

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall on **Tuesday 10th March 2026 at 8pm.**

PRESENT:

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

OFFICER: Jo-Ann Lewis (Planning, Market & Events Officer)

425 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Duffell and Cllr Jon Whitehouse for lateness.

426 DECLARATIONS OF INTEREST

There were no declarations of interest.

427 DISPENSATIONS

There were no dispensations.

428 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

429 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 10th February 2026 be signed by the Mayor as a true record and adopted by the Council, subject to the following amendment:

Minute 377: Dementia Fair was 10th March 2026 not 1st March 2026.

430 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, subject to the following amendment:

Planning minutes, 10th February, 33 Chapel Road, CM15 5DS
EPF no should be EPF/0124/26 not EPF/2564/25

Planning & General Purposes Committee	10 th February 2026	(Attachment B)
Planning & General Purposes Committee	24 th February 2026	(Attachment C)
Corporate Governance Advisory Committee	24 th February 2026	(Attachment D)

431 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) JACK SILLEY PAVILION POTENTIAL SUBSIDENCE

Council **NOTED** the communications regarding the Jack Silley Pavilion’s potential subsidence which has been deemed thermal shrinkage and movement from a dry summer, rather than subsidence.

(ii) 50 FAVOURITE TREES OF EPPING FOREST

Council **CONSIDERED** the request from Epping Forest District Council, as per **Attachment E**, requesting nominations for favourite trees of Epping Forest.

It was **RESOLVED** that:

- (i) Councillors would consider this and return to the office team with any recommendations.

(iii) NORTH WEALD BASSETT NEIGHBOURHOOD PLAN

Council **CONSIDERED** the Regulation 14 Pre-Submission Consultation version of North Weald Bassett’s Neighbourhood Plan.

It was **RESOLVED** that:

- (i) No formal comments would be returned but Epping Town Council would respond with their appreciation for being asked.

432 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 February 2026 were **NOTED**, with the following additions:

Town Mayor	Dementia café, Epping Library	5 th March 2026
Deputy Town Mayor:	Meeting with French journalist	16 th February 2026

433 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 10th February 2026:

Cllr C McCredie	Ace Event	11 th February 26
	Princess Alexandra Hospital presentation	26 th February 26
	Tree planting	3 rd March 26
	Jack Silley Pavilion activity session	4 th March 26
	Weald Hall care home library	5 th March 26
Cllr H Pegrum	Safer Epping	9 th March 26
	Theydon Trusts meeting	3 rd March 26
Cllr H Whitbread	Uniquely Me Show	7 th March 26
Cllr L Burrows	Uniquely Me Show	7 th March 26
Cllr C Burgess	Rotary Literacy Trail Short Story Comp	March 26
Cllr G Scruton	Councillor surgery	2 nd March 26
	Theydon Trusts meeting	3 th March 26

434 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

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

435 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS**Epping Forest District Council****Cllr H Whitbread**

EFDC budget and costs supported.

436 FINANCIAL REPORT TO 28th FEBRUARY 2026

Council considered the summary financial report for February 2026, 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.

437 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for February 2026 totalling £64,091.96 (Barclays: £75.75, The Co-operative £63,885.69 & The Co-operative online £130.52).

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 February 2026 were **APPROVED** as presented in the schedule.

438 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE

The Corporate Governance Advisory Committee met on 24th February 2026 (Minutes #400-416 of 2025/26 refer) and made the following **RECOMMENDATIONS**:

- (i) Epping Town Council's Standing Orders should be **APPROVED**, with amendments ~~(Attachment B)~~;
- (ii) Epping Town Council's Financial Regulations should be **APPROVED**, with amendments ~~(Attachment C)~~;
- (iii) The Internal Risk Register with additions should be **APPROVED** by Council; ~~(Attachment D)~~;
- (iv) The Asset Register 2026, ~~Attachment E~~, should be **APPROVED** as a correct record of Council's assets at this time;

- (v) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (vi) The Health & Safety Policy, with no amendments (~~Attachment F~~) but with the additional 3 policies added as Appendices should be APPROVED as policies of Council (Fitness for Work, No Smoking, No Alcohol and Drugs policies);
- (vii) The Insurance policies & reconciliation would be brought to Council in advance of the July 2026 meeting;
- (viii) The new draft IT policy (Attachment G) should be APPROVED as a working draft, and brought back to Committee/Council for any future amendments;
- (ix) The insurance renewal 2026 should be considered in June 2026 in advance of the July 2026 renewal;
- (x) The Town Clerk should work towards Cyber Essentials (increased security relating to Council's cyber insurance);
- (xi) Any staff matters should be brought to Committee at point of need (rather than as a standard item);

Please note: following advice from the auditor regarding the frequency of policy document reviews (Minute #420(i) of 2024/25), the **RECOMMENDATION** is as follows:

The Town Clerk would issue the list of policy documents to Council annually (at the Annual Council meeting), so all members have a summary of the policies in place and their review dates (Policy and Governance Document Review March 2025). (Now March 2026).

The policies would be reviewed at Corporate Governance or the Annual Council meeting (as appropriate) in the first Civic year of each Council, unless legislation requires sooner. **Please note:** some policies are more appropriately reviewed at Annual Council eg Code of Conduct and others through Corporate Governance.

Please note: documents or excerpts from the documents where changes have been made were included as per **Attachment K**.

It was **RESOLVED** that:

- (i) **The statutory basis for this item be NOTED as the** Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014, Local Government Act 1972, s111, Local Authorities (Indemnities for Members & Officers) order 2004, Local Government Act 1972, s112, Local Government Act 1972, s101
- (ii) All **RECOMMENDATIONS** of the Corporate Governance Advisory Committee meeting, as detailed above, were **APPROVED** by Council.

