

TOWN MAYOR'S DUTIES

9th April to 12th May 2025

12 th April 2025	Opening new season for Epping Bowls Club
22 nd April 2025	Preparation for VE Day
24 th April 2025	Opening of Allotment for Tower Road School
25 th April 2025	Civic Reception
1 st May 2025	Annual Town Meeting
3 rd May 2025	Epping Fire Station Open Day
6 th May 2025	Mayor's thank you to staff
8 th May 2025	Opening of Communal Garden – GreenAcres Cemetery
8 th May 2025	VE Commemorations and Beacon Lighting
10 th May 2025	Swaines Green May Fayre
12 th May 2025	Kinder Essex – Carpino Lounge
12 th May 2025	Safer Epping Meeting

Good evening councillors.

Firstly, I thank you for giving me the opportunity to be the Epping Town Mayor for the 2024/2025 Civic year which I have enjoyed immensely, although not without a few challenges.

Although a privilege to take on this role, I really wanted to bring the councillors from the different groups to work together. I would like to think we can achieve this goal. Yes, we will not agree on many things, but conversation and communication is so important.

I will fully support our next Mayoral team hoping that we can work towards harmonious debates in the chamber.

Cllr Cherry McCredie

Retiring Town Mayor

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS

9th April to 12th May 2025

9 th April 2025	EFDC training on Urban Design and the Quality Review Panel
25 th April 2025	Civic Reception
1 st May 2025	Annual Town Meeting
2 nd May 2025	Meeting with residents re South Epping concerns
3 rd May 2025	Epping Fire Station Open Day
8 th May 2025	VE Commemorations and Beacon Lighting
10 th May 2025	Swaines Green May Fayre
11 th May 2025	400th Anniversary of the United Reform Church in Epping
12 th May 2025	Safer Epping Meeting

Report of the Deputy Mayor

It was an honour and a surprise to be elected Deputy Mayor at the Annual Town Meeting in 2024.

I have attended the monthly Council meetings and some additional meetings which the Deputy Mayor is an ex officio member of. I proposed that the Town Council should explore a Community Toilet scheme as the town's toilets had been closed and this proposal was supported by council members. I visited some cafes in Epping High Street to discuss this and the scheme is now in operation.

In June 2024 I deputised for the Mayor and presented the awards at the Jack Petchey Foundation's annual Achievement Awards event. I didn't know previously of this aspect of the Jack Petchey Foundation and it was an enjoyable and informative occasion. Later in the civic year I attended the Waltham Abbey Civic Service at Waltham Abbey on behalf of the Mayor.

The Mayor and I were both invited to the Epping Forest Chamber of Commerce Business Forum which enabled us to meet people from many local businesses and others active in the community.

I also represented the Mayor at a meeting of the Epping Forest Dementia Friendly Community group although I was already attending in another capacity. I am a founder member of this group and currently the Deputy Chair. Over the next year, I will aim to raise awareness of dementia and help to make Epping a Dementia Friendly Town.

Janet Whitehouse
Retiring Deputy Mayor

MINUTES of the ORDINARY COUNCIL MEETING held in the Conference Room, Epping Hall on Tuesday 8th April 2025 at 8pm.

PRESENT:

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

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the press was present.

500 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr L Burrows, Cllr H Whitbread, Cllr R Sharif and Cllr Janet Whitehouse and Cllr Jon Whitehouse for lateness.

501 DECLARATIONS OF INTEREST

Cllr G Scruton declared a potentially pecuniary interest in agenda item 20 and would leave the meeting and not be involved in the discussions or vote on this item.

All members declared that they knew the tenant relating to agenda item 20.

502 DISPENSATIONS

There were no dispensations.

503 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

504 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 11th March 2025 be signed by the Mayor as a true record and adopted by the Council.

505 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	11 th March 2025	(Attachment B)
Planning & General Purposes Committee	25 th March 2025	(Attachment C)
Market Committee*	31 st March 2025	

(*Minutes in excluded section of the agenda.)

506 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) **Section 137 spending limit: 2025-26**

Council **NOTED** the new S137 spending limit for 2025-26, as per **Attachment D**.

This adjustment allows the first tier of local government to allocate a limited amount of funds for purposes that do not fall under any other specific statutory powers, enabling them to utilise their portion of council tax to support and enhance their communities.

This means the maximum spend under this power is £105,816.30 (No of electors: 9533 x £11.10).

When a Town Council makes a decision, they must:

- a) have a power to undertake the duty and b) know how it is to be financed.

Grant spending should be made under the appropriate power for that spend. Where there is no power, s137 spending may be used for very specific purposes.

(ii) Epping Hall office reconfiguration project

Council **NOTED** the planning permission information as per **Attachment E**.

It was **RESOLVED** that:

- (i) The Town Clerk should progress the project as soon as possible;
- (ii) The Town Clerk should obtain a quotation for the electrics to be considered by the Key Member for Epping Hall and the Key Member for Finance.

(iii) Epping Forest District Association of Local Councils

Council **NOTED** the information regarding the Epping Forest District Association of Local Councils, as per **Attachments F-F2**.

It was **RESOLVED** that:

- (i) Epping Town Council **APPROVED** the constitution as per **Attachment F2** and **ACCEPTED** being part of the District Association as detailed.

507 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 11th March 2025 were **NOTED**, with the following additions:

Town Mayor:	Devolution webinar	3 rd April 2025
Deputy Town Mayor:	Devolution webinar	3 rd April 2025

508 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 11th March 2025:

Cllr C Burgess	Meeting regarding Menorah	8 th April 2025
Cllr H Pegrum	Meeting regarding Menorah	8 th April 2025
Cllr G Scruton	Meeting regarding Menorah	8 th April 2025
Cllr N Avey	Meeting regarding Menorah	8 th April 2025

509 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk advised that details surrounding the Stonards Hill recreation ground land pipes were still close to being confirmed and Council would be informed once complete.

The Town Clerk highlighted the VE Day Beacon Lighting event on Thursday 8th May 2025.

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

510 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

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

511 FINANCIAL REPORT TO 31st MARCH 2025

Council considered the summary financial report for March 2025, 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 and **APPROVED**;
- (ii) No further action was required at the current time.

