

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 10th June 2025 at 8pm.**

PRESENT:

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

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 2 members of the public & 1 member of the press

47 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey and Cllr C Burgess. Apologies for lateness were received from Cllr Jon Whitehouse, Cllr L Burrows and Cllr H Whitbread.

48 DECLARATIONS OF INTEREST

Cllr L Burrows, Cllr R Sharif, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non pecuniary interest as Epping Forest District councillors.

Cllr H Whitbread declares a non pecuniary interest as an Epping Forest District Councillor and Cabinet Member and an Essex County Councillor and Deputy Cabinet Member.

Cllr H Whitbread declared a non-pecuniary interest in agenda item 7 (i) as she lives close to the site.

49 DISPENSATIONS

There were no dispensations.

50 PUBLIC PARTICIPATION - QUESTION TIME

There were public questions and comments regarding agenda item 7 (i) Pedestrian crossing request: The Plain, which was dealt with under agenda item 7 (i).

51 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 10th June 2025 be signed by the Mayor as a true record and adopted by the Council.

52 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.

Annual Town Meeting	1 st May 2025	(Attachment B)
Planning & General Purposes Committee	13 th May 2025	(Attachment C)
Planning & General Purposes Committee	27 th May 2025	(Attachment D)

Market Committee*

28th May 2025 (under excluded session)

The Town Clerk advised that the Annual Town Meeting minutes should have been listed under Agenda item 5, rather than 6 (Council meeting, rather than a Committee meeting).

53 COMMUNICATIONS TO NOTE/REQUIRING DECISION**(i) PEDESTRIAN CROSSING REQUEST: THE PLAIN**

Council considered the request for a crossing at The Plain, as per **Attachment E**. The resident representative was from Bright Horizons children's nursery.

It was **RESOLVED** that:

- (i) Cllr H Whitbread had already made enquiries into speed surveys and this would be pursued;
- (ii) Cllr C McCredie would pursue this through Safer Epping;
- (iii) Members supported the idea of signage to help safeguard people and animals;
- (iv) Ongoing communication would take place on any progress.

(ii) PELLIKAAN PROGRESS: BAKERS LANE LEISURE CENTRE

Council **NOTED** Pellikaan's progress with Bakers Lane Leisure Centre, as per **Attachment E1**.

(i) FORMER MAYOR' CHARITY DONATIONS

Cllr C McCredie advised that the charity donations had been presented at Epping Fire Station on 22nd May 2025. The football shirt kindly donated by West Ham FC raised £200.

Council **NOTED** the former Mayor's charity donations, as per **Attachment E2**.

(ii) EPPING TOWN TRAIL

Council considered the information on the Epping Town Trail, as per **Attachment E3**.

It was **RESOLVED** that:

- (i) Epping Town Council would support the Epping Society and collaborate on this proposal;
- (ii) This would include the printing costs as detailed;
- (iii) Cllr J Duffell and Cllr R Sharif would work on the editing which would then go back through the office team to the Epping Society for progression.

54 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 10th June 2025 were **NOTED**, with the following amendments:

Town Mayor Dementia awareness stall, Epping High Street 24th May 2025

55 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Annual Council meeting on 13th May 2025:

Cllr M Wright	Epping High Street Bring & Buy sale	17 th May 2025
Cllr G Scruton	Theydon Trusts AGM and members' meeting	20 th May 2025
	Joint Charities meeting	3 rd June 2025

Progress on various properties. AGM. Account and new auditors.

Cllr H Pegrum	Joint Charities meeting	3 rd June 2025
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Refurbishing almshouses. Residents moved to Margaret Road during refurbishment.

Michael Chapman DL retiring next year. Been involved about 40 years.

56 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted the progress with the London 15 Milestone at Bell Common and thanked Jimmy Waters for his persistence and patience with this.

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

57 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

There were no reports from District or County councillors.

58 FINANCIAL REPORT TO 1ST APRIL TO 31ST MAY 2025

Council considered the summary financial report for April and May 2025, presented by Council's Key Member for Finance, Cllr G Scruton. Cllr G Scruton highlighted that the last PWLB payment had been made on Epping Hall.

It was **RESOLVED** that:

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

59 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton, presented the payment schedules for April and May 2025. Council **APPROVED** the payment of accounts for April and May 2025.

For April, payments total: **£62,473.18**. (Payments from Barclays total £54.03 (please note a transfer from Barclays to the Co-operative of £30,000). Payments from the Cooperative total £60,730.11 (please note transfers of £1200 from the Co-operative to the Co-operative online). Payments from the Co-operative Online total £1,689.04.)

For May, payments total: **£131,856.64** (Payments from Barclays total £57,118.52 (please note transfers from Barclays to the Co-operative of £60,000). Payments from the Cooperative total £74,316.88 (please note transfers of £1000 from the Co-operative to the Co-operative online. Payments from the Co-operative Online total £421.24.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for April and May 2025 were **APPROVED** as presented in the schedule.

60 **INTERNAL AUDIT REPORT (FINAL)**

The internal audit report (final) was presented as per **Attachment J**, following the auditor's work at the end of May 2025.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015;
- (ii) The report was **NOTED** with no further action at the current time;
- (iii) The Town Mayor, Cllr Janet Whitehouse and Council's Key Member for Finance Cllr G Scruton thanked the office staff for their hard work to achieve another clean audit.

61 **ANNUAL RETURN 2024-25 ANNUAL GOVERNANCE STATEMENT**

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

During the remote visits of the internal auditor, any comments or actions have been detailed, as per **Attachment K1**. The Town Clerk, as Responsible Financial Officer, considers that Council can answer 'yes' to the items in Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance Statement 2024/25.

It was **RESOLVED** that:

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

62 ANNUAL RETURN 2024-25 ACCOUNTING STATEMENTS

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

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

It was **RESOLVED** that:

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

63 ANNUAL RETURN 2024-25 EXERCISE OF PUBLIC RIGHTS

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

Council was requested to **APPROVE** the dates of the exercise of public rights as Monday 16th June 2025 until Friday 25th July 2025, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015
- (ii) Council **APPROVED** the dates of the exercise of public rights as Monday 16th June 2025 until Friday 25th July 2025, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

64 FINANCIAL YEAR END POSITION 2024/25

A summary of Epping Town Council's final 2024/25 year end position, following the closedown of the 2024/25 financial year by Rialtas Business Solutions Ltd on 21st May 2025, was provided as per **Attachment L**. Please note Council's year end date is 31st March 2024 (31st March each year).