439 INTERNAL AUDIT REPORT: 2ND INTERIM

Council internal auditor undertook their second auditing work for the 2025/26 financial year on 25th February 2026 and their report was provided as per **Attachment L**. There were no recommendations.

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;
- (iii) The staff should be thanked for achieving a clean audit at this time.

440 ASSERTION 10 AUDIT REQUIREMENTS (AGAR)

Council **CONSIDERED** the information and **RECOMMENDATIONS** relating to the new Assertion 10 audit requirements for the Annual Governance and Accountability Return (AGAR).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) All 4 **RECOMMENDATIONS** in Attachment M were **APPROVED**;
- (iii) Data retention policy: Insurance documents kept indefinitely;
- (iv) Data retention policy: Deeds/leases, etc kept indefinitely (for consistency).

441 PROFESSIONAL MEMBERSHIPS

Council **CONSIDERED** the professional membership information.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government 1972, s111;
- (ii) Epping Town Council would affiliate to EALC (and NALC) for the 2026/27 financial year;
- (iii) Epping Town Council would affiliate to the new CouncilWise for the 2026/27 financial year.

442 EPPING TOWN COUNCIL GRANT APPLICATIONS: MARCH 2026

Council **CONSIDERED** the grant applications, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s133 & s145;
- (ii) No grants would be awarded under this item this time.

443 CHRISTMAS MARKET 2026

Council **CONSIDERED** the information about Epping Christmas Market 2026, 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 Christmas Market would be held on Friday 4th December 2026, with times to be decided;
- (iii) The quality, mix and layout of stalls would be considered in the planning process for the Christmas market.

444 ART AND CULTURE AWARD

Council **CONSIDERED** the Art and Culture Award information, 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) The Christmas Market would be held on Friday 4th December 2026, with times to be decided;
- (iii) Nominations would be sought between September and January each year;
- (iv) Any awards would be presented at the Civic Reception each year.

445 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.

446 COMMUNITY AWARD

Council **CONSIDERED** the Community Award information and potential candidates, as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Community Award was chosen and this would be awarded at the Mayor's Civic Reception 2026.

CLOSURE

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **9.22pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 10th March 2026** at **7.15pm**.

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

OFFICERS: Jo-Ann Lewis (Planning, Market & Events Officer)

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

417 APOLOGIES FOR ABSENCE

No apologies for absence were received.

418 DECLARATIONS OF INTEREST

There were no declarations of interest.

419 DISPENSATIONS

There were no dispensations.

420 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 24th February 2026 be signed by the Chairman as a true record.

421 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

422 NOTICES AND INFORMATION

There were no notices and information.

423 PLANNING APPLICATIONS

EPF/0315/26	4, St Johns Road, Epping, CM16 5DN. Mrs Kugathanan.	Single storey rear extension.
Committee have NO OBJECTION to this application.		
EPF/0312/26	6, Fairfield Road, Epping, CM16 6SU. jlb designs.	Removal of existing garden room and shed and construction of new ancillary garden room.
Committee have NO OBJECTION to this application.		

EPF/0327/26	225, High Street, Epping, CM16 4BL. Mountcharm c/o Lawson and Partners.	Grade II Listed Building consent for proposed external repair, replacement and refurbishment works.
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.		

424 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 **7.23pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 24th March 2026** at **7.15pm**.

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

OFFICERS: Jo-Ann Lewis (Planning, Market & Events Officer)

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

459 APOLOGIES FOR ABSENCE

No apologies for absence were received.

460 DECLARATIONS OF INTEREST

Cllr C McCredie declared a non-pecuniary interest in EPF/0413/26, as her property backs on to this site. Cllr M Wright declared a non-pecuniary interest in EPF/0454/26, as his property is in the same road.

461 DISPENSATIONS

There were no dispensations.

462 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 10th March 2026 be signed by the Chairman as a true record.

Cllr C McCredie stated that P&GP minutes from the 10th February meeting showed an incorrect application number on minute, 362 and 365, the correct application number should have been EPF/0124/26, 33 Chapel Road, Epping CM16 5DS.

463 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

464 NOTICES AND INFORMATION

There were no notices and information.

465 PLANNING APPLICATIONS

EPF/0453/26	117, High Street, Epping, CM16 4BD. Dental Beauty Partners.	Advertisement consent for 2 non illuminated fascia signs and window vinyl.
Committee have NO OBJECTION to this application.		

EPF/0413/26	7, Warren Field, Epping, CM16 7BA. N Tapley & D Viera.	Removal of existing garage. Proposed side extension with flat roof and roof lantern.
Committee have NO OBJECTION to this application.		
EPF/0422/26	16, Shaftesbury Road, Epping, CM16 5BH. Mr T Wells and Mrs P Virdee-Wells.	Loft conversion with rear facing dormer and two front roof windows.
Committee have NO OBJECTION to this application.		
EPF/0454/26	25, Tower Road, Epping, CM16 5EL. Mr & Mrs Lamb.	Proposed crossover to facilitate car parking at the front of the property.
Committee have NO OBJECTION to this application.		
EPF/0486/26	11, Bury Road, Epping, CM16 5ET. Mr & Mrs Rowe.	Variation of Condition 2 Plan numbers of EPF/2346/24 (Demolition of existing extensions and garage building, construction of part single, part two storey rear extension, two storey side extension, plus single storey extension to the other side, new front bay window and entrance porch, plus new roof with accommodation within, with associated dormer and roof light windows).
Committee have NO OBJECTION to this application.		
EPF/0215/26	28, Lincolns Field, Epping, CM16 5DZ. Mr Greg Armstrong.	Single storey side extension.
Committee were NOT ABLE to consider this application as they were not supplied with 'proposed plans' and would request they are reconsulted properly with adequate plans.		
EPF/0516/26	79, Bell Common, Epping, CM16 4DZ. Mr Luke Wilks.	Alteration to and Enlargement of family dwelling.
Committee have NO OBJECTION to this application as is, but if the Neighbourhood Plan was in place then there would have been grounds to submit an objection.		