512 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for March 2025 totalling £72,078.68 (Barclays: £71.72, The Co-operative £71,889.73 & The Co-operative online £117.23). Please note a transfer of £40,000 from Barclays to The Co-operative.

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 2025 were **APPROVED** as presented in the schedule.

513 BANK BALANCES: AT 31st MARCH 2025

Council **NOTED** the bank balances at 31st March 2025, as per **Attachment K**. The Town Clerk/RFO advised that approximately £4,500 would be added to the Nationwide Business Bond balance in interest.

It was **RESOLVED** that:

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

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

(i) Financial Summary Position and Year End Close Down

Council **NOTED** the information regarding the year end close down by RBS Omega on 21st May 2025.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government and Accountability Act 2014; Accounts and Audits Regulations 2003; Local Government Act 1972, S151; Epping Town Council Financial Regulations 9.4

(ii) Bad debts

(a) 2024/25

Council **NOTED** that bad debts for 2024/25 were being chased.

(b) 2023/24

Council **NOTED** there were no bad debts for 2023/24, so the total written off was £0.

515 ASSET OF COMMUNITY VALUE

Council considered the Asset of Community Value information, evidence form and distribution costs, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Localism Act 2011, ss87-108;
- (ii) Distribution to the 1450 local homes as detailed was **APPROVED** and this would be progressed.

516 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.

517 CEMETERY SOFTWARE

Council considered the Cemetery Software packages, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Open Spaces Act 1906, ss9-10; Local Government Act 1972, s214 (6);
- (ii) All software and association training detailed in **Attachment N** was **APPROVED**.

518 CHRISTMAS LIGHTS 2025

Cllr Janet Whitehouse and Cllr Jon Whitehouse entered the meeting during this item.

Council considered the Christmas Lights information as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145; s111;
- (ii) The stars would be pursued, subject to the necessary power source permissions;
- (iii) Residents would be asked for comments on the draft plans at the Annual Town Meeting on 1st May 2025.

519 JACK SILLEY PAVILION CAFÉ TERMS

Cllr G Scruton left the meeting at this point, as he is related to the tenant.

Council **CONSIDERED** the information and terms regarding Julie's café at Stonards Hill recreation ground, as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The café rent would remain the same at the current time;
- (iii) Costed proposals would be brought to Council for consideration and the rent would be revisited should alterations be decided upon.

520 BAKERS LANE PUBLIC TOILETS ARRANGEMENTS

Cllr G Scruton rejoined the meeting.

Council **CONSIDERED** the information relating to Bakers Lane public toilets.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Public Health Act 1936, s87;
- (ii) Council were happy with the partnership working detailed in **Attachment Q**.

521 MINUTES OF COMMITTEE MEETINGS (EXCLUSION OF PRESS AND PUBLIC ITEMS)

Council **CONSIDERED** the market minute information, as per **Attachment R**.

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.

Market Committee 31st March 2025

CLOSURE

The Town Mayor, Cllr C McCredie, closed the meeting at **9.45pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 8th April 2025 at 7.15pm.**

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

IN ATTENDANCE: One member of the press was present.

OFFICERS: Beverley Rumsey (Town Clerk)
Jo-Ann Lewis (Planning, Market & Events Officer)

491 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Sharif.

492 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

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

493 DISPENSATIONS

There were no dispensations.

494 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 25th March 2025 be signed by the Chairman as a true record.

495 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

496 NOTICES AND INFORMATION

There were no notices or information.

497 PLANNING APPLICATIONS

EPF/0506/25	The Pines, Kendal Avenue, Epping, CM16 4PW Miss G Valente.	Variation to Condition 2 of EPF/2122/20. (A new detached four bedroom house to the rear of the site, including a raised driveway and a detached garage.)
Whilst Committee have NO OBJECTION , they STRONGLY OBJECTED to the original application that this condition relates to, and have concerns over further variations, in terms of overbearing height, on the overdevelopment of this site.		
EPF/0193/25	39, Amesbury Close, Epping, CM16 4JA Norton Mayfield Architects.	Two-storey plus loft extension of existing two-storey building to provide additional two residential units.
Committee have NO OBJECTION to this application.		
EPF/0493/25	12, Upper Swaines, Epping, CM16 5EP Ms Lesley Zehetner.	Single storey rear extension and boundary wall changes.
Committee have NO OBJECTION to this application.		
EPF/0553/25	Redgrove House, Stonards Hill, Epping, CM16 4QQ Ms Carr.	TPO/EPF/04/75 (Ref: T1) T3: Horse Chestnut - Crown reduce by up to 1.5m, 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/0565/25	9, Rahn Road, Epping, CM16 4JB Mr Gary Barrett.	Single storey side and rear extensions, loft conversion and alterations.
Committee have NO OBJECTION to this application.		

498 OTHERS

EPF/0512/25	108-110, High Street, Epping, CM16 4AF. Cambridge Retrofit Hub.	Application for approval of details reserved by Conditions 3, 4, 5 & 6 and granted permission on EPF/0386/24. (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/0516/25	59, Hemnall Street, Epping, CM16 4LZ Mr S Clarke.	Certificate of Lawful Development for a proposed new wall to boundary line.
Committee have NO OBJECTION to this application, but note that this is not in keeping with the current street scene.		

499 PLANNING DECISIONS

Committee **NOTED** there were no planning decisions received from EFDC for this period.

The Chairman closed the meeting at **7.38pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 22nd April 2025 at 7.15pm.**

PRESENT: Cllr N Avey (Chairman)
Cllr C McCredie (Mayor - *ex officio*)
Cllr G Scruton
Cllr C Burgess

OFFICERS: Beverley Rumsey (Town Clerk)
Jo-Ann Lewis (Planning, Market & Events Officer)

522 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Sharif and Cllr M Wright (Vice Chairman).

523 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr R Sharif requested an entry to be made in the minutes, to make it clear, that as a member of both the Town and District Councils, she will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, she cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Committee. Cllr N Avey (Chairman) declared a not-pecuniary Interest In item 7 Planning application EPF/0769/25, 7 Green Trees, Epping. As he knows the applicant.

524 DISPENSATIONS

There were no dispensations.

525 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 8th April 2025 be signed by the Chairman as a true record.

526 PUBLIC QUESTIONS OR COMMENTS

There was one public objection received via email for item 7 planning application EPF/0524/25, 11 Kendal Avenue, Epping.