It was **RESOLVED** that:

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

65 FREE LITTLE LIBRARY

Council discussed the Free Little Library motion tabled by Cllr Razia Sharif (Deputy Mayor).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The concept was **APPROVED** and the Town Clerk was requested to undertake some research on this, initially through Ace Activities and return the item to Council with costings and some more details;
- (iii) The Market Garden community garden was suggested as a potentially good location to be factored into further research.

66 EPPING HALL PUMPS

Council considered the information on Epping Hall's pumps. The Town Clerk advised that the quotation was actually £10,470.88 (& VAT) and this had been discussed with Cllr G Scruton (Key Member for Finance) and Cllr H Pegrum (Key Member for Epping Hall) before proceeding. It was essential works.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s133.

67 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.

68 CHRISTMAS LIGHTS 2025

Council discussed the Christmas lights 2025 proposal as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The proposal was **APPROVED** in principle, subject to power permissions from Essex County Council Highways;
- (iii) The Town Clerk would bring visuals of the stars back to Council for final **APPROVAL** (the scheme would be **APPROVED** subject to Highways permissions and Council being satisfied with the proposed visual effect).

69 INSURANCE POLICIES

Council discussed the insurance proposals as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) A 3-year proposal would be entered into;
- (iii) This would be subject to the Town Clerk's final check of the insurance reconciliation information. Once this check had been done, the insurance would be purchased on a 3-year basis.

70 CONFIRMATION OF MINUTES (CONFIDENTIAL)

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* 28th May 2025
The content of the Market Committee minutes were explained to all members.

71 STAFF MATTERS

Council discussed the staff matters information as per **Attachment R**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
- (ii) The proposal was **APPROVED**;
- (iii) The award would be called the Epping Town Council Long Service Award;
- (iv) This should be awarded after 25 years service with Epping Town Council;
- (v) A special award would be made to those with existing longer service;
- (vi) The Town Clerk would pursue engraved items and costs;
- (vii) EFDC and Loughton would be contacted to discuss any schemes they may have.

72 STAFF VACANCY

Council discussed the Staff Vacancy information as per **Attachments S and S1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
- (ii) The revised Job Description (and terms and conditions)s was **APPROVED** should it need to be used in the future.

CLOSURE

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **9.29pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 10th June 2025 at 7.15pm.**

PRESENT: Cllr C McCredie
Cllr R Sharif
Cllr M Wright (Vice Chairman)
Cllr G Scruton

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

39 APOLOGIES FOR ABSENCE

Apologies for absence were received, from Cllr N Avey (Chairman) and Cllr C Burgess.

40 DECLARATIONS OF INTEREST

There were no declarations of interest

41 DISPENSATIONS

There were no dispensations.

42 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 27th May 2025 be signed by the Chairman as a true record.

43 PUBLIC QUESTIONS OR COMMENTS

There were three members of the public, and one member of the press present. One member of the public spoke to the committee regarding their objections on application EPF/0863/25 30 Bridge Hill and land to the rear Epping CM16 4ER.

44 NOTICES AND INFORMATION

There were no notices or information

45 PLANNING APPLICATIONS

EPF/0863/25	30 Bridge Hill and Land to the Rear, Epping, CM16 4ER. Ceres Property.	Demolition of one residential dwelling on Bridge Hill and the construction of nine new dwellings, incorporating new access, parking, landscaping, and pedestrian and cycle connections.
Committee STRONGLY OBJECT to this application. This proposal whilst set on land behind Bridge Hill, is still an overdevelopment of the residential street. This application would have an adverse impact to this street that is already under the strain of heavy through local and school traffic. Committee acknowledge the neighbours' strong objections to this application, and an in person collective representation was heard, with valid safety concerns for both pedestrians		

and road users. This development will be putting further strain on the roads especially with the close proximity to the local school, in Ivy Chimneys. Committee also have safety concerns about the number and size of the houses proposed, this is desperately designed and overcrowded, with disregard to vehicle safety when manoeuvring into and out of the site onto an overused narrow residential road which would be detrimental to highway safety. The road whilst being narrow also has a sharp bend close to the vehicle site access, with provision of over twenty cars on the site the nature of this has potential to cause a danger to pedestrians and passing traffic. Committee also stated that a full Highway and traffic report was not Included in the application plans, and that this should be a high priority.

Relevant policies: Local Plan 2011-2033: DM9 A, DM9 D (ii) and (lii), NPPF 2023 para 109 (A) (B) (C) (D) (F) 115 (B) 117 .(C)

[Epping Town Council confirm they will support their objection at any relevant meeting, in accordance with the new planning procedures.](#)

EPF/0688/25	Hillcrest, Palmers Hill, Epping, CM16 6SF. Mr Brooke Escudier.	Grade II Listed building consent for internal and external refurbishment, landscaping and boundary treatments.
Committee have NO OBJECTION to this application but would refer this application to the conservation officer at EFDC and would request that any work permitted is carried out under their supervision. Committee have concerns over the replacement materials to be used and the metals to be used on the modernised porch.		
EPF/0631/25	Hillcrest, Palmers Hill, Epping, CM16 6SF. Mr Brooke Escudier.	Internal and external refurbishment, landscaping and boundary treatments.
Committee have NO OBJECTION to this application but would refer this application to the conservation officer at EFDC and would request that any work permitted is carried out under their supervision. Committee have concerns over the replacement materials to be used and the metals to be used on the modernised porch.		

46 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.

The Chairman closed the meeting at **7.52pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 24th June 2025 at 7.15pm.**

PRESENT: Cllr N Avey (Chairman)
Cllr C McCredie
Cllr C Burgess
Cllr M Wright (Vice Chairman)
Cllr G Scruton

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

73 APOLOGIES FOR ABSENCE

No Apologies for absence were received.

74 DECLARATIONS OF INTEREST

There were no declarations of interest

75 DISPENSATIONS

There were no dispensations.

76 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 10th June 2025 be signed by the Chairman as a true record.

77 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

78 NOTICES AND INFORMATION

There were no notices or information

79 PLANNING APPLICATIONS

EPF/1110/25	269 High Street, Epping, CM16 4BP. Mr Florian Lleinlercher.	Advertisement application for fascia and projecting signage.
Committee have NO OBJECTION to this application.		
EPF/1137/25	269 High Street, Epping, CM16 4BP. Mr Florian Lleinlercher.	Grade II listed building consent for fascia and projecting signage.
Committee have NO OBJECTION to this application.		
EPF/1034/25	89 Tower Road, Epping, CM16 5EW	Single storey rear conservatory extension.