466 APPEALS

To consider the following Notices of Appeal as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda, and decide if any further action is required.

AP-13618 EPF/1763/25	Land between 10 and 12 Fiddlers Hamlet, Mount Road, Epping, CM16 7PQ	The erection of a self-build three storey detached house.
Decision taken by P&GP Committee – 23rd September 2025 Committee OBJECT to this application. The proposed site for this development is too narrow and small and would constitute overdevelopment. Whilst the plans indicate the building will be set back		

from the neighbouring properties it would still have an overbearing impact, due to the overall size and height, resulting in a loss of amenity, and light. The building would have a negative effect on the street scene, the design is not in keeping with the locally listed neighbouring properties. Development of this site would cause further traffic burden in an area with an already precarious junction.

Relevant policies: Local Plan 2011-2033: DM9 A (i), (ii) and (iii), DM9 D, DM9 I (iii) and (iv) NPPF 2023 para 115 B), 135 A),B),C), 139

Committee NOTED the appeal.

467 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 **7.36pm**.

Signature of Chairman

Date

ATTACHMENT D

Lions on the Loose

Just a reminder that ***Lions on the Loose*** is a Wild in Art sculpture trail that we are hosting this summer – in partnership with EFDC and Harlow Council. We are working closely with EFDC on this project. The sculptures will be delivered and installed after working hours on 23rd July 2026 and will be removed after hours on 10th September 2026. The whole trail comprises 31 outdoor sculptures across Harlow, Epping and Loughton. An additional 30 smaller lion sculptures decorated by local schools will be placed in indoor locations. The trail will raise vital funds for St Clare Hospice (the large lions will be sold at auction after the trail), as well as providing a fun and free activity for local families during the summer. You can find out more about Lions on the Loose [here](#).

The outdoor sculptures will sit on a concrete plinth. The delivery, installation and de-installation of the sculptures will be undertaken by us and our logistics partner. All necessary insurances are in place for the installation and for the duration of the trail. The dimensions of the large sculpture are: Height:1.2m Length:1.7m. Concrete plinths footprint: 1.3m x 790cm.

Picture (from a previous trail) for reference as below.





Our Ref: ESAB/PC326

Date: March 18th, 2026

To: All Chairs, Parish and Town and Councils

From: The Independent Chair, Essex Safeguarding Adults Board

Dear Chair

I hope this finds you well.

We have not been introduced so please forgive my direct approach. My name is Deborah Stuart-Angus, and as you may be aware I am the Independent Chair of the Essex Safeguarding Adults Board (ESAB).

I felt the need to contact you, to remind you all of the absolute importance of deploying the Southend, Essex and Thurrock Safeguarding Adult Guidance - <https://www.essexsab.org.uk/guidance-policies-and-protocols>, should you and your teams possibly be faced with Adult Safeguarding concerns. It is very easy to make a safeguarding referral via the Adult Social Care Referral Portal (<https://www.essex.gov.uk/adult-social-care-and-health/report-concern-about-adult>), or if your concern is about a child, you can use this link <https://www.esccb.co.uk/working-with-children/concerns-about-the-welfare-of-a-child>. Please share these contacts amongst your networks.

I would like to take this opportunity to advise that safeguarding is everybody's business, for both children and those adults who may be at risk, who have care and support needs.

For adults at risk, this as you may be aware is set down in the Care Act 2014. Living a life free from abuse and or neglect is a citizen's right, and it is our lawful duty to report concerns to the relevant authority, for the area where an alleged incident took place. If a crime has taken place, it must be reported to the Police and a safeguarding concern must be reported to the above contact points, in Essex. If you are concerned about making a referral because you do not know if the situation warrants a referral, you can call the adult social care duty team via 03330 139032, who will be happy to advise you accordingly, or you can consider the ECC Decision Support work framework that can be found here <https://www.essexsab.org.uk/guidance-policies-and-protocols>.

If any of your teams would like to access our free training on the prevention of abuse to adults at risk, please use this link <https://www.essexsab.org.uk/esab-e-learning>.

Should you require any further information, regarding ESAB, our role and or our responsibilities please contact Mrs. M. Jury, the ESAB Board Manager (Michala.Jury@essex.gov.uk), who will only be too pleased to help.



Essex Safeguarding
Adults Board

I send you my best wishes and thanks.

Yours, Most Sincerely

A handwritten signature in blue ink, appearing to read 'Deborah Stuart-Angus'.

Deborah Stuart-Angus BSc (Hons) CQSW Cert.Ed. Dip.App.SS
Independent Chair, Essex Safeguarding Adults Board

TOWN MAYOR'S DUTIES/ENGAGEMENTS: Cllr Janet Whitehouse
11th March 2026 - 14th April 2026

11 th March 2026	YES Year 9 conference
14 th March 2026	EFDC museum - Launch of Durolitum exhibition
14 th March 2026	International Women's Day at BAPS Mandir, Chigwell
19 th March 2026	Local Councils' Liaison Meeting
24 th March 2026	Theydon Grove Residents' Association AGM - speaker
25 th March 2026	Essex Dementia Network meeting
28 th March 2026	Epping Signalling Museum
1 st April 2026	Play in the park
1 st April 2026	Celebration of Bill's 40 years with Epping Town Council
10 th April 2026	Unveiling Ernest Wythes' blue plaque
13 th April 2026	Woodland Grove care home
13 th April 2026	Epping Forest Dementia Friendly Communities meeting
14 th April 2026	North Weald Bowls Club

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS: Cllr R Sharif
11th March 2026 – 14th April 2026

17 th March 2026	Epping Forest Heritage Trust Manifesto 2026
18 th March 2026	Official opening of the Epping Leisure Centre
20 th March 2026	Launch of the Community Fund
23 rd March 2026	Epping Upland Parish Council meeting
25 th March 2026	Local Government Reorganisation meeting
31 st March 2026	Local Government Reorganisation meeting

REPORT OF THE TOWN CLERK**1 EPPING NEIGHBOURHOOD PLAN**

Epping's Neighbourhood Plan, led by Epping Town Council, will hopefully be going to a referendum on 18th June 2026. The Neighbourhood Plan has been redrafted with the Inspector's comments in preparation for the referendum and this is now with Epping Forest District Council for approval. There will be some public consultation events in May and June 2026 to familiarise residents with the revised Neighbourhood Plan.