527 NOTICES AND INFORMATION

There were no notices or information.

528 PLANNING APPLICATIONS

EPF/0265/25	28, Lindsey Street, Epping, CM16 6RD Reema Patel.	Alterations to the roof structure to allow for an L-shaped dormer to allow for the creation of a studio flat.
Committee have NO OBJECTION to this application		
EPF/0524/25	11, Kendal Avenue, Epping, CM16 4PW Mr Martin Shipp.	Retrospective application for outbuilding.
Committee have concerns as to why this structure was built prior to seeking planning permission in the usual way. The retrospective application states 200mm above permitted development, however this does not take into consideration the height by which the ground has been raised. This structure is overbearing on the neighbouring property with a loss of amenity and loss of light.		
EPF/0616/25	7, Beaconfield Avenue, Epping, CM16 5AU Mr & Mrs Fordham	Single storey rear extension. Small rear first floor extension to previous first floor extension to form en-suite.
Committee have NO OBJECTION to this application		
EPF/0621/25	232-234 Simon Campion Court, High Street, Epping, CM16 4AU. Habendum Limited.	Listed Building Consent for external repair works amended schedule of works to application EPF/0075/25.
Committee have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC.		
EPF/0649/25	5, Kendal Avenue, Epping, CM16 4PN. Mr Gareth Knight.	Erection of replacement detached outbuilding.
Committee have NO OBJECTION to this application		
EPF/0666/25	42, Tower Road, Epping, CM16 5EN. F Cole and S Mosley.	Proposed vehicle crossover.
Committee have NO OBJECTION to this application		
EPF/0684/25	19, Shaftesbury Road, Epping, CM16 5BH. Mr Brian Moloney.	Single storey front extension and partly rear first floor extension.
Committee have NO OBJECTION to this application		
EPF/0701/25	7, Bridge Hill, Epping, CM16 4ER. Mr Matthew Ellis.	Part single storey and part two storey rear extension, installation of new window opening to side elevation and relocation of side door.
Committee have NO OBJECTION to this application		
EPF/0769/25	7 Green Trees, Epping, CM16 4QT. Mr MJ Coggins.	TPO/EPF/32/04 (Ref: G1) T1 & T2: Sycamore - Crown reduce to previous points, as specified. T3: Ash - Crown reduce to previous points, 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.

529 PLANNING DECISIONS

Committee **NOTED** the decisions as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

530 LICENSING CONSULTATION

(i) Vape Shack Epping Ltd.

An application for a Street Trading Consent at Vape Shack Epping Ltd, Station Yard, Station Approach, Epping, CM16 4HW.

Committee have **NO COMMENT** to make on this application.

(ii) Village Deli 2 192 High Street Epping CM16 4AQ New premises application.

An application for a premises licence at the above location for a Café offering hot and cold food and drink for consumption on and off the premises. the application is for the following

The Sale by Retail of Alcohol Monday to Sunday 08.00 – 20.00pm, On sales only,

The opening times are
Monday to Sunday 08.00 – 20.30pm,

Committee have **NO COMMENT** to make on this application.

The Chairman closed the meeting at **7.53pm**.

Signature of Chairman

Date

REPORT OF THE TOWN CLERK**1 STONARDS HILL RECREATION GROUND CABLES**

The final agreement regarding the cables under Stonards Hill recreation ground, supporting the NHS Trust/St Margaret's Hospital how now been signed.

Cllr H Pegrum, Cllr C McCredie and Cllr G Scruton worked on the initial plans with the Town Clerk in accordance with Council's resolution (Minute #327 (ii) of 2024/25).

Cllr H Pegrum has worked closely with the Clerk on the detailed information. Cables will be laid under Stonards Hill recreation ground via an agreed route to aid the diagnostic centre at St Margaret's Hospital. A double width path will be installed along the middle of the recreation ground, in place of the current 1m one and at the side of Pitch 1 near St Margaret's Hospital following completion of the hospital's cabling. A programme of works will be shared once available. Works are currently scheduled to be completed by January 2026. We do not envisage any significant disruption to use of the recreation ground.

2 BURY LANE CEMETERY PIPES

There is considerable damage to the some of the pipes under Bury Lane cemetery, which has been caused by tree roots. The damaged pipes caused severe flooding last winter and it is imperative they are repaired promptly to avoid major operational issues moving forwards. The drier weather has enabled us to research some possible remedial options. The Town Supervisor/Cemetery Superintendent is extremely knowledgeable on the cemetery and in conjunction with Cllr H Pegrum, as the Key Member for the Cemetery, have considered some possibilities and chosen what they consider to be the most appropriate and cost effective solution, based on their considerable collective experience in this area. The cost of works will be approximately £12,000. The work is essential and will need to be financed from the Asset/Capital Fund.

3 JOB VACANCY

Epping Town Council are currently recruiting for an Assistant Groundsperson to support our small and busy team. The closing date for applications is Friday 23rd May 2025. Anyone interested should contact Epping Town Council's office team for an application pack.

4 BLUE PLAQUE CHURCH'S BUTCHERS

The office team have been working on the blue plaque for Church's Butchers with The Epping Society. A mock up has been sent to members and The Epping Society for approval.

5 NEIGHBOUROOD PLAN

Epping Town Council's Neighbourhood Plan is with an independent examiner and she will issue her report in due course. Epping Forest District Council's Senior Planning Policy Officer has been extremely helpful and is liaising with the Inspector and the Town Council (via Cllr N Avey as the Chairman of the Neighbourhood Planning Advisory Committee and the Town Clerk) on procedural issues and advancements. We hope to have some updates on the situation in the next two months.