	Mr Ian Bradford.	
Committee have NO OBJECTION to this application.		
EPF/1103/25	73 St Johns Road, Epping, CM16 5DW Mr Daniel Baxter.	Proposed ground floor single storey rear and side infill extension.
Committee have NO OBJECTION to this application.		
EPF/1079/25	18 Lynceley Grange, Epping, CM16 6RA Mr Richard Daniels.	Proposed first floor front extension.
Committee have NO OBJECTION to this application.		
EPF/1170/25	Kippen, Kendal Avenue, Epping, CM16 4PW Bayfords Tree Care	TPO/EPF/21/93 (Ref: T28) T1: Lime - Crown reduce to previous pruning points, as specified. NB: The permitted specification of works is detailed in the conditions.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		

80 PLANNING DECISIONS

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

The Chairman closed the meeting at **7.29pm**.

Signature of Chairman

Date

TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Janet Whitehouse

10th June to 8th July 2025

14 th June 2025	Opening the Epping in Bloom Scarecrow Trail
14 th June 2025	Family Fun Day at Epping Library
18 th June 2025	Dementia Awareness session at Epping Hall
21 st June 2025	Epping Forest Band's 90 th Anniversary Concert
23 rd June 2025	Epping-Eppingen committee meeting
26 th June 2025	New City College Employers' Engagement Event
28 th June 2025	Copped Hall VIP 30 th Anniversary Celebration
6 th July 2025	Epping Town Show

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr R Sharif

14 th June 2025	Epping in Bloom Scarecrow Festival
18 th June 2025	Dementia Awareness session at Epping Hall
6 th July 2025	Epping Town Show

REPORT OF THE TOWN CLERK**1 TALK ABOUT EPPING AUTUMN 2025**

The copy deadline for the Autumn 2025 issue is 21st July 2025 with a distribution date of mid August 2025.

2 NEW ASSISTANT GROUNDSPERSON

Epping Town Council's new Assistant Groundsperson will be starting on Monday 14th July 2025. The grounds team have been short staffed on and off for some time, so this is welcome news.

3 CEMETERY SOFTWARE

The cemetery software has now been installed and Council's Cemetery & Administration Officer has started to work on it. This is very early days and a progress update will be provided in due course.

4 EPPING IN BLOOM 10 YEAR ANNIVERSARY

Epping in Bloom have recently celebrated their 10 year anniversary with a trip to Harrogate. Epping in Bloom have thanked Epping Town Council for supporting them for the last ten years and enabling them to bloom into the fun and friendly gardening group they are today.

5 LONDON 15 MILESTONE BELL COMMON

Jimmy Waters has provided an update on the Bell Common London 15 milestone thanking the City of London Corporation for the grounds work that has taken place in advance of the installation of the milestone.



02/07/2025

Epping Town Council 2025/2026

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Summary Income & Expenditure by Budget Heading 02/07/2025

Month No: 3

Committee Report to 30/06/2025

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	376,250	845,731	469,481			44.5%
Expenditure	243,022	775,015	531,993	0	531,993	31.4%
Net Income over Expenditure	<u>133,228</u>	<u>70,716</u>	<u>(62,512)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>133,228</u>	<u>70,716</u>	<u>(62,512)</u>			

