N Avey		
Epping & Theydon Garnon Charities	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27

ATTACHMENT I

<u>COUNCILLORS'</u> <u>ATTENDANCE SUMMARY</u>						
2023/2024	Council & (ExtraOrdinary Council)		Planning & General Purposes		Corporate Governance Advisory & (Neighbourhood Planning)	
	Held	Actual	Held	Actual	Held	Actual
Avey, N	12 (2)	8 (2)	21	16	2 (0)	2 (0)
Burrows, L	12 (2)	7 (2)	(0)	(0)	0	0
Burgess, C (Town Mayor)	12 (2)	12 (2)	21	18	0	(1)
Duffell, J	12 (2)	9 (1)	(0)	(1)	0	0
McCredie, C (Deputy Mayor)	12 (2)	10 (2)	21	17	2	2
Pegrum, H	12 (2)	10 (2)	(0)	(0)	0	0
Scruton, G	12 (2)	11 (1)	21	19	2	2
Sharif, R	12 (2)	11 (2)	21	18	0	(1)
Whitbread, H	12 (2)	8 (1)	(0)	(0)	0	0
Whitehouse, Janet	12 (2)	11 (2)	(0)	(0)	0	0
Whitehouse, Jon	12 (2)	10 (1)	(0)	(0)	0	0
Wright, M G	12 (2)	11 (2)	21	18	0 (0)	0 (0)

Where 0 is given, the councillor is not a member of that Committee.

Meetings from 2 May 2023 to 23 April 2024 inclusive.

ATTACHMENT J

EPPING TOWN COUNCIL

TERMS OF REFERENCE FOR PLANNING AND GENERAL PURPOSES COMMITTEE

The Planning and General Purposes Committee has delegated authority to make decisions on the following matters on behalf of Epping Town Council; but saving such of the following matters which the Clerk acting in consultation with the Chairman of Planning and General Purposes Committee shall determine to place before Council, or matters which the Planning and General Purposes Committee may resolve to defer for consideration by Council:

1. To receive apologies for absence from members of Planning and General Purposes Committee.
2. To confirm the minutes of previous Planning and General Purposes Committee meetings and authorise the Chairman of Committee to sign and present such minutes to Council for confirmation at the earliest opportunity.
3. To receive declarations of interests from members of Planning and General Purposes Committee.
4. To receive consider and respond to public questions or presentations in relation to the functions of the Planning and General Purposes Committee.
5. To consider and formally comment on all planning applications and appeals notified to this Council by the Planning Authorities or otherwise coming to the attention of Council and issues arising from these matters.
6. To consider and formally comment on planning policy matters, including Local, County, Regional and National policy, guidance or consultation.
7. To consider and formally comment on any licensing matters notified to Council by the Licensing Authorities or otherwise coming to the attention of Council and issues arising from these matters.
8. To consider and formally comment on any request for consultation received by Council or otherwise coming to Council's attention which may indirectly or directly affect Epping's residents or visitors.
9. To receive on behalf of Council correspondence relating to planning, environmental and highway matters.
10. To authorise a Member of Committee or appropriate officer to act as a spokesperson or representative at meetings of Epping Forest District Council's or other public bodies' Planning Committees, Sub-Committees or other meetings for the purpose of relaying decisions or stated views of the Planning and General Purposes Committee.
11. To consider and determine any matter not stipulated above which has been specifically delegated to the Planning and General Purposes Committee by Council.
12. To permit the Chairman of Planning, in conjunction with the Vice Chairman and Town Mayor to comment on very minor amendments where no previous objection has been made by this Committee, through the Town Clerk or Planning & Events Officer.

Approved: Annual Council Meeting 9th May 2023
Next review: Annual Council Meeting 14th May 2024

ATTACHMENT K

EPPING TOWN COUNCIL

TERMS OF REFERENCE FOR CORPORATE GOVERNANCE ADVISORY COMMITTEE

The Advisory Committee will act under Section 101 of the Local Government Act 1973 which gives the Council powers to arrange to receive advice on technical issues from an advisory committee and allows Council to appoint persons other than councillors to stand on an advisory committee.