Councillor Training

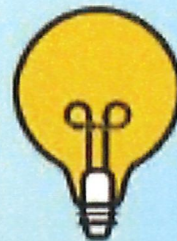
Clerk Training

Certified Courses

Training
Bursaries

Employee Assistance
Programme

CiLCA
(Certificate in
Local Council
Administration)



Webinars

Workshops

Forums

News within
the sector

Funding

Legal
Updates

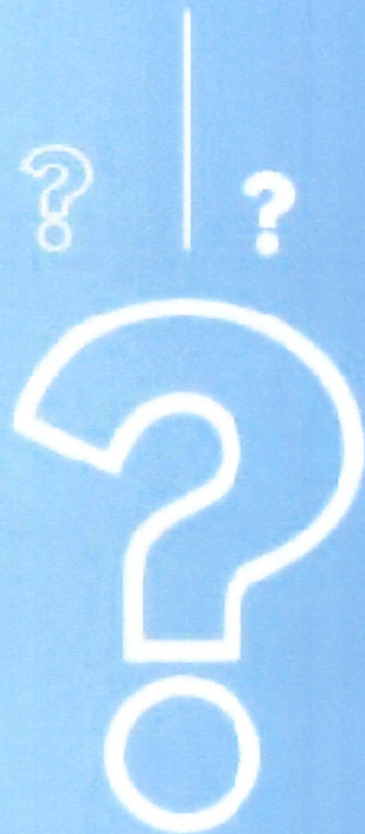
Council Advice &
Referrals

Legal document
templates

**DO YOU
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DO FOR
YOUR
COUNCIL?**



Partnership
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EPPING TOWN COUNCIL

**Key Members and Standing Committees
2024-2025**

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
Cllr J Duffell (will attend if otherwise not quorate)	

CORPORATE GOVERNANCE ADVISORY COMMITTEE

Cllr G Scruton (Finance Key Member)
Cllr N Avey (Administration Key Member)
Cllr Janet Whitehouse (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)
Cllr R Sharif	

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

MARKET COMMITTEE

Cllr M Wright (Chair)
Cllr N Avey Cllr C Burgess Cllr C McCredie Cllr H Pegrum

(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)

(WORKING PARTIES)

ACTION PLAN WORKING PARTY: Sept/Oct + March/April (Pre and post budget setting)

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

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

CHRISTMAS WORKING PARTY

Cllr C Burgess Cllr R Sharif Cllr G Scruton Cllr H Pegrum

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

(EXPRESSIONS OF INTEREST GROUPS)

CLIMATE AND ENVIRONMENTAL AWARENESS POLICY

Cllr C Burgess Cllr C McCredie Cllr G Scruton

**LOCAL AUTHORITY LIAISON GROUP FOR EPPING FOREST
COMMUNITY SAFETY PARTNERSHIP**

Cllr C McCredie (Town Mayor)
Cllr C McCredie

REPRESENTATIVES ON OUTSIDE BODIES	2023-24	2024-25	2025-26
Local Councils' Liaison Committee	Cllr C Burgess	Cllr C McCredie	
Essex Association of Local Councils	Cllr C Burgess	Cllr C Burgess	
Larger Local Councils	Cllr C Burgess	Cllr C Burgess	
Friends of Swaines Green	Cllr N Avey Cllr Jon Whitehouse	Cllr N Avey Cllr Jon Whitehouse	
Royal British Legion – Epping branch	Cllr J Duffell	Cllr J Duffell	
Epping/Eppingen Association	Town Mayor	Town Mayor	
Epping Society	Cllr C Burgess	Cllr C Burgess	
Theydon Trust	Cllr N Avey Cllr H Pegrum Cllr G Scruton	Cllr N Avey Cllr H Pegrum Cllr G Scruton	
Trustee of Epping Forest Band	Town Clerk	Town Clerk	Trustee of Epping Forest Band
Epping Horticultural Society	Cllr M Wright	Cllr M Wright	
Epping in Bloom	Cllr C McCredie	Cllr C McCredie	
Area Representative to ECC on Public Transport	Cllr Janet Whitehouse	Cllr Janet Whitehouse	
Epping Forest Countrycare	Cllr C Burgess Cllr C McCredie	Cllr C Burgess Cllr C McCredie	
Theydon Bois United Charities	Cllr Janet Whitehouse	Cllr Janet Whitehouse	
Friends of St Margaret's Hospital	Cllr N Avey	Cllr N Avey	
Epping & Theydon Garnon Charities	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse
Community Safety Partnership		C McCredie (1 position only representing T&PCs generally)	
Local Authority Liaison Meeting for Epping Forest		C McCredie (Chairman)	

Deleted: Epping Senior Citizens' Association & Epping Town Partnership

<u>COUNCILLORS'</u> <u>ATTENDANCE SUMMARY</u>						
2024/2025	Council & (ExtraOrdinary Council)		Planning & General Purposes		Corporate Governance Advisory	
	Held	Actual	Held	Actual	Held	Actual
Avey, N	12 (2)	9 (1)	21	18	2	2
Burrows, L	12 (2)	6 (2)	(0)	(0)	0	0
Burgess, C	12 (2)	11 (0)	21	19	0	0
Duffell, J	12 (2)	9 (0)	(0)	(0)	0	0
McCredie, C (Town Mayor)	12 (2)	12 (2)	21	20	2	(2)
Pegrum, H	12 (2)	12 (2)	(0)	(0)	0	0
Scruton, G	12 (2)	10 (1)	21	17	2	2
Sharif, R	12 (2)	9 (2)	21	11	0	0
Whitbread, H	12 (2)	5 (0)	(0)	(0)	0	0
Whitehouse, Janet (Deputy Mayor)	12 (2)	10 (1)	(0)	(0)	2	2
Whitehouse, Jon	12 (2)	10 (1)	(0)	(0)	0	0
Wright, M G	12 (2)	10 (2)	21	19	0	0

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

Meetings from 14 May 2024 to 22 April 2025 inclusive.

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 14th May 2024
Next review: Annual Council Meeting 13th May 2025

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 14 th May 2024 Next review: Annual Council Meeting 13 th May 2025

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, 14th May 2024

Next review: Annual Council Meeting 13th May 2025

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 14th May 2024 Next review: Annual Council Meeting 13th May 2025</p>

ATTACHMENT N

EPPING 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 14th May 2024 Next review: Annual Council Meeting 13th May 2025</p>

ATTACHMENT O

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, 14th May 2024

Next review: Annual Council Meeting 13th May 2025

EPPING 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 14th May 2024
Date for review: Annual Council meeting 13th May 2025

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.

<p>Approved: Annual Council Meeting 14th May 2024 Next review: Annual Council Meeting 13th May 2025</p>

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).