Earmarked Reserves

Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>			

Grand Totals:- Income	376,250	845,731	469,481			44.5%
Expenditure	243,022	775,015	531,993	0	531,993	31.4%
Net Income over Expenditure	<u>133,228</u>	<u>70,716</u>	<u>(62,512)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>133,228</u>	<u>70,716</u>	<u>(62,512)</u>			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Service & Committee Support</u>							
1076 Precept	322,896	645,791	322,896			50.0%	
1090 Interest Received	653	1,800	1,147			36.3%	
1900 Other Receipts	0	500	500			0.0%	
Service & Committee Support :- Income	323,548	648,091	324,543			49.9%	0
4000 Salaries	52,685	215,000	162,315		162,315	24.5%	
4010 Insurance	0	10,600	10,600		10,600	0.0%	
4020 Equipment	764	1,000	236		236	76.4%	
4025 Consumables	109	700	591		591	15.6%	
4030 Postage	194	800	606		606	24.3%	
4035 Printing & Photocopying	468	1,800	1,332		1,332	26.0%	
4040 Professional Fees	200	10,000	9,800		9,800	2.0%	
4045 Subscriptions & Licences	5,031	13,000	7,969		7,969	38.7%	
4050 Telephone & IT Services	2,481	9,000	6,519		6,519	27.6%	
4060 Training - Staff	547	2,000	1,453		1,453	27.4%	
4065 Training - Members	0	600	600		600	0.0%	
4070 Travel & Subsistence - Staff	149	500	351		351	29.7%	
4075 Travel & Subsistence - Members	0	600	600		600	0.0%	
4080 Mayor's Allowance	(530)	1,000	1,530		1,530	(53.0%)	
4090 Bank Charges	26	110	85		85	23.2%	
4095 Miscellaneous Expenditure	66	1,000	934		934	6.6%	
4100 Bad Debt & Write Offs	0	100	100		100	0.0%	
4255 Utilities	385	0	(385)		(385)	0.0%	
Service & Committee Support :- Indirect Expenditure	62,575	267,810	205,235	0	205,235	23.4%	0
Net Income over Expenditure	260,974	380,281	119,307				
<u>110 Neighbourhood Planning</u>							
4370 N Planning Guidance	(1,233)	1,000	2,233		2,233	(123.3%)	
Neighbourhood Planning :- Indirect Expenditure	(1,233)	1,000	2,233	0	2,233	(123.3%)	0
Net Expenditure	1,233	(1,000)	(2,233)				
<u>120 Grants</u>							
4145 Grants - Other Powers	0	2,000	2,000		2,000	0.0%	
Grants :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Events & Publications							
1200 Town Show Income	2,153	4,500	2,347			47.8%	
1210 Christmas Market Income	(50)	4,500	4,550			(1.1%)	
Events & Publications :- Income	2,103	9,000	6,897			23.4%	0
4165 Epping in Bloom	1,000	1,000	0		0	100.0%	
4170 Town Show Expenditure	1,954	4,000	2,046		2,046	48.9%	
4175 Christmas Market Expenditure	0	4,500	4,500		4,500	0.0%	
4180 Christmas Lights Expenditure	0	15,000	15,000		15,000	0.0%	
4185 Christmas Tree Expenditure	0	3,000	3,000		3,000	0.0%	
4195 Mayor's Civic Reception	1,418	2,000	582		582	70.9%	
4205 Talk About Epping	307	1,000	693		693	30.7%	
4215 Distribution Costs	218	0	(218)		(218)	0.0%	
4220 Other Council Events	7	2,500	2,493		2,493	0.3%	
4225 Other Council Publications	(110)	1,320	1,430		1,430	(8.3%)	
Events & Publications :- Indirect Expenditure	4,794	34,320	29,526	0	29,526	14.0%	0
Net Income over Expenditure	(2,691)	(25,320)	(22,629)				
160 Epping Hall							
1300 Lettings Rents & Licences	11,759	48,000	36,241			24.5%	
Epping Hall :- Income	11,759	48,000	36,241			24.5%	0
4010 Insurance	25,760	8,000	(17,760)		(17,760)	322.0%	
4020 Equipment	369	1,500	1,131		1,131	24.6%	
4025 Consumables	463	1,500	1,037		1,037	30.9%	
4085 PWLB Loan Repayments	16,164	16,164	(0)		(0)	100.0%	
4250 Business Rates	10,978	12,000	1,022		1,022	91.5%	
4255 Utilities	3,590	15,000	11,410		11,410	23.9%	
4260 Repairs & Maintenance	6,868	15,000	8,132		8,132	45.8%	
Epping Hall :- Indirect Expenditure	64,192	69,164	4,972	0	4,972	92.8%	0
Net Income over Expenditure	(52,432)	(21,164)	31,268				
180 Jack Silley Pavilion							
1300 Lettings Rents & Licences	7,364	31,000	23,636			23.8%	
Jack Silley Pavilion :- Income	7,364	31,000	23,636			23.8%	0
4010 Insurance	0	1,720	1,720		1,720	0.0%	
4020 Equipment	93	800	707		707	11.7%	
4025 Consumables	371	500	129		129	74.1%	
4250 Business Rates	4,840	4,800	(40)		(40)	100.8%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4255 Utilities	2,205	12,500	10,295		10,295	17.6%	
4260 Repairs & Maintenance	611	6,000	5,389		5,389	10.2%	
Jack Silley Pavilion :- Indirect Expenditure	8,121	26,320	18,199	0	18,199	30.9%	0
Net Income over Expenditure	(757)	4,680	5,437				
200 Epping Market							
1300 Lettings Rents & Licences	5,600	33,500	27,900			16.7%	
1310 Market casuals	2,404	10,500	8,096			22.9%	
Epping Market :- Income	8,004	44,000	35,996			18.2%	0
4007 Advertising & promotion	0	500	500		500	0.0%	
4010 Insurance	0	760	760		760	0.0%	
4020 Equipment	953	1,000	48		48	95.3%	
4085 PWLB Loan Repayments	3,080	6,160	3,080		3,080	50.0%	
4095 Miscellaneous Expenditure	350	0	(350)		(350)	0.0%	
4250 Business Rates	4,990	5,500	510		510	90.7%	
4260 Repairs & Maintenance	50	1,000	950		950	5.0%	
4300 Market Contractor	5,874	24,500	18,626		18,626	24.0%	
Epping Market :- Indirect Expenditure	15,296	39,420	24,124	0	24,124	38.8%	0
Net Income over Expenditure	(7,292)	4,580	11,872				
220 Epping Cemetery							
1500 Burials & Memorials	13,075	30,000	16,926			43.6%	
Epping Cemetery :- Income	13,075	30,000	16,926			43.6%	0
4010 Insurance	0	960	960		960	0.0%	
4020 Equipment	0	500	500		500	0.0%	
4095 Miscellaneous Expenditure	1,309	500	(809)		(809)	261.8%	
4250 Business Rates	2,445	2,000	(445)		(445)	122.3%	
4260 Repairs & Maintenance	12,553	3,000	(9,553)		(9,553)	418.4%	
Epping Cemetery :- Indirect Expenditure	16,307	6,960	(9,347)	0	(9,347)	234.3%	0
Net Income over Expenditure	(3,232)	23,040	26,272				
240 Parks & Building Maintenance							
1300 Lettings Rents & Licences	45	6,000	5,955			0.8%	
1320 Tennis Court income	567	1,800	1,233			31.5%	
1600 Town Greens	522	2,400	1,878			21.8%	
1900 Other Receipts	2,028	0	(2,028)			0.0%	
Parks & Building Maintenance :- Income	3,163	10,200	7,037			31.0%	0