2 BLUE PLAQUE UNVEILING: ERNEST WYTHES

The blue plaque unveiling for Ernest Wythes at the Hemnall Social Club will take place on Friday 10th April 2026 at 3pm. Please share this with others.

3 STREET FOOD MARKET 10TH APRIL 2026

The second Epping Town Council driven street food market, Epping Eats, will be held in Epping High Street on the piazza area and up to Marks & Spencer on Friday 10th April 2026 from 3pm to 9pm. This will be delivered and managed by an external partner and it is being monitored for success with a view to being a monthly event. Please provide any feedback to the Council's Planning, Market & Events Officer.

4 EPPING FOREST DISTRICT COUNCIL WASTE CHARGES

At the Ordinary Council meeting on 10th February 2026 (Minute #376 (iv) of 2025/26), Council asked the Town Clerk to raise concerns with Epping Forest District Council (EFDC) about the new waste charging arrangements. The responses are as follows:

TC: The rules and restrictions on waste disposal centres make these unpopular for many and coupled with the charges they make, will increase fly-tipping.

EFDC: We are aware of this fear, it is not happened in other areas (over 80% of local authorities charge to collect garden waste) that charge for garden waste. Fly tipping will be tackled by the environment enforcement officer in the usual manner.

TC: Members have asked me to find out if restrictions on waste disposal centres will be looked at and whether fly-tipping will be dealt with more severely?

EFDC: We have no control or influence of the waste disposal centres as they are ECC, however we will liaise and do all we can to improve access arrangements.

TC: Can you confirm the timing of approval for charges?

EFDC: The decision was approved in October at Cabinet, the reports went to 5 scrutiny committees. We started advertising in December.

5 LONDON 15 MILESTONE AT BELL COMMON

The London 15 milestone at Bell Common is finally being repaired and reinstated. This started in April 2026 and the stonemason is making good progress. The Town Clerk would like to thank Jimmy Waters for his longstanding and dedicated commitment to getting the milestone repaired and reinstated.

**6 EPPING HALL CURTAIN**

The stage curtains at Epping Hall have been in need of replacement for some time, but the cost at the time of the last quotation was prohibitive. The front part of the curtain has deteriorated so much that it really does need replacing. The Town Clerk has discussed this matter with Cllr H Pegrum as the Key Member for Epping Hall and Cllr G Scruton as the Key Member for Finance and they have authorised the Town Clerk to proceed with replacing them as the current quotation sourced will enable the works to be delivered within Council's repairs and maintenance budget for Epping Hall.

7 EPPING HALL CONFERENCE ROOM DECORATION

The conference room at Epping Hall is very overdue for decoration with visible damage to the walls. A quotation has been received and accepted and the work should be undertaken in April 2026. Please note: Much of Epping Hall has not been decorated since Epping Hall was built in 1999 so further redecoration requirements will be monitored in accordance with Epping Hall's maintenance wish list.

8 JACK SILLEY PAVILION DECORATION

Now the insurance company have confirmed that the Jack Silley Pavilion is not subject to current subsidence, long-awaited internal painting and decoration is scheduled for April and May 2026.

9 PETANQUE SIGN

A new sign has been installed at the pétanque piste at Stonards Hill recreation ground to explain what the pétanque piste is. This will hopefully attract interest, but also help reduce 'playing' with the surfacing, as it wasn't clear this area had a special use.



10 MEMORY PICNIC BENCH

A new accessible picnic table will be installed at Stonards Hill recreation ground to replace an old Southampton bench. This will be in memory of our late groundsman Martin Patience who is very much missed. A QR code will be attached to the table so we can link this to Martin. This is our first picnic bench at Stonards Hill.



11 TOWN SUPERVISOR'S 40TH ANNIVERSARY

Town Supervisor and Cemetery Superintendent Bill Towers joined Epping Town Council on 1st April 1986 and celebrated his 40 years with Council on 1st April 2026. Town Mayor, Cllr Janet Whitehouse, visited the grounds team's work depot to help mark the occasion. The Town Clerk would like to formally thank Bill for his years of hard work and loyal service.

12 EPPING EMERGENCY PLAN

The Town Clerk will be meeting with Epping Forest District Council's Corporate Health & Safety Contingency Planning Officer in April to discuss Epping's draft Emergency Plan. This will be brought back to Council for discussion once the draft is finalised.