<p>Reviewed: Annual Council Meeting 14th May 2024 Next review: Annual Council Meeting 13th May 2025</p>

EPPING TOWN COUNCIL ACTION PLAN 2023-27

INTERIM DRAFT MAY 2025



COUNCIL:
CLLR N AVEY, CLLR C BURGESS, CLLR L BURROWS,
CLLR J DUFFELL, CLLR C MCCREDIE, CLLR H PEGRUM,
CLLR R SHARIF, CLLR G SCRUTON, CLLR H WHITBREAD,
CLLR JANET WHITEHOUSE, CLLR JON WHITEHOUSE, CLLR M WRIGHT

Approved at the Ordinary Council meeting on 12th Nov 2024 by this Council. (Date for review May 2025).

EPHING TOWN COUNCIL

ACTION PLAN 2023/27

Epping Town Council consists of twelve councillors, including the Chairman, who is also the Town Mayor, and a Deputy Mayor. They are responsible for two halls, six recreation grounds, a cemetery, a Monday charter market, two allotment sites, a block of public toilets and a war memorial. Council produce Town Magazine Talk About Epping four times a year, support our local organisations, manage many key services and functions within Epping Parish (Epping Town, Coopersale and Fiddlers Hamlet) and have an active website and Twitter presence. They are responsible for selected noticeboards, bus shelters and additional pieces of land. There are fourteen employed staff. The Town Council is managed by the Town Clerk. Epping Town Council are a Quality Gold status Council.

Decisions are made by full Council at Council meetings. Epping Town Council has a number of long-standing committees which work on particular areas and make recommendations to Council. Council also have a number of working parties who work on short-term projects and make recommendations to Council.

The following priorities are all current and major projects which will evolve and should be completed throughout the life of this Action Plan. The Plan will be reviewed annually to reflect that progression and evolution.

The purpose of this Action Plan is to enable Epping Town Council to manage the necessary time, resources, budget and funding applications for each project, whilst maintaining its key ongoing responsibilities for the benefit of our residents and community.

Priorities: 2024-2025

1 Epping Hall office reconfiguration project

Purpose of project: To provide improved office space.

Status: Approximate start date: Summer 2025

EPPING HALL: The office space at Epping Hall will be reconfigured to make it more fit for purpose.

Aim: Improved office space

Actions:

- Planning permission for windows (COMPLETE)
- Schedule works (Draft date: Summer 2025)

Budgetary implications:

Funding: This will be financed from Epping Town Council's Reserves in the 2025/26 financial year.

Costs: TBC (£30,000-£40,000)

Finances: From reserves

COMMUNITY ENGAGEMENT: Office plans were shown via planning application system through request for planning permission for additional windows.

2 Epping Hall and the Jack Silley Pavilion lighting HALL COMPLETE

Purpose of project: To increase both building's environmental sustainability with increased LED lighting, in accordance with Council's Climate & Environmental Awareness Policy

Status: Complete in Hall downstairs

Remaining lights will be replaced with LED as they break and need to be replaced

3 Stonards Hill recreation ground improvements (wish lists)

APPENDIX 1 current wish list 2023. Updated 2024

Part A: Double width of central tarmac path

Status: To be delivered by January 2026

Situation:

- The NHS Trust will be laying cables under Stonards Hill recreation ground to aid the building of the new diagnostic centre at St Margaret's Hospital.
- In return, the central path will be widened to aid with additional use.

Finances: this will be financed by the NHS Trust.

Part B: To deliver improvements to this valuable green space

Status: Ongoing

Situation:

- Multiple improvements to Stonards Hill recreation ground took place in 2019 and 2020. (Jack Silley Pavilion & café, outdoor gym, outdoor table tennis table and tennis courts)
- Additional wish list created in 2021
- Revised wish list created in 2023 (more operational issues)

Aims: To deliver improvements to Stonards Hill recreation ground

Actions:

- Town Clerk to pursue wish list options from 2023
- Deliver as much of that wish list as possible
- Reconfirm Epping Town Council 2023-27's Stonards Hill recreation ground wish list as issues develop

Budgetary implications:

Funding: Costs identified. Funding pursued if appropriate. If not, costs should be built into the income/expenditure budget

Costs: Will be confirmed through research

Finances:

- None included in the revenue budget to date. Some should be deliverable within the income and expenditure budget.
- Funding could be explored

COMMUNITY ENGAGEMENT:

Engage with community and Stonards Hill recreation ground users.

Engage with recreation users on planned works.

4 Neighbourhood Planning

Purpose of project: To deliver a Neighbourhood Plan for Epping Parish which, if made, will help protect Epping Parish until 2033

Status: Progressed to final stages

Aim: Progress the Neighbourhood Plan towards examination and referendum and when made, to sit alongside Epping Forest District Council's Local Plan to inform development in Epping Parish.

Actions:

- Make any adjustments requested by the Inspector before examination and referendum
- Await further instructions from Epping Forest District Council following any adjustments
- Complete the Neighbourhood Planning process towards the Plan being made
- Epping Town Council to assist with Masterplanning, where applicable
- File the character appraisals for Epping parish (possibly collate into a Town Guide in the future)

Budgetary implications:

Funding: £2,000 through the income and expenditure budget, with underspend accrued from previous financial years.

Costs: Expert advice from our Town Planner. Financed through budget and funding above. Breakeven position anticipated.

(All Locality Funding received and utilised on the project to date.)

COMMUNITY ENGAGEMENT: Planning is a key issue in Epping and residents are very concerned about future development and its impact. Many residents have joined Council at the Neighbourhood Planning meetings, several residents, stakeholders and community partners have joined the Neighbourhood Planning Advisory Committee to share their considerable local

and specialist knowledge to help formulate the Plan.

We undertook a six week public consultation and received a response rate of approximately 9.5%. Neighbourhood Planning meetings are public and we accept comments on a continual basis. Epping Forest District Council provided feedback on our draft Neighbourhood Plan V11.4, as the Neighbourhood Plan needs to be in broad conformity with EFDC's Local Plan, and this will be fed back into the Neighbourhood Plan. Version 11.6 was APPROVED by Epping Town Council in March 2023 and has now progressed to the latter stages. The community will vote on the Plan through the consultation, examination and referendum process. The Regulation 16 consultation (six weeks from 9th September 2024 to 21st October 2024) has taken place. The Plan is currently being reviewed by an independent planning inspector with her report to follow with the next steps.

Epping Town Council will liaise with Epping Forest District Council on masterplanning (where applicable).