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	53,063	245,000	191,937		191,937	21.7%	
4010 Insurance	0	3,550	3,550		3,550	0.0%	
4020 Equipment	4,101	8,000	3,899		3,899	51.3%	
4025 Consumables	427	1,000	573		573	42.7%	
4095 Miscellaneous Expenditure	80	0	(80)		(80)	0.0%	
4255 Utilities	1,315	6,000	4,685		4,685	21.9%	
4260 Repairs & Maintenance	2,568	25,000	22,432		22,432	10.3%	
4265 Public Toilet Cleaning	330	1,300	970		970	25.4%	
4270 Tree management	700	3,000	2,300		2,300	23.3%	
4275 Tennis Courts	0	1,000	1,000		1,000	0.0%	
4310 Vehicles	140	2,000	1,860		1,860	7.0%	
4360 Fuel	2,570	4,500	1,930		1,930	57.1%	
Parks & Building Maintenance :- Indirect Expenditure	65,294	300,350	235,056	0	235,056	21.7%	0
Net Income over Expenditure	(62,131)	(290,150)	(228,019)				
260 Public Convenience							
1055 Utility Recharges	0	10,000	10,000			0.0%	
Public Convenience :- Income	0	10,000	10,000			0.0%	0
4020 Equipment	16	100	84		84	16.3%	
4025 Consumables	30	1,000	970		970	3.0%	
4255 Utilities	6,610	10,000	3,390		3,390	66.1%	
4260 Repairs & Maintenance	179	2,000	1,821		1,821	8.9%	
4265 Public Toilet Cleaning	390	6,000	5,610		5,610	6.5%	
Public Convenience :- Indirect Expenditure	7,225	19,100	11,875	0	11,875	37.8%	0
Net Income over Expenditure	(7,225)	(9,100)	(1,875)				
280 Allotments							
1300 Lettings Rents & Licences	4,126	4,440	314			92.9%	
Allotments :- Income	4,126	4,440	314			92.9%	0
4010 Insurance	0	320	320		320	0.0%	
4020 Equipment	0	300	300		300	0.0%	
4025 Consumables	0	300	300		300	0.0%	
4255 Utilities	66	400	335		335	16.4%	
4260 Repairs & Maintenance	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	66	1,820	1,755	0	1,755	3.6%	0
Net Income over Expenditure	4,061	2,620	(1,441)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Street Furniture							
4020 Equipment	0	2,000	2,000		2,000	0.0%	
4095 Miscellaneous Expenditure	0	1,000	1,000		1,000	0.0%	
4260 Repairs & Maintenance	116	2,000	1,884		1,884	5.8%	
Street Furniture :- Indirect Expenditure	116	5,000	4,884	0	4,884	2.3%	0
Net Expenditure	(116)	(5,000)	(4,884)				
320 War Memorial							
4260 Repairs & Maintenance	0	100	100		100	0.0%	
War Memorial :- Indirect Expenditure	0	100	100	0	100	0.0%	0
Net Expenditure	0	(100)	(100)				
340 Council as Landlord							
1300 Lettings Rents & Licences	882	6,000	5,118			14.7%	
1900 Other Receipts	1,650	5,000	3,350			33.0%	
Council as Landlord :- Income	2,532	11,000	8,468			23.0%	0
4260 Repairs & Maintenance	270	1,500	1,230		1,230	18.0%	
Council as Landlord :- Indirect Expenditure	270	1,500	1,230	0	1,230	18.0%	0
Net Income over Expenditure	2,262	9,500	7,238				
360 Council as Tenant							
4400 Letting Rents & Licence Costs	0	151	151		151	0.0%	
Council as Tenant :- Indirect Expenditure	0	151	151	0	151	0.0%	0
Net Expenditure	0	(151)	(151)				
800 Stonards Refurbishment S106							
1250 Stonards refurbishment	576	0	(576)			0.0%	
Stonards Refurbishment S106 :- Income	576	0	(576)				0
Net Income	576	0	(576)				
Grand Totals:- Income	376,250	845,731	469,481			44.5%	
Expenditure	243,022	775,015	531,993	0	531,993	31.4%	
Net Income over Expenditure	133,228	70,716	(62,512)				
Movement to/(from) Gen Reserve	133,228	70,716	(62,512)				

Date: 02/07/2025

Epping Town Council 2025/2026

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Time: 14:34

Co-operative Bank current

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Epping Forest District Council	DD01	484.00		NDR 1/4/25 to 1/4/26
09/06/2025	Yu Energy Retail Limited	DD02	875.76		Electric May 25
10/06/2025	Auditing Solutions Ltd	BAC1006/01	612.00		Fianl audit 24-25
10/06/2025	Drainstore Systems Limited	BAC1006/02	6,282.53		4 replacement pumps
10/06/2025	GLS Educational Supplies	BAC1006/03	1,045.47		Clenaing products, bin bags
10/06/2025	Inkpen Downie Architecture & D	BAC1006/04	2,016.00		Drawings for office remodel
10/06/2025	Kompan Ltd	BAC1006/05	1,194.00		Music play panel
10/06/2025	The Play Inspection Company Lt	BAC1006/06	900.00		Annual playground inspections
10/06/2025	RAD Group	BAC1006/07	586.56		June IT supp
10/06/2025	Mr D R Whitbread	BAC1006/08	70.00		Cafe roof repairs
10/06/2025	Essex Pension Fund	BAC1006/09	3,634.54		Pension conts May 2025
10/06/2025	HMRC	BAC1006/10	7,779.84		NI+PAYE conts May 25
10/06/2025	Nest Pension	BAC1006/11	287.66		Pension deductions
10/06/2025	HMRC VAT	BAC1006/12	200.00		VAT return late submission
10/06/2025	Gary Green Monumental Mason	BAC1006/13	137.50		Refund of duplicate receipt
10/06/2025	Epping Forest District Council	DD03	245.00		NDR 1/4/25 to 1/4/26
10/06/2025	Epping Forest District Council	DD04	499.00		NDR 1/4/25 to 1/4/26
10/06/2025	Epping Forest District Council	DD05	1,098.00		NDR 1/4/25 to 1/4/26
13/06/2025	Salary transfers	BACS	23,082.95		Salary payments
16/06/2025	British Gas Services Ltd	DD06	180.66		Gas 1.5-1.6.25
16/06/2025	Corona Energy	DD07	1,512.00		Electric May 2025
16/06/2025	Peninsula	dd08	519.37		HR+H&S support
16/06/2025	D W Erections	DD09	1,958.00		Purchase Ledger Payment
20/06/2025	Everflow	DD10	358.83		Water 10.7-9.8.25
20/06/2025	EDF Energy	DD11	504.04		Electric May 2025
24/06/2025	Artel Facilities Management Lt	BAC2406/01	156.00		Aircon service+maintenance
24/06/2025	Capitol Floor & Hygiene Mainte	BAC2406/02	132.00		Stonard toilet clean 25.5-15.6
24/06/2025	Essex Association of Local Cou	BAC2406/03	1,487.75		EALC NALC Affiliation 25-26
24/06/2025	GLS Educational Supplies	BAC2406/04	49.19		Drain unblocker
24/06/2025	Gracelands CMS Ltd	BAC2406/05	360.00		Leak in hall ceiling
24/06/2025	HMS Heating	BAC2406/06	420.00		Annual plant service
24/06/2025	James Hallam Council Guard	BAC2406/07	210.13		Fleet motor ins 28.4-30.6
24/06/2025	Miraiker's World of Puppets	BAC2406/08	280.00		Town show entertainment
24/06/2025	Mobile Account Solutions (Hold	BAC2406/09	456.34		Calls June 25
24/06/2025	ParkerBell (Instruments) Ltd	BAC2406/10	336.00		PB500 PAT Tester
24/06/2025	Rialtas Business Solutions Ltd	BAC2406/11	2,625.44		Cem software, training+support
24/06/2025	Trojan Security	BAC2406/12	600.00		Town show security
24/06/2025	Trucks Direct UK Limited	BAC2406/13	1,143.00		Pump lifter truck
24/06/2025	WC Portables Ltd	BAC2406/14	522.00		Portable toilets for TS
24/06/2025	Mr D R Whitbread	BAC2406/15	88.00		Clean bus stops +EH windows
24/06/2025	Enforcement Bailiffs Ltd	BAC2406/16	420.00		Serve letter
24/06/2025	Ayse Savage	302129	460.00		Town show entertainment