Summary Income & Expenditure by Budget Heading 08/04/2026

Month No: 12

Committee Report to 31st March 2026

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	895,751	845,731	(50,020)			105.9%
Expenditure	887,606	775,015	(112,591)	0	(112,591)	114.5%
Net Income over Expenditure	<u>8,145</u>	<u>70,716</u>	<u>62,571</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>8,145</u>	<u>70,716</u>	<u>62,571</u>			
<u>Earmarked Reserves</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>			
Grand Totals:-						
Income	895,751	845,731	(50,020)			105.9%
Expenditure	887,606	775,015	(112,591)	0	(112,591)	114.5%
Net Income over Expenditure	<u>8,145</u>	<u>70,716</u>	<u>62,571</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>8,145</u>	<u>70,716</u>	<u>62,571</u>			

Detailed Income & Expenditure by Budget Heading 08/04/2026

Month No: 12

Cost Centre Report to 31st March 2026

	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	645,791	645,791	0			100.0%	
1090 Interest Received	6,720	1,800	(4,920)			373.3%	
1900 Other Receipts	144	500	356			28.8%	
4000 Salaries	(216,211)	(215,000)	(1,211)		(1,211)	100.6%	
4010 Insurance	(10,600)	(10,600)	0		0	100.0%	
4020 Equipment	(3,585)	(1,000)	(2,585)		(2,585)	358.5%	
4025 Consumables	(585)	(700)	115		115	83.6%	
4030 Postage	(750)	(800)	50		50	93.7%	
4035 Printing & Photocopying	(1,677)	(1,800)	123		123	93.1%	
4040 Professional Fees	(18,517)	(10,000)	(8,517)		(8,517)	185.2%	
4045 Subscriptions & Licences	(13,501)	(13,000)	(501)		(501)	103.9%	
4050 Telephone & IT Services	(15,423)	(9,000)	(6,423)		(6,423)	171.4%	
4060 Training - Staff	(5,405)	(2,000)	(3,405)		(3,405)	270.3%	
4065 Training - Members	(150)	(600)	450		450	25.0%	
4070 Travel & Subsistence - Staff	(518)	(500)	(18)		(18)	103.7%	
4075 Travel & Subsistence - Members	(19)	(600)	581		581	3.2%	
4080 Mayor's Allowance	(119)	(1,000)	881		881	11.9%	
4090 Bank Charges	(102)	(110)	8		8	92.7%	
4095 Miscellaneous Expenditure	(1,569)	(1,000)	(569)		(569)	156.9%	
4100 Bad Debt & Write Offs	(464)	(100)	(364)		(364)	464.1%	
<u>110 Neighbourhood Planning</u>							
4370 N Planning Guidance	553	(1,000)	1,553		1,553	(55.3%)	
<u>120 Grants</u>							
4140 Grants - S137	(150)	0	(150)		(150)	0.0%	
4145 Grants - Other Powers	(275)	(2,000)	1,725		1,725	13.8%	
<u>140 Events & Publications</u>							
1200 Town Show Income	5,990	4,500	(1,490)			133.1%	
1210 Christmas Market Income	5,150	4,500	(650)			114.4%	
1230 Christmas Tree Donations	500	0	(500)			0.0%	
4165 Epping in Bloom	(1,000)	(1,000)	0		0	100.0%	
4170 Town Show Expenditure	(4,291)	(4,000)	(291)		(291)	107.3%	
4175 Christmas Market Expenditure	(5,665)	(4,500)	(1,165)		(1,165)	125.9%	
4180 Christmas Lights Expenditure	(33,826)	(15,000)	(18,826)		(18,826)	225.5%	
4185 Christmas Tree Expenditure	(2,073)	(3,000)	927		927	69.1%	
4195 Mayor's Civic Reception	(1,423)	(2,000)	577		577	71.2%	
4205 Talk About Epping	(1,231)	(1,000)	(231)		(231)	123.1%	
4215 Distribution Costs	(218)	0	(218)		(218)	0.0%	
4220 Other Council Events	(1,722)	(2,500)	778		778	68.9%	

Detailed Income & Expenditure by Budget Heading 08/04/2026

Month No: 12

Cost Centre Report to 31st March 2026

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Other Council Publications	(990)	(1,320)	330		330	75.0%	
<u>160 Epping Hall</u>							
1300 Lettings Rents & Licences	47,098	48,000	902			98.1%	
4010 Insurance	(8,942)	(8,000)	(942)		(942)	111.8%	
4020 Equipment	(596)	(1,500)	904		904	39.7%	
4025 Consumables	(1,477)	(1,500)	23		23	98.5%	
4085 PWLB Loan Repayments	(16,164)	(16,164)	(0)		(0)	100.0%	
4095 Miscellaneous Expenditure	(60,069)	0	(60,069)		(60,069)	0.0%	
4250 Business Rates	(10,978)	(12,000)	1,022		1,022	91.5%	
4255 Utilities	(14,694)	(15,000)	306		306	98.0%	
4260 Repairs & Maintenance	(12,830)	(15,000)	2,170		2,170	85.5%	
<u>180 Jack Silley Pavilion</u>							
1055 Utility Recharges	999	0	(999)			0.0%	
1300 Lettings Rents & Licences	30,835	31,000	165			99.5%	
4010 Insurance	(1,720)	(1,720)	0		0	100.0%	
4020 Equipment	(144)	(800)	656		656	18.0%	
4025 Consumables	(670)	(500)	(170)		(170)	133.9%	
4250 Business Rates	(4,840)	(4,800)	(40)		(40)	100.8%	
4255 Utilities	(13,462)	(12,500)	(962)		(962)	107.7%	
4260 Repairs & Maintenance	(11,328)	(6,000)	(5,328)		(5,328)	188.8%	
<u>200 Epping Market</u>							
1300 Lettings Rents & Licences	27,692	33,500	5,808			82.7%	
1310 Market casuals	14,325	10,500	(3,825)			136.4%	
4007 Advertising & promotion	0	(500)	500		500	0.0%	
4010 Insurance	(760)	(760)	0		0	100.0%	
4020 Equipment	(1,553)	(1,000)	(553)		(553)	155.3%	
4085 PWLB Loan Repayments	(6,159)	(6,160)	1		1	100.0%	
4095 Miscellaneous Expenditure	(38)	0	(38)		(38)	0.0%	
4250 Business Rates	(4,990)	(5,500)	510		510	90.7%	
4260 Repairs & Maintenance	(1,556)	(1,000)	(556)		(556)	155.6%	
4300 Market Contractor	(23,496)	(24,500)	1,004		1,004	95.9%	
<u>220 Epping Cemetery</u>							
1500 Burials & Memorials	38,540	30,000	(8,540)			128.5%	
4010 Insurance	(960)	(960)	0		0	100.0%	
4020 Equipment	(440)	(500)	60		60	87.9%	
4025 Consumables	(113)	0	(113)		(113)	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	(13,032)	(3,000)	(10,032)		(10,032)	434.4%	