5 Improving Social Media presence

Purpose of project: To facilitate additional forms of communication to reach a wider audience

Status: Ongoing (subject to time and existing projects)

Aims: • To improve/augment use of Twitter and Facebook

Actions:

- Social Media Strategy has been developed
- Office team to work on Social Media presence with Clerk's direction from Strategy (outside support will be needed)
- Office team awaiting relevant training in Council appropriate social media

Budgetary implications:

Funding: Should be deliverable within the income and expenditure budget

Costs: Not yet known

COMMUNITY ENGAGEMENT: Keep our residents and community informed about any events/news and share their information, as appropriate.

6 Market store

Purpose of project: To monitor the use of the market store building

Status: Ongoing

Aim:

- To monitor the use of the market store and ensure its use is maximised
- To reduce operational costs such as business rates

Actions:

- Monitor the storage required for the market
- If the volume of storage is not required, consider appropriate uses for the building to maximise use and minimise costs

Budgetary implications:

Funding: Not applicable

Costs: Would be part of a wider project

COMMUNITY ENGAGEMENT: Keep the community informed about any proposed changes and request input if required.

7 Playground refurbishments

Purpose of project: To refurbish playgrounds on a rolling/when needed basis

Status: Ongoing

Aim: To monitor the playgrounds and place them on a rolling refurbishment programme.

All have been refurbished or updated, monitor for improving/expanding.

Actions:

- To monitor each playground and decide what refurbishments/replacements/repairs are needed (major works as minor works will be undertaken through the regular inspection, repairs and maintenance regimes)

• Playground defects currently being assessed and costed by the Town Supervisor (these costs met through income and expenditure budget where possible)

Budgetary implications:

Funding: Refurbishments will require funding (with ideally ETC's contributions through the Asset and Capital Funds)

Build an ETC playground reserve

Costs: Range from £40,000-£200,000 (estimate)

COMMUNITY ENGAGEMENT: Request input from our residents and community to inform refurbishments.

8 Community Toilet scheme

Purpose of project: To develop a Community Toilet Scheme where café/business toilets can be used without purchase

Status: Scheme launched. No press launch to date.

Aim: To provide additional toilet facilities to support the Bakers Lane public toilets

Actions:

- Advertise the scheme and undertake a press launch
- Monitor that participants are advertising and continuing to be part of the scheme
- Continue to offer financial support (£400 per annum) towards consumables

Budgetary implications:

Funding: Financed through income and expenditure budget (£400 per annum per business if requested)

Costs: £400 per annum per business (offered) towards consumables

COMMUNITY ENGAGEMENT: Keep community (residents and visitors) informed of scheme and any changes/additions

9 Employer/HR/health and safety support (and associated training)

Purpose of project: To support Epping Town Council with Employer/HR and Health and Safety support

Status: Ongoing

Aims:

- Employer/HR: To complete the set of HR documents
- Health and safety: To complete the set of health and safety documents

Actions:

- Use the employer/HR documents as required

- Use the health and safety documents
- Update both suites of documents as legislation changes

Budgetary implications:

Costs: Financed through the income and expenditure budget (service and committee support)

Any legislative health and safety documents/assessments to be undertaken and financed through the income and expenditure budget.

COMMUNITY ENGAGEMENT: Costs detailed in the budget.

Operational requirements.

10 New Christmas Lights Scheme 2025

Purpose of project: To provide a new Christmas lights scheme for Epping for 2025 and onwards

Status: In preparation

Aim:

To deliver a new Christmas lights scheme for Epping that can be used in 2025 and onwards

Actions:

- To develop and request the required electrical permissions from Essex Highways
- Electrical scheme to be put in place to power from light columns rather than shops and businesses
- Purchase lights, stars, tree, etc.

Budgetary implications: Installation financed from income and expenditure budget. Equipment financed from Christmas Lights Earmarked Reserve & excess from operating budget.

Costs: £18,000 allocated in income and expenditure budget.

Purchase approximately £20,000. (Part from I & E and part from reserves.)

COMMUNITY ENGAGEMENT: Residents and businesses have been asked to feedback on previous lights. Engagement session held at the Annual Town Meeting regarding draft Christmas lights scheme.

11 Improve existing land and assets

Part A: Major repairs to cemetery drains

Status: Required Summer 2025

Situation: Drains cracked and damaged by tree roots, etc. Resulted in damage which would be likely to impact on the operations of the cemetery. Requires imminent repair. Most appropriate/cost effective repair option sourced during Winter 2024/Spring 2025.

Aim: To repair the severely damaged cemetery drains that have caused flooding

Actions: Schedule works

Finance: To be financed from Asset/Capital fund (Cost £12,000-£15,000 approx)

Part B: Improve existing land and assets for community benefit

Status: Aspirations

To be pursued as funds allow

Aim:

To continue to make improvements to Council's land and assets, such as the cemetery, paths, tarmac resurfacing, etc.

- Improvements to Stonards (see item 3b)
- Tarmac paths and car parks at Stonards
- Cemetery path improvements near War Graves
- Stonards works dept improvements
- Meadow Road allotment fencing

Actions:

- Determine what improvements should take place
- Determine costs and budget accordingly
- Town Clerk and Town Supervisor to identify and monitor required improvements

Budgetary implications:

Funding:

May be available depending on the improvement required

Costs:

Cost items as identified

Finances:

From Asset Fund and Capital Funds accordingly

Smaller items from revenue budget

COMMUNITY ENGAGEMENT: Invite and react to comments from our residents to identify necessary improvements.

12 Maintaining ongoing services and responsibilities.

NB: PLEASE NOTE THESE ARE COUNCIL'S ONGOING FUNCTIONS AND RESPONSIBILITIES AND ANY ADDITIONAL ACTION PLAN PROJECTS MUST BE MANAGED IN ADDITION TO THEM. THIS IS PARTICULARLY IMPORTANT IN TERMS OF STAFFING RESOURCES. ADDITIONAL PROJECTS MAY REQUIRE ADDITIONAL STAFFING.