The Advisory Committee will initially meet twice per annum, but at the discretion of the Committee further meetings may be arranged should that be necessary to cope with the Advisory Committee's workload. The Advisory Committee will comprise of four persons; the Mayor, Deputy Mayor and the Clerk, sitting in a non-voting capacity, and one other Member to be the Key Member for Finance (but if that Member is serving as Mayor or deputy, another appropriate Member will be chosen. The Deputy Mayor will act as Chairman.

The Corporate Governance Advisory Committee will report to Council and bring forward recommendations on matters under its remit (as below) for Council's attention.

- a) setting and agreeing an audit plan with the internal auditor
- b) reviewing the Standing Orders and Financial Regulations and procedures for complaints.
- c) examining and monitoring the content of the Annual Report
- d) drawing up a protocol governing relationships between members and officers
- e) recommending appropriate review techniques
- f) all other tasks of a broadly similar nature where a clear recommendation to Council is necessary but must be based on technical corporate governance or accounting information.

Approved: Annual Council Meeting 9 th May 2023 Next review: Annual Council Meeting 14 th May 2024
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MINUTE #435 of 2013-14

Council **RESOLVED** to delegate authority to the Committee to deal with all staffing issues that do not involve salary, grievance or disciplinary matters.

ATTACHMENT L

EPPING TOWN COUNCIL

TERMS OF REFERENCE FOR NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

PURPOSE

The Neighbourhood Plan Advisory Committee is to project manage the delivery of the Epping Neighbourhood Plan to an agreed timescale. The group will make operational decisions and decide how to deploy resources allocated to the group for this purpose. The group will report its progress to Council at regular intervals.

CONSTITUTION

The Committee, which began as a Steering Group, is constituted as an Advisory Committee of the Epping Town Council. Membership will comprise 5 members of Council and 5 resident stakeholders to be determined by the Advisory Committee. Additional members may be temporarily co-opted to the Advisory Committee for specific purposes. The chair and vice-chair of the Group will be elected members of Epping Town Council.

QUORUM

The quorum for the Committee will be 3, of which at least 2 must be members of the Town Council.

DELEGATIONS

1. To receive apologies for absence from members of the Advisory Committee.
2. To confirm the minutes/actions and authorise the Chair to sign and present the minutes/actions to Council for confirmation.
3. To receive, consider and respond to public questions or presentations in relation to the functions of the Advisory Committee.
4. To define and set objectives and milestones required to deliver the project.
5. To chart progress of the project against agreed actions and milestones.
6. To identify required resources to achieve objectives and request their allocation from Council.
7. To report on the spending of any resources allocated to the Advisory Committee to Council.
8. To permit operational decisions to be made using electronic consultation with panel members if a decision is required between meetings of the Advisory Committee.
9. To authorise members of the Advisory Committee to act as a spokesperson or representative at meetings or events relating to the delivery of the project as may be determined by the Advisory Committee.
10. To set up working groups for particular parts of the project, who will report back to the Advisory Committee.

Approved: Ordinary Council Meeting 8th December 2015 (Minute #323 of 2015/16), 18th May 2021, 10th May 2022, 9th May 2023

Next review: Annual Council Meeting 14th May 2024

ATTACHMENT M

EPPING TOWN COUNCIL

TERMS OF REFERENCE FOR DISCIPLINE AND GRIEVANCE COMMITTEE

- (a) Where appropriate, to convene as an investigatory committee to examine matters relating to the conduct or capability of the Clerk and to make recommendations to Council in respect of appropriate actions.
- (b) At the request of the Clerk or at the direction of Council, to assist in resolving serious cases of indiscipline, grievance or complaint.

NB: If in the circumstances of any case, the Clerk is not available or it is inappropriate that the Clerk be involved, the services of a suitable locum must be engaged; usually by applying to the Essex Association of Local Councils.