Detailed Income & Expenditure by Budget Heading 08/04/2026

Month No: 12

Cost Centre Report to 31st March 2026

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Parks & Building Maintenance</u>							
1300 Lettings Rents & Licences	6,918	6,000	(918)			115.3%	
1320 Tennis Court income	2,352	1,800	(552)			130.7%	
1600 Town Greens	2,089	2,400	311			87.0%	
1900 Other Receipts	19,155	0	(19,155)			0.0%	
4000 Salaries	(235,236)	(245,000)	9,764		9,764	96.0%	
4010 Insurance	(3,550)	(3,550)	0		0	100.0%	
4020 Equipment	(9,764)	(8,000)	(1,764)		(1,764)	122.0%	
4025 Consumables	(842)	(1,000)	158		158	84.2%	
4095 Miscellaneous Expenditure	(2,983)	0	(2,983)		(2,983)	0.0%	
4255 Utilities	(4,509)	(6,000)	1,491		1,491	75.2%	
4260 Repairs & Maintenance	(36,010)	(25,000)	(11,010)		(11,010)	144.0%	
4265 Public Toilet Cleaning	(1,895)	(1,300)	(595)		(595)	145.8%	
4270 Tree management	(2,775)	(3,000)	225		225	92.5%	
4275 Tennis Courts	(981)	(1,000)	19		19	98.1%	
4310 Vehicles	(2,693)	(2,000)	(693)		(693)	134.7%	
4360 Fuel	(5,429)	(4,500)	(929)		(929)	120.6%	
<u>260 Public Convenience</u>							
1055 Utility Recharges	27,867	10,000	(17,867)			278.7%	
4020 Equipment	(16)	(100)	84		84	16.3%	
4025 Consumables	(120)	(1,000)	880		880	12.0%	
4255 Utilities	(17,452)	(10,000)	(7,452)		(7,452)	174.5%	
4260 Repairs & Maintenance	(981)	(2,000)	1,019		1,019	49.0%	
4265 Public Toilet Cleaning	(4,010)	(6,000)	1,990		1,990	66.8%	
<u>280 Allotments</u>							
1300 Lettings Rents & Licences	4,378	4,440	62			98.6%	
4010 Insurance	(320)	(320)	0		0	100.0%	
4020 Equipment	0	(300)	300		300	0.0%	
4025 Consumables	0	(300)	300		300	0.0%	
4255 Utilities	(545)	(400)	(145)		(145)	136.2%	
4260 Repairs & Maintenance	0	(500)	500		500	0.0%	
<u>300 Street Furniture</u>							
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	(806)	(2,000)	1,194		1,194	40.3%	
<u>320 War Memorial</u>							
4260 Repairs & Maintenance	0	(100)	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 08/04/2026

Month No: 12

Cost Centre Report to 31st March 2026

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
340 Council as Landlord							
1300 Lettings Rents & Licences	5,908	6,000	92			98.5%	
1900 Other Receipts	3,300	5,000	1,700			66.0%	
4260 Repairs & Maintenance	(270)	(1,500)	1,230		1,230	18.0%	
360 Council as Tenant							
4400 Letting Rents & Licence Costs	(150)	(151)	1		1	99.3%	
Grand Totals:- Income	895,751	845,731	(50,020)			105.9%	
Expenditure	887,606	775,015	(112,591)	0	(112,591)	114.5%	
Net Income over Expenditure	8,145	70,716	62,571				
Movement to/(from) Gen Reserve	8,145	70,716	62,571				


Date: 08/04/2026

Epping Town Council 2025/2026

Time: 11:55

Barclays No 1 Account

List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2026	Co-operative Bank current	Transfer	50,000.00		Transfer 
09/03/2026	Barclays Bank plc	DEBIT	8.50		Commission 13Jan/12Feb
23/03/2026	EE	DD10	67.93		Mobile/dongle March 26