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance
- Undertake burials at Bury Lane cemetery, related administration & maintenance
- Lower Bury Lane and Meadow Road allotments: administration & maintenance
- Maintain and protect Lovelocks Meadow
- Manage the Monday market, administration and maintenance
- Manage the 2 main Town Signs and selected fingerposts
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show, Christmas Market
- Maintain and protect the War Memorial
- Resolve the Baker's Lane Toilets situation
- Maintain grounds and machinery
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year (consider print/non print from 2025/26)
- Blue plaques in Epping Parish

- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Present planning applications and return Committee's objections
- Support the Mayor, Deputy Mayor and members
- Respond to all letters, emails and enquiries
- Prepare for elections
- Staff recruitment, management and development
- Manage GDPR responsibilities
- Financial planning and monitoring running costs to ensure good value and efficiency

Actions: Implement and maintain services

Funding: Income and expenditure budget

COMPLETE PROJECTS

A Lower Swaines playground refurbishment (2021)

B Stonards Hill playground improvements (logs and roundabout) (2022)

C Stonards Hill car park ANPR parking system (2024)

D Epping Hall main hall lights LED (2024)

E Stonards Hill new skate park (2024)

F Additional cemetery beams (2024)

Working Party: 2024-25: Cllr J Duffell, Cllr H Pegrum, Cllr G Scruton, Cllr Jon Whitehouse

Town Clerk & Responsible Financial Officer: Beverley Rumsey

APPENDIX 1
AUGUST 2023 WISH LIST
UPDATED OCTOBER 2024

Stonards Hill site visit:
Playgrounds & recreations grounds working party meeting
Tuesday 29th August 2023 4pm

Cllr N Avey
Cllr C Burgess
Cllr C McCredie
Cllr H Pegrum
Cllr J Whitehouse
Cllr M Wright

Issues highlighted

1) Entrance gate: (Means of controlling entry and parking)

Automatic barrier?

Potential solution: Automatic number plate recognition
(under investigation) COMPLETE

2) External public toilets

Excess paper/improper use causing extensive maintenance issues and closures

Potential solution: paperless dryer toilets/superloo toilets
(under investigation)

DIFFICULT AND EXPENSIVE TO FIND. PURSUE FUNDING?

3) Jack Silley Pavilion car park

Controlling parking

Potential solution: Automatic number plate recognition
(under investigation) COMPLETE

4) Jack Silley Pavilion: café and storage

Small kitchen and storage areas

(ideas and costings under investigation)

5) Existing wish list **APPENDIX 1**

- Including Stonards Hill recreation ground main car park.

Tarmac: potholes and pitted

- Including Jac Silley Pavilion car park.

Tarmac: potholes and pitted

- Including central path double width extension

- ~~Including LED lights for the Jack Silley Pavilion~~ **COMPLETE**

- Running track

- Round the pitch drainage



EPPING TOWN COUNCIL

Forward Plan 2023-2027 (May 2025)

Introduction

Epping Town Council look after the Parish of Epping, which includes Epping, Coopersale and Fiddlers Hamlet. The Town Council is the third tier of Local Government and can only look after those sectors which fall under its responsibility. For Epping Town Council this includes recreations grounds, playgrounds, allotments and the market. We work alongside Epping Forest District Council (who look after areas such as waste and recycling and Council Tax) and Essex County Council (who look after roads and potholes), but we are all independent of each other and cover our own services.

Epping Town Council is often the first point of contact for our residents and we are able to signpost people to help and support, where we are not able to solve their issue ourselves. The Town Council works for the benefit of Epping, its community and its residents.

The Town and its Council

The historic market town of Epping enjoys many benefits; including its position in Epping Forest, its proximity to London (17 miles from the centre), being served by Transport For London's Central Line and the M25 and M11. Its position in Epping Forest limits any residential growth into the forest. Epping is surrounded by 92.4% Green Belt and this is highlighted as the tube train travels through open fields into the town.

Epping had a population of 12,590 (2021 Census). In March 2025, there were 9533 registered electors.

Epping has three conservation areas; including Epping High Street, Bell Common and Coopersale Street. There are many historic and listed buildings; the oldest believed to be Apple Tree Cottage in Bury Lane, parts dating back from the 1470s. Epping is a linear town which is historically famous for its many coaching inns. The town is still busy and vibrant, regarded as one of the two main town centres in the Epping Forest District, alongside Loughton. Coopersale is a village to the north east of Epping Town and is a village in character. Fiddlers Hamlet is separated from the larger two settlements and is similarly a village in character, with many historic buildings.

Epping Town Council was constituted in 1973 following the reorganisation of the Epping Urban District Council, when some functions were taken over by the District Council and some the Town Council. Epping Town Council and Epping Forest District Council share a name, but they are totally different organisations, covering different services. The District Council are based at the Civic Offices near the Town Greens. Epping Town Council's offices are based at Epping Hall in St Johns Road. The Town Council's grounds team are based at Stonards Hill recreation ground at the opposite end of town.



Services and Functions

Epping Town Council operate many services and functions, which include:

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance
- Undertake burials at Bury Lane cemetery, related administration & maintenance
- Lower Bury Lane and Meadow Road allotments: administration & maintenance
- Lovelocks Meadow maintenance and protection
- Manage the Monday market, administration and maintenance
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show and Christmas Market,
- Maintain and protect the War Memorial
- Maintain Baker's Lane Toilets
- Maintain recreation grounds, machinery and playgrounds
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year
- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Maintain Epping Town Council's Local Council Award Scheme Quality Gold Status
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Running competitions such as Townsperson of the Year, Civic Award & Christmas card competitions

Vision

Epping Town Council is extremely proud of our lovely town and works hard to ensure Epping continues to be a popular and desirable place to live, work and visit. Our team of staff and councillors support and assist our residents, listen to issues and provide useful signposts to other people and organisations.

We provide many services and functions to support the town and its residents. We are lucky to have been gifted Stonards Hill recreation ground by the Silley family, to look after for the people of Epping. We have made considerable improvements to this area over the last few years, refurbishing the football changing rooms, adding a café extension, providing outdoor fitness equipment, outdoor table tennis table, outdoor chess table, including inclusive equipment, refurbishing the tennis courts and in 2024 replacing the skate park, to ensure this precious green space can be enjoyed by everyone.

We are active in preserving the historic character of the town and its green environment, by responding proactively to planning applications and developing a Neighbourhood Plan to help safeguard our Parish from overdevelopment.

We support the many local clubs and organisations and help them continue their vital work in the town through Civic support, advertising and offering desirable venues to hire.