Total Payments	65,809.56
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Date: 02/07/2025

Epping Town Council 2025/2026

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Time: 14:33

Barclays No 1 Account

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/06/2025	BARCLAYS BANK PLC	DEBIT	8.50		Commission 14APR/12MAY
11/06/2025	Co-operative Bank current	Transfer	30,000.00		Transfer *
23/06/2025	EE	DD12	68.00		Mobile/router June 25
Total Payments			<u>30,076.50</u>		

Date: 02/07/2025

Epping Town Council 2025/2026

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Time: 15:01

Co-operative Online Account

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/06/2025	Zoom Communications	019	16.79		Inv 308806116
17/06/2025	Vistaprint	20	20.49		0227868883
19/06/2025	Nisbets Ltd	21	289.84		Cutlery & bowls
23/06/2025	HP Instant Ink	22	12.49		Inv1110159578
Total Payments			<u>339.61</u>		

Date : 02/07/2025

Epping Town Council 2025/2026

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Time: 14:56

Trial Balance for Month No: 3

User : KH

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
200	Barclays No 1 Account			17,828.35	
205	Barclays Business Saver			286,431.67	
215	Co-operative Bank current			27,765.76	
220	Co-operative Online Account			137.47	
225	Nationwide Business Bond			114,408.56	
230	Petty Cash			145.32	
Trial Balance Totals :				446,717.13	0.00
Difference				446,717.13	

CYCLE OF MEETINGS 2026/2027

2026

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

CYCLE OF MEETINGS 2026/2027

December	8	Planning & General Purposes Council (Estimates 2)	7.15pm 8.00pm
	22	Planning & General Purposes	7.15pm
2027			
January	12	Planning & General Purposes Council (Budget & Precept)	7.15pm 8.00pm
	26	Planning & General Purposes	7.15pm
February	9	Planning & General Purposes Council	7.15pm 8.00pm
	23	Planning & General Purposes Corporate Governance Advisory Committee	7.15pm 8.00pm
March	9	Planning & General Purposes Council	7.15pm 8.00pm
	23	Planning & General Purposes Action Plan Working Party meeting	7.15pm
April	13	Planning & General Purposes Council	7.15pm 8.00pm
	27	Planning & General Purposes	7.15pm
May	11	Planning and General Purposes Council – Annual Meeting	7.15pm 8.00pm
	25	Planning & General Purposes	7.15pm

From April 2025 meeting for reference

ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS

Following Council's resolution to pursue the Asset of Community Value application for Mill Mound Fields, the office team have been working with Cllr Nigel Avey and representatives of the residents' group to develop an application form to gather the necessary evidence to support the application. A reminder of the background information is included below.

The evidence form is provided, as per **Attachment M**.

The application will be made by Epping Town Council and will require distribution to approximately 1450 neighbouring households in order to maximise evidential support. This will cost £217.50 plus VAT. It will also be advertised at the Annual Town Meeting, on noticeboards, online and via a press release.

RECOMMENDATION: The evidence form should be **APPROVED** for distribution as per **Attachment M**, at the cost detailed above.

Background information

From 12th November 2024 Council meeting

Approved to proceed

Potential Asset of Community Value

I would like to discuss the possibility that Epping Town Council would support and apply for an Asset of Community Value with regard to an area of land to the side of Stonards Hill Road.

I have working with residents who have formed a group to protect this area of land which comprises open grassland and woodland. The name Mill Mound Fields has been penned by the group and is based on an archaeological feature, which can be found on the Ordinance Survey Map.

The residents' group believe this land should be protected from development. It provides an important area of amenity for local residents who regularly walk their dogs and exercise on the land. The area is also important from an environmental perspective and provides a diverse biosphere of fauna and flora.

The residents' group has recently submitted two applications to Essex County Council for the recognition of footpaths over the land. The group has also commissioned an environmental survey of the land by an environmental specialist, who has recently produced a report which support the group's view that this is an important environmental site.

The residents' group would not be able to submit an Asset of Community Value in respect of Mill Mound Fields, but Epping Town Council would be able to make such an application.

I think it important that the Town Council plays its part to try and stop the unwanted

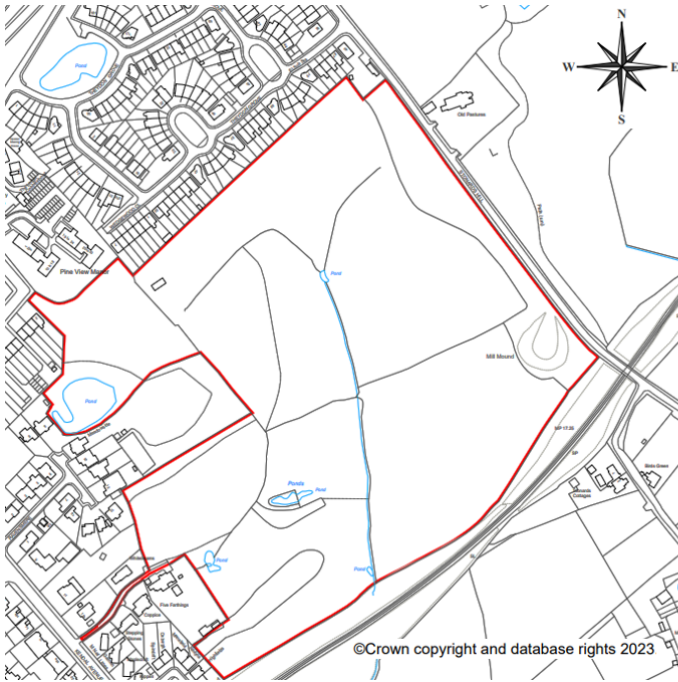
development of this land. May I ask you to support us making this application.
Cllr N Avey

ATTACHMENT J



(From April 2025 for reference)

Asset of Community Value Evidence Form



Land on the south west side of Stonards Hill, Epping

Epping Town Council is considering applying to Epping Forest District Council to designate an area of land to the south-west of Stonards Hill, shown edged in red, as an asset of community value.

To qualify for this designation the asset must have been used for the purposes of furthering the social well-being or the social interests of the local community.

This can take the form of cultural, recreational or sporting interests.