In all cases, Committee must respect the confidentiality of any individuals involved. Committee's activities must also comply with applicable policies of Council and with national legislation and regulation

<p>Approved: Annual Council Meeting 9th May 20232 Next review: Annual Council Meeting 14th May 2024</p>

ATTACHMENT N

EPPING TOWN COUNCIL

TERMS OF REFERENCE FOR TASK & FINISH PERSONNEL COMMITTEE (RECRUITMENT OF TOWN CLERK)

1. Authority be delegated to the Task & Finish Personnel Committee to act on behalf of Council in all matters relating to the recruitment and terms and conditions of a new Clerk. This will include signing the contract of the new Town Clerk and issuing their letter of employment.
2. If immediate action needs to be taken, authority to act on behalf of Council regarding the above matters is delegated to the Interim Clerk, if one is in post, acting in consultation with all available members of the Task & Finish Personnel Committee; the actions of the Committee or Clerk in this matter will be reported as soon as practical to an Ordinary meeting of Council. Should the Interim Clerk be a Town Clerk applicant, decision on appointments will be taken by the Task & Finish Personnel Committee, the Interim Clerk guiding on procedures.
3. Authority be delegated to the Chairman of the Task & Finish Personnel Committee to sign the minutes of the meeting on behalf of Council, promptly after the meeting, rather than at the next meeting.
4. Authority be delegated to the Task & Finish Personnel Committee to liaise with the Town Clerk, at the Town Clerk's request, on other major staffing matters should urgent issues arise; the actions of the Committee or Clerk in this matter will be reported as soon as practical to an Ordinary meeting of Council.

Statutory basis: Local Government Act 1972, s112 & 151

Approved: Ordinary Council Meeting 10th February 2016

Reviewed: Annual Council Meetings: 10th May 2016, 9th May 2017, 8th May 2018, 14th May 2019, 14th May 2020, 18th May 2021, 10th May 2022, 9th May 2023

Next review: Annual Council Meeting 14th May 2024

ATTACHMENT O

EPHING TOWN COUNCIL

TERMS OF REFERENCE FOR APPEALS COMMITTEE

- a. To consider and determine appeals by employees or any other person concerning any matter of grievance, discipline or complaint, in respect of which employees or any other person have a right of appeal to Committee by virtue of any locally or nationally agreed procedure.
- b. Insofar as the handling of any case is concerned as individuals and as a committee, to maintain at all times complete independence from all Members of Council and the Clerk in hearing and discussing evidence and making recommendations to Council.

NB: If in the circumstances of any case, the Clerk is not available or it is inappropriate that the Clerk be involved, the services of a suitable locum must be engaged; usually by applying to the Essex Association of Local Councils.

In all cases, Committee must respect the confidentiality of any individuals involved. Committee's activities must also comply with applicable policies of Council and with national legislation and regulation

<p>Approved: Annual Council Meeting 9th May 2023 Next review: Annual Council Meeting 14th May 2024</p>
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ATTACHMENT P

EPHING TOWN COUNCIL

TERMS OF REFERENCE FOR MARKET COMMITTEE

The Market Committee has delegated authority to make decisions on the following matters on behalf of Epping Town Council; but saving such of the following matters which the Clerk acting in consultation with the Chairman of the Market Committee shall determine to place before Council or matters which the Market Committee may resolve to defer for consideration by Council.

This Committee is an ad hoc Committee meeting as and when required only.

1. To receive apologies for absence from members of the Market Committee.
2. To confirm the minutes of previous Market Committee meetings and authorise the Chairman of Committee to sign and present such minutes to Council for confirmation at the earliest opportunity.
3. To receive declarations of interest from members of the Market Committee.
4. To receive consider and respond to public questions or presentations in relation to the functions of the Market Committee, should they not be answerable by the Town Clerk.
5. To consider and formally respond to applications for markets in Epping Parish notified to this Council by private operators, private individuals, public authorities or otherwise coming to the attention of Council. The Town Clerk would normally authorise community markets and events, unless the application is such that it may need to be determined by Committee (any that may be deemed to conflict with or potentially damage the Monday Charter Market).
6. To receive and consider consultation responses from market traders where a major change to the operations of the market is suggested.
7. To receive and consider changes to parking arrangements and the layout of the market, which should then be referred to full Council.
8. To consider and make decisions on market advertising, events and arrangements which fall outside that of the scope of the normal operations which are managed by the Town Clerk and Market Officer (such as more major events that require additional budgets).
9. To consider and make amendments to rubbish arrangements for the market in line with changing practices, operations or circumstances.
10. To authorise a member of the Market Committee in conjunction with the Town Clerk to attend meetings and speak on behalf of Epping's Monday Market, if required.
11. To consider and determine any matter not stipulated above which has been specifically delegated to the Market Committee by Council.
12. To permit the Chairman of the Market Committee, in conjunction with the Vice Chairman and Town Clerk to determine which matters should be received by the Market Committee and which should be dealt with by the Town Clerk and Market Officer, if this is not automatically clear.