We act as a voice for everyone in the town and liaise with other organisations and authorities on key strategic issues to ensure the best outcome for the town and its residents.

We value our professionalism and reputation, striving hard to maintain high standards and be a good employer.



Structure

The Town Council consists of 12 Town Councillors, six representing St John's Ward and six representing Hemnall Ward. All 12 Town Councillors are elected every four years by local residents, with the last election in May 2023 and the next in May 2027. A new Chairman (Town Mayor) and Vice Chairman (Deputy Mayor) are elected every year by their fellow councillors.

The Town Council is managed by the Town Clerk (Proper Officer), who is also the Responsible Financial Officer. Epping Town Council employ 15 staff (9 full time and 6 part time).

Full Council meet once a month on a Tuesday evening at Epping Hall and in accordance with its Standing Orders and terms of reference, much of the Council's business is conducted through committees with delegated powers.

The committees are as follows:

- Planning & General Purposes
- Corporate Governance Advisory Committee
- Market Committee
- Discipline & Grievance Committee
- Appeals Committee
- Task & Finish Personnel Committee
- Neighbourhood Planning Advisory Committee

Some of Council's business is also considered through working parties. These groups work on one-off and short-term projects and make recommendations to Council. All decisions go through full Council.

The working parties are as follows:

Membership for both groups is made up of Town Councillors (except the Neighbourhood Planning Advisory Committee) under the direction of the Town Clerk.

- Budget working party
- Action Plan working party
- Playground & recreation grounds working party (Playgrounds, Lovelocks, Stonards & Skate Park)
- Epping Hall working party
- Christmas lights working party

Interest groups:

Climate & Environmental Awareness

Other groups the Town Council is involved with:

- Safer Epping group
- Joint Standards committee
- Local Authority Liaison Group for Epping Forest

Finances

Epping Town Council are financed from the precept (part of the council tax which is allocated to Epping Town Council) and income from services and functions. The precept is public money and Council ensure that it is spent effectively and wisely.

We look for value for money and minimise waste, while still providing many high quality services, projects and functions. We exercise strict controls and our activities are audited and transparent.

For the 2025-26 financial year, the precept for a Band D equivalent property is £119.54 per annum, which represents excellent value for money.

We assess our spending requirements on an annual basis, keeping our reserves at a suitable level to minimise risk and earmark reserves for specific projects as required. We operate an income and expenditure budget and hold adequate general reserves and dedicated specific reserves to support our multiple operations.



Key Objectives

Epping Town Council review their Action Plan at least annually. Budgets are designed to support these actions. Council's Key Objectives over the next four years are listed in Council's Action Plan. This includes how any priorities will be financed. Most major external projects will be financed from external grant funding (if obtained).

Budgets

Epping Town Council's budget preparations begin in November of each calendar year. They are developed in December, until the final budget is set in the January of the next year. Once the budget is set, spending follows the agreed budget. If any further financial input is needed throughout the year, it will be requested at full Council by the Town Clerk. Budgets are monitored by full Council at their monthly meetings. General and Specific Reserves are set as part of the annual budget setting process.

Beverley Rumsey, Town Clerk & Responsible Financial Officer, May 2025

ATTACHMENT T

Local Government Association (LGA) Councillor Code of Conduct

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-1-introduction>

Part 1 - Introduction

In December 2020, the Local Government Association (LGA) developed and published a [Model Councillor Code of Conduct](#) in association with key partners and following extensive consultation with the sector. This was in response to the recommendation of the Committee of Standards in Public Life Local Government Ethical Standards 2019. The code was part of our work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance, and our civility in public life programme.

The code is a template for Local Authorities to adopt in whole and or with amendments to take into account local circumstances.

Our aim was to make the code relatively short and easy to read rather than an overly-complex legal document as it needed to be accessible to councillors, officers, and the public alike. The consultation response also asked for supporting guidance to help understand some of the key provisions in greater depth with examples and case illustrations.

We are therefore pleased to publish this supporting guidance which is aimed to help understanding and consistency of approach towards the code.

The code together with the guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government. While it sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected of councillors, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of local government.

This guidance embeds the provisions of the code and is structured to enable each chapter to be directly accessed. We have also produced a standalone document without the embedded code intended to provide easy access to the guidance.

The LGA will undertake an annual review of this guidance and the code to ensure it continues to be fit for purpose, incorporating advances in technology, social media, case law and changes in legislation.

For the purposes of this guidance, we have adopted the definitions used in the Code of Conduct, for "councillor" and "local authority".

Any comments on the use of the guidance or suggestions for improvement would be welcomed and should be sent to ModelCode@local.gov.uk

Part 2 – General obligations under the Code of Conduct

Respect

As a councillor:

- 1. I treat other councillors and members of the public with respect.**
- 2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Showing respect to others is fundamental to a civil society. As an elected or appointed representative of the public it is important to treat others with respect and to act in a respectful way. Respect means politeness, courtesy and civility in behaviour, speech, and in the written word. It also relates to all forms of communications councillors undertake, not just in meetings. Rude, offensive, and disrespectful behaviour lowers the public's expectations and confidence in its elected representatives.

Part 3 – Protecting your reputation and the reputation of the local authority

The code requires you to register matters under 2 separate categories:

- 1. Gifts and hospitality, you receive in your role as a councillor; and**
- 2. Certain types of interests**



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1** I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which ***affects*** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) ***affects*** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

CYCLE OF MEETINGS 2025/2026

2025

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

CYCLE OF MEETINGS 2025/2026

	23	Planning & General Purposes (24 th)	7.15pm
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2026

January	13	Planning & General Purposes Council (Budget & Precept)	7.15pm 8.00pm
	27	Planning & General Purposes	7.15pm
February	10	Planning & General Purposes Council	7.15pm 8.00pm
	24	Planning & General Purposes Corporate Governance Advisory Committee	7.15pm 8.00pm
March	10	Planning & General Purposes Council	7.15pm 8.00pm
	24	Planning & General Purposes Action Plan Working Party meeting	7.15pm
April	14	Planning & General Purposes Council	7.15pm 8.00pm
	28	Planning & General Purposes	7.15pm
May	12	Planning and General Purposes Council – Annual Meeting	7.15pm 8.00pm
	26	Planning & General Purposes	7.15pm