If you have made use of this area of land for any activities which might fall within these categories, we would invite you to complete and return the evidence form.

1	Have you used all or any part of this land for any cultural, recreational or sporting activities? If you have used only part of the land, please mark on the attached plan the part which you have used.	
2	For what purpose or purposes have you used the land? Please give specific details.	
3	Over what period of time have you used the land?	
4	How frequently have you used the land? Please be as specific as you can and try to avoid general expressions such as "frequently" or "regularly".	
5	Is your use of the land ongoing and likely to continue for the foreseeable future?	
6	When using the land, where did you live? If in different places for different periods please give approximate dates.	
7	Have you ever been given specific permission or consent to use the land? If so, by whom and to do what?	
8	Have there been any barriers to entry to the land? If so, please describe these and mark their locations on the plan.	
9	Have you ever been stopped from your use of the land? If so, please state where, when and by whom.	
10	Have you seen other people using the land? If so, can you indicate numbers and summarise their activities.	

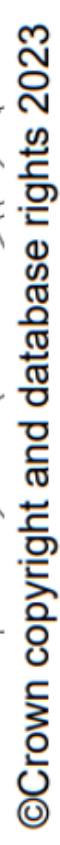
11	What particular pleasure or enjoyment has this land given to you?	
12	Do you have any other comments?	

Full Name of Witness:

Address:
.....
.....

Email:

Telephone Number:



VJ DAY TEA PARTY



Epping Town Council is planning to mark the 80th Anniversary of VJ Day on **Friday 15th August 2025** by inviting relatives of those involved to a tea party.

If you live in Epping or Coopersale (or surrounding areas) and have a relative who was involved in the war in the Far East, please complete and return the booking form below to info@eppingtowncouncil.gov.uk by Tuesday 5th August 2025.

Name

Home Address

Email Address

Phone Number

Name of relative/s
and relationship

Do you have any items belonging
to the relative that you would like
to display?
If so, please describe.

Dietary Requirements?
(If so, please list)

Accessibility Requirements?
(If so, please list)

The Mayor would like to contact you to discuss your information. Please tick here if you consent to your form and contact details being shared with the Mayor, Cllr Janet Whitehouse.

☐

Following receipt of the booking form, further details of the event will be sent.

ATTACHMENT L

PLAYGROUND INSPECTIONS

Parklands Coopersale Recreation Ground

Inspection Ref: 2715646

Site Ref: 64304

Inspected: 21-May-2025 - 07:04 by Alan Lingley (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk

**Location:**

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

12 - Moderate Risk

Item: 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Manufacturer: Proludic
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: >10 Years
Total Findings: 5



Finding 1

There is / are post or end caps missing / damaged on the item - Replace missing / damaged post or end caps

Finding 2

The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (350mm minimum clearance required) - Adjust seat height/s (400mm-500mm is recommended)

Finding 3

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 4

The chain links are worn excessively and require renewing - Replace worn chains

Finding 5

The chain links are worn excessively and require renewing - Replace worn chains

6 - Low Risk

Item: Roundabout
Manufacturer: Proludic
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: >10 Years
Total Findings: 2



Finding 1

There is some minor damage to the surface - Monitor for any further deterioration and repair as required

Finding 2

The clearance to the underside is less than 400mm and fails the requirements of BS EN 1176 Part 5 - Monitor - No action given the risk assessment

6 - Low Risk (Finding 3)

Item: Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Wet Pour



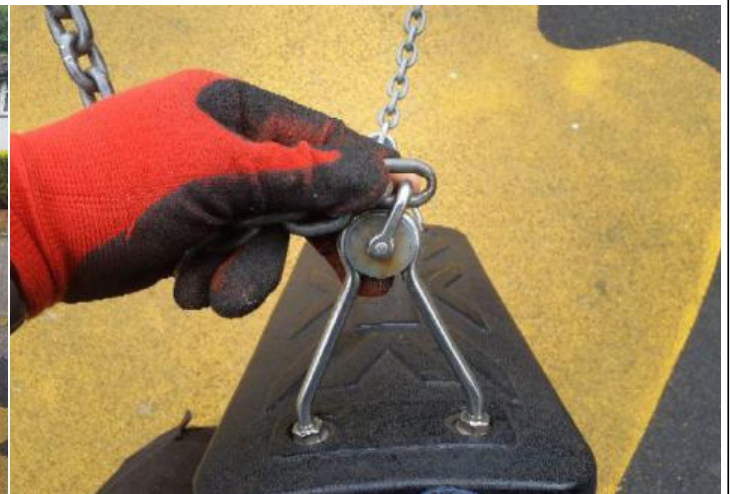
Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

12 - Moderate Risk (Finding 4)

Item: Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Manufacturer: Proludic

Risk Level: M - Moderate Risk
Surface: Wet Pour



Finding: The chain links are worn excessively and require renewing

Action: Replace worn chains

Lower Swaines Recreation Ground

Inspection Ref: 2715647

Site Ref: 64301

Inspected: 21-May-2025 - 07:51 by Alan Lingley (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk

**Location:**

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

12 - Moderate Risk

Item: Cable Runway
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: >10 Years
Total Findings: 10



Finding 1

We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations

Finding 3

The grass mat tiles are unsecured - Secure

Finding 5

There is / are post or end caps missing / damaged on the item - Replace missing / damaged post or end caps

Finding 7

The edges of the grass mat surface are raised / lifting above the surrounding surface - Tuck in or pin edges of grass mats as per the API Code of Practice to remove trip hazards

Finding 9

The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear

Finding 2

The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinststate the grass or provide an all weather surface

Finding 4

There is offensive graffiti present - Remove as soon as practicable

Finding 6

The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinststate the grass or provide an all weather surface

Finding 8

The dampening spring or tyre is damaged or broken on the item - Replace spring or tyre

Finding 10

The height of the seat is less than 350mm when loaded and does not meet the requirements of BS EN 1176 Part 4 - Ensure the seat is a minimum of 350mm above ground level when loaded with 69.5kg

! 12 - Moderate Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Kompan Ltd

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather

Action: Reinststate the grass or provide an all weather surface

Frampton Road Recreation Ground

Inspection Ref: 2715648

Site Ref: 64303

Inspected: 21-May-2025 - 08:49 by Alan Lingley (RPII Annual Inspector)

Risk Assessment: 10 Low Risk

**Location:**

The site is partially overlooked by properties in the local community

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

Stonards Hill Recreation Ground

Inspection Ref: 2715649

Site Ref: 64300

Inspected: 21-May-2025 - 10:33 by Alan Lingley (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk

**Location:**

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

12 - Moderate Risk

Item: Basket Swing - Type 1
Manufacturer: Sutcliffe Play Limited
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: >10 Years
Total Findings: 6



Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing

Finding 3

The surface is lifting at the edges and creating trip points - Repair perimeter of surfacing to remove trip points

Finding 5

The chains are rusting - Monitor for any further deterioration and replace as required

Finding 2

The ropes are distorted - Monitor for any further deterioration and replace as required

Finding 4

There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn

Finding 6

The bush / bushes is / are showing signs of wear - Monitor for any further deterioration and replace as required

12 - Moderate Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: SMP
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: No
Life Expectancy: 5 -10 Years
Total Findings: 11



Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing

Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 5

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

Finding 7

The surfacing width under the seat/s is / are less than 875mm when measured from the centre of the seat outwards, and fail the requirements of BS EN 1176 Part 2 - Monitor - No action given the risk assessment

Finding 9

The surfacing dimensions are short and do not meet with the requirements of the current applicable standard - Monitor - No action given the risk assessment

Finding 2

The seat/s is / are too close to the frame as defined in BS EN 1176 Part 2 - Monitor - No action given the risk assessment

Finding 4

Crucifix or T connectors should have at least two complete chain links through the connector to meet with the manufacturers recommendations - Rectify installation to ensure at least two complete links are through the connectors

Finding 6

The fixings or components for this item were in excess of 2.5m above the standing surface and could not be fully accessed by the inspector. We have completed a visual inspection of the fixings from ground level but a maintenance inspection should be undertaken to assess the condition, security and wear of the components at intervals in accordance with the manufacturers recommendations. - Inspect in accordance with the manufacturers recommendations

Finding 8

The bush / bushes is / are showing signs of wear - Monitor for any further deterioration and replace as required

Finding 10

The surface is lifting at the edges and creating trip points - Repair perimeter of surfacing to remove trip points

**Finding 11**

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing

! 12 - Moderate Risk

Item: Basketball Post
Manufacturer: Not Identified
Surface Type: Bitmac
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: N/A
Life Expectancy: 5 -10 Years
Total Findings: 2



Finding 1

The graphics card is severely damaged - Replace

Finding 2

The bitumen surface is worn or damaged - Repair the bitumen to provide a uniform surface

! 12 - Moderate Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Sutcliffe Play Limited

Risk Level: M - Moderate Risk
Surface: Wet Pour



Finding: There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter

Action: Repair surfacing

i 4 - Very Low Risk (Finding 2)

Item: Swings - Basket Swing - Type 1
Manufacturer: Sutcliffe Play Limited

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: The ropes are distorted

Action: Monitor for any further deterioration and replace as required

! 12 - Moderate Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: SMP

Risk Level: M - Moderate Risk
Surface: Wet Pour



Finding: There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter

Action: Repair surfacing

12 - Moderate Risk (Finding 1)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Not Identified

Risk Level: M - Moderate Risk
Surface: Bitmac



Finding: The graphics card is severely damaged

Action: Replace

6 - Low Risk (Finding 2)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bitmac



Finding: The bitumen surface is worn or damaged

Action: Repair the bitumen to provide a uniform surface

Ivy Chimneys Recreation Ground

Inspection Ref: 2715661

Site Ref: 64302

Inspected: 21-May-2025 - 09:31 by Alan Lingley (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk

**Location:**

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

12 - Moderate Risk

Item: Multi Play (Junior)
Manufacturer: Hags
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: >10 Years
Total Findings: 9



Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing

Finding 3

The chain/rope covering is damaged - Monitor for any further deterioration and replace as required

Finding 5

There is some graffiti present - Remove the graffiti

Finding 7

A number of fixing(s) have worked loose - Secure all loose fixings

Finding 9

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 2

The surface is lifting at the edges and creating trip points - Repair perimeter of surfacing to remove trip points

Finding 4

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

Finding 6

There is algae or moss on the surface of the equipment - Clean and treat appropriately

Finding 8

There is/are finger entrapment/s in the frame and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor - No action given the risk assessment

! 12 - Moderate Risk

Item: Activity Trail
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 3 - 5 Years
Total Findings: 3



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 3

There are areas or parts of the timber posts on the structure that have rotted - Replace all affected timbers

Finding 2

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

12 - Moderate Risk

Item: Cable Runway
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: >10 Years
Total Findings: 15



Finding 1

We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations

Finding 2

The surfacing is severely damaged - Repair damaged areas of surfacing

Finding 3

There is a bike lock attached to the framework - Remove

Finding 4

The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinstatethe grass or provide an all weather surface

Finding 5

The surface has subsided in some areas - Monitor for any further deterioration and repair as required

Finding 6

There are gaps opening between the grass mat tiles - Provide additional ties or secure / reinstate surface

Finding 7

The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear

Finding 8

The chain links are worn excessively and require renewing - Replace worn chains

Finding 9

The chain/rope covering is damaged - Monitor for any further deterioration and replace as required

Finding 10

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

Finding 11

There is or are fixings missing on the item - Replace all missing fixings

Finding 12

The height of the seat is less than 350mm when loaded and does not meet the requirements of BS EN 1176 Part 4 - Ensure the seat is a minimum of 350mm above ground level when loaded with 69.5kg

12 - Moderate Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Hags

Risk Level: M - Moderate Risk
Surface: Wet Pour



Finding: There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter

Action: Repair surfacing

! 12 - Moderate Risk (Finding 3)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: M - Moderate Risk
Surface: Grass



Finding: There are areas or parts of the timber posts on the structure that have rotted
Action: Replace all affected timbers

i 4 - Very Low Risk (Finding 1)

Item: Swings - 2 Bay Swing
Manufacturer: Hags

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: There is some minor damage to the surface

Action: Monitor for any further deterioration and repair as required

! 12 - Moderate Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Hags

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: The surfacing is severely damaged

Action: Repair damaged areas of surfacing

i 6 - Low Risk (Finding 11)

Item: Other - Cable Runway
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

! 12 - Moderate Risk (Finding 12)

Item: Other - Cable Runway
Manufacturer: Hags

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: The height of the seat is less than 350mm when loaded and does not meet the requirements of BS EN 1176 Part 4

Action: Ensure the seat is a minimum of 350mm above ground level when loaded with 69.5kg