APPROVED: Annual Council meeting 9th May 2023
Date for review: Annual Council meeting 14th May 2024

ATTACHMENT Q

EPPING TOWN COUNCIL

WORKING PARTY GUIDANCE/TERMS OF REFERENCE

Each working party has been established to look at a particular task, which is thought to be more short term and a one-off matter. Some working parties develop into longer term projects, such as the Market Working Party.

Each working party is authorised by Council to explore a particular subject or project in detail and make RECOMMENDATIONS to Council as appropriate. Working parties do not have any decision making powers and act on a 'task and finish' basis. Agendas and minutes are not required for working parties, but notes are kept internally.

Each working party operates thoroughly, as a Committee would and therefore their RECOMMENDATIONS should be of equal importance to a Committee.

All working party matters are referred back to full Council for a decision, as most Committee matters are (except Planning and the recruitment of the Town Clerk, whose terms of references devolve more power).

Once the work on the matter being investigated by the working party has concluded, Council may choose to dissolve the working party, if it is no longer required. Similarly, if the matter develops into a longer term matter, Council may choose to make a particular working party, an Ad Hoc Committee.

Please note: it may be advisable to make the Market Working Party into such a Committee if the market requires.

Working parties are not open to the public as they are an operational Council meeting. Public participation will follow when the matter reaches full Council, (depending on its confidentiality/if in open session).

Where possible, working party meetings will be held with the majority of councillors on that working party in attendance to ensure a wider variety of councillor input.

Approved: Annual Council Meeting 9th May 2023
Next review: Annual Council Meeting 14th May 2024

ATTACHMENT R

EPPING TOWN COUNCIL

DELEGATIONS TO THE TOWN CLERK

1. The Council's Proper Officer and Responsible Finance Officer shall be the Clerk or such other employee appointed by the Council to undertake the role of the Responsible Finance Officer or the Proper Officer during the Clerk's absence. The Responsible Finance Officer and Proper Officer shall fulfil the duties assigned to these roles in Council's standing orders, financial regulations and/or any applicable legislation or regulation. The Clerk will also undertake those actions necessary to ensure council complies with its responsibilities under any other legislation or regulation as appropriate to the delivery of council's services.
2. The Clerk is the head of paid service and as such is responsible to recruit, manage or discharge council's staff in accord with the establishment and policies approved by council. The Clerk may delegate responsibilities to other officers provided those responsibilities reasonably conform to the job specification applicable to those other officers. The Clerk has responsibility for all administrative and financial systems.
3. The Clerk will action policies of council or undertake activity or responsibilities instructed by a resolution of council or as contained in standing orders and financial regulations in a reasonable lawful and consistent manner. The Clerk will advise council as necessary of the outcomes of those actions.
4. In urgent circumstances, where it is not reasonably practical to bring the matter to council or the appropriate committee, the Clerk has delegated responsibility; in the case of planning matters, to decide and respond to urgent planning matters in consultation with the Chairman and Vice Chairman of planning and; in the case of any other urgent matter, the Clerk has delegated responsibility to decide and respond in consultation with the Mayor and the relevant Key Member. However, expenditure greater than £3,000 may only be incurred in accord with the provisions of sections 4 and 11 of the Financial Regulations.
(Minute #226 of 2010/11 states that emergency action, with a value of greater than £3000, may be taken in consultation with majority of council's Members).

(Financial Regulation 4.5 (a) authorises the Clerk to undertake work in an extreme emergency up to £15,000, with the written consent of the Town Mayor and Deputy Town Mayor. (Minute #514 of 2017/18) and reapproved at each review thereafter.)

5. The Clerk will deal with all press enquiries by stating the formally resolved policies or decisions of council or, if appropriate, by giving factual information relating to the enquiry (in accordance with Standing Order 21 and Council's Media Policy & Social Media Policy).

Reviewed: Annual Council Meeting 9th May 2023
Next review: Annual Council Meeting 14th May 2024