Total Payments 50,076.43

Time: 11:55

Co-operative Bank current

List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2026	Co-operative Online Account	Transfer	500.00		Transfer
09/03/2026	Yu Energy Retail Limited	DD01	435.78		Electric Feb 26
09/03/2026	Yu Energy Retail Limited	DD02	996.79		Electric Feb 26
09/03/2026	Dieselink Services	BACS	21.60		Fuel card
10/03/2026	Aubergine 262 Ltd	BAC1003/01	238.80		Compliance report for website
10/03/2026	Auditing Solutions Ltd	BAC1003/02	630.00		2nd audit service 25-26
10/03/2026	Dunmow Training Ltd t/a Council	BAC1003/03	30.00		ASsertion 10 training BR
10/03/2026	Ernest Doe & Sons Ltd	BAC1003/04	127.20		Battery
10/03/2026	GLS Educational Supplies	BAC1003/05	53.56		Office stationery
10/03/2026	M A Eckton	BAC1003/06	8,736.00		Additional works to EH refurb
10/03/2026	NPower Commercial Gas	BAC1003/07	322.30		Xmas lights electric
10/03/2026	RAD Group	BAC1003/08	732.84		IT support
10/03/2026	Rentokil Initial UK Ltd	BAC1003/09	160.52		Bakers Lane 2 hyg bins
10/03/2026	Wood & Family	BAC1003/10	1,048.31		Service and MOT
10/03/2026	Louise Mead	BAC1003/11	200.00		Damage deposit refund EH
10/03/2026	Catherine Shepherd Wells	302139	25.00		Allotment winner LBL
10/03/2026	Pauline Wells	302140	25.00		Allotment winner LBL
10/03/2026	C M Hassall	302141	25.00		Allotment award winner MR
13/03/2026	Salary transfers	BACS	24,832.44		Salary payments
16/03/2026	Dieselink Services	DD04	85.73		Unleaded fuel
16/03/2026	Peninsula	DD05	519.37		HR and H&S
16/03/2026	D W Erections	DD06	1,958.00		Purchase Ledger Payment
18/03/2026	Everflow	DD07	368.79		Water 10.4-9.5.26
18/03/2026	Valda Energy	DD08	464.58		Gas Mar 26
24/03/2026	Dunmow Training Ltd t/a Council	BAC2403/01	732.00		Councilwise 26-27 subscption
24/03/2026	EPC Mechanical	BAC2403/02	5,175.10		Cafe electrical works
24/03/2026	Ernest Doe & Sons Ltd	BAC2403/03	888.30		Repairs on tractor + parts
24/03/2026	F Pegrum & Son	BAC2403/04	306.00		Hedge cutting at SH and IC
24/03/2026	Fleet (Line Markers) Ltd	BAC2403/05	183.34		Line marker parts
24/03/2026	Kent County Council	BAC2403/06	771.14		Gas 31.1-28.2.26
24/03/2026	M A Eckton	BAC2403/07	1,278.00		Repairs to toilets, hot water
24/03/2026	Mobile Account Solutions (Hold	BAC2403/08	456.90		Phones
24/03/2026	Nabma	BAC2403/09	484.00		NABMA Annual sub 26-27
24/03/2026	NPower Commercial Gas	BAC2403/10	20.58		Floodlights Feb 26
24/03/2026	Pace Fuelcare	BAC2403/11	3,068.06		Diesel 1999L
24/03/2026	Spaldings Limited	BAC2403/12	54.00		Safety wellies
24/03/2026	TravisBead	BAC2403/13	280.00		Neighbourhood plan updates
24/03/2026	Mr D R Whitbread	BAC2403/14	150.00		lean EH windows+bus stops
24/03/2026	F Pegrum & Son	BAC2403/15	150.00		Rent re Frampton Rd
25/03/2026	Mark Palmer	BAC2503/01	61.97		Refund market acct credit
25/03/2026	SSE Energy Solutions	DD11	2,708.88		Electric 2.12-28.2.26
25/03/2026	Mark Palmer	BAC2503/01	-0.30		Mark Palmer adj refund
26/03/2026	Yu Energy Retail Limited	DD12	569.00		Electric Feb 26
26/03/2026	Co-operative Online Account	Transfer	500.00		Transfer
26/03/2026	Land Sheriffs Limited	BAC2603/01	604.80		Security for xmas market

Total Payments	60,979.38
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List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2026	Amazon Uk	90	29.76		Tbags/milk/sponges
01/03/2026	Amazon uk	91	13.99		HDMI cable
01/03/2026	Amazon UK	92	6.98		Coffee sachets
01/03/2026	Amazon UK	93	35.09		Folding table
01/03/2026	Zoom UK	94	16.79		Subscription 9Mar-8Apr
23/03/2026	HP Instant Ink	95	6.49		Ink subscription
27/03/2026	Binder Loams	96	543.60		Topsoil inv 38641
Total Payments			<u>652.70</u>		

Date : 08/04/2026

Epping Town Council 2025/2026

Page 1

Time: 11:57

Trial Balance for Month No: 12

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			22,305.15	
205	Barclays Business Saver			81,376.24	
215	Co-operative Bank current			35,679.16	
220	Co-operative Online Account			798.81	
225	Nationwide Business Bond			118,422.41	
230	Petty Cash			168.56	
Trial Balance Totals :				258,750.33	0.00
Difference				258,750.33	

ATTACHMENT J

**Epping Town Council budget: Pre formal year end close down position summary:
2nd April 2026**

Beverley Rumsey, Town Clerk & Responsible Financial Officer

Epping Town Council (ETC) have performed very well against their income and expenditure budget in the 2025/26 financial year. ETC are a very busy Council with multiple services and functions and our budget is an educated assessment. We have many factors which can influence our budget throughout the year and these are managed at point of need, should they deviate too far from the agreed budget spend. In each financial year, the practice of careful spending has been maintained, whilst continuing to provide valuable and vital services to the town and parish.

Epping Hall's income has remained constant (we lost a key booking in 2025 but had a regular additional booking during the second half of the financial year) and the Jack Silley Pavilion's income is virtually as budgeted. Both halls are busy and receive many enquiries. We are always keen to attract new bookings. Cemetery income has exceeded the forecasted income due to plot purchases and interments. The cemetery is a very difficult income area to predict, but as highlighted last year, we anticipate the income to be lower than historically, as many people are now favouring green and cremation options, which are cheaper. The market will, again, finish in surplus. This is a great achievement, as we lost two long serving licenced traders in this financial year. The process of freezing market rents to help support and retain traders has helped our traders.

The utilities for Bakers Lane public toilets were paid for by those building the leisure centre on the former Bakers Lane car park until mid January 2026, as they were using them during their build. A more accurate figure will be available after year end, as we are still in the process of collecting the utility recharge costs. Please note: the processing of paying, re-invoicing and applying credits has been a very time consuming process and this will fall away with the utility costs being borne by Epping Town Council, as previously, moving forwards.

All staff received a 3.2% pay award for the 2025/26 financial year as part of the annual Local Joint Council (LJC) pay award.

This year, our income has been approximately £895,751 and expenditure has been approximately £889,564 (at the time of writing). Accruals are likely to increase the expenditure figure by approximately £6,000-£7000 (exact figure to be finalised).

Year end transfers will be made in accordance with the agreed budget:

Slight variations are still expected across the budget. Our projected out-turn figure for 2025/26 is currently showing to be in surplus. This will be against a projected surplus of £70,716 (budget set for 2025/26 in January 2025).

The figure will be finalised once year end transfers and adjustments for public toilet utilities have been completed in May 2026. Plus accruals (see above).

Major variances:

There are a number of major variances to note across the individual cost centres generally, some of which will be dealt with at financial year end.

- 1) Professional fees: £8517 increase on budget
Market, Office architect
- 2) Christmas lights: £18,826 increase on budget
Purchase of Christmas stars – year end transfer from Christmas lights reserve
- 3) Miscellaneous expenditure: £60,097 increase on budget
Office reconfiguration, air conditioning, heating. Year end transfer
- 4) Jack Silley Pavilion expenditure: £5328 increase in budget
Café roof and kitchen following break in
- 5) Cemetery repairs and maintenance: £10032 increase on budget
Year end transfer from Capital/Asset fund

Conclusion

Epping Town Council have performed very well against their projected budget for 2025/26.

As always, some cost centres have seen an increase on budget and others a decrease, due to various 'life' factors.

The budget has continued to be monitored on a monthly basis and any major issues highlighted, coupled with careful and considered spending, whilst maintaining vital services and functions for our residents and community. It is set to be realistic, while spending is always careful.

Our services and functions remain widespread, while costs increase on an ongoing basis. Inflation has fallen lower this year (to 3.4% in the year to December 2025). The loan payments on Epping Hall finished in 2025 and this has been reflected in Council's expenditure forecast moving forwards. Council's reserves require augmentation and this has been built into the budget setting process for 2026/27. Council have remained as close to budgeted targets as possible across our range of services. The major variances detailed above have been through full Council as agreed additional expenditure as required works.

ATTACHMENT K

Epping Town Partnership

Report

At the last Council meeting, the Safer Epping report included information about the presentation made by an Epping Forest District Council (EFDC) officer which had informed people that £5000 is available to promote Epping if an Epping Town Partnership is formed. Town Council members present at that meeting agreed to try to take this project forward.

This Partnership should be formed from Epping businesses, community and voluntary groups, faith groups and members of the public. A chair, secretary and treasurer need to be appointed, a constitution adopted and a bank account opened. £1000 is available towards the costs of setting up the Partnership e.g. paying for admin time, buying equipment.

The Mayor has had a discussion with the EFDC officer and it's proposed to hold an initial meeting in mid May at the Civic Centre to explain what a Town Partnership can be and to find out if people will come forward to form the Partnership. If no one does the project will end there.

The £5000 has to be spent by September so time is short to identify something which will promote Epping and will be deliverable in that timescale. Suggestions are wanted.

It is hoped that town councillors will support this project by advertising it, encouraging people to come to the meeting and coming themselves.

Cllr Janet Whitehouse, Town Mayor, 2025-26

ATTACHMENT L

Conclusions from Bury Lane cemetery: working group for cemetery regulations

RECOMMENDATIONS

Cemetery amendments

These apply to clarify residential status in to purchase a plot and be interred after moving away from Epping.

- For residents who have lived in Epping for 40 years they will always be able to purchase and be interred at a resident price even if they move out of area.
- To be regarded as a resident, residents will have had to live in Epping for minimum of five years and then after moving away will be classed as resident for five years.
- Any resident leaving Epping due to medical reasons including staying or moving closer to family for extra support, care/nursing home, mental health institutions, and hospice will be regarded as resident for five years and after the five years has finished interment rates will be at ETC discretion.
- Any person who purchased a plot as a resident will be interred as such even after moving away. This will only apply to the grave owner and spouse/civil partner.

Other amendment

- Dogs to be permitted in cemetery on leads, signage to that effect is already in the cemetery
- Flowers to be removed one month after funeral as opposed to one week

Suggestions by Committee

- To look at the cost of renewing leases- For example: another local cemetery charge for a resident is £500 for ten years and £250 for five years.
- Possible extension of the cemetery on a compulsory purchase order (investigating how this would be done)

EPPING TOWN COUNCIL

**Council Offices
Epping Hall
St Johns Road
Epping CM16 5JU**



EPPING CEMETERY

Regulations

Revised: 1st December 2005

Amended: 15th January 2008 & 7th August 2018 & 3rd March 2026

**Epping Cemetery
Bury Lane
Epping**

CEMETERY REGULATIONS

1. In exercise of its powers under Section 214 and Schedule 26 to the Local Government Act 1972, and Article 3 of the Local Authorities Cemeteries Order 1977, Epping Town Council hereby makes the following regulations for the proper management, regulation and control of Epping Cemetery.
2. These regulations as amended shall come into force on **15th January 2008**.

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1. Introduction

1.1 The Cemetery is divided into two sections, the original burial ground and an extension. The original area has a consecrated and unconsecrated section. The extension is available for burials of people of all or no religions. Both areas have a space reserved for burials according to the rites of the Roman Catholic Faith. A non-denominational Chapel is available for use upon application to the Council.

1.2 Plans of the Cemetery upon which every grave space is marked, are kept at the office of the Council, and may be inspected during office hours. Grave spaces used or purchased shall be so designated on the plans.

1.3 These regulations have been made by Epping Town Council to keep the cemetery in good order and ensure the grounds are kept in good condition.

2. Interpretation

2.1 In the construction of these Regulations the following words and expressions shall have the meanings given, unless such meanings be repugnant to or inconsistent with the context of the regulation in which they appear:

- a. "The Council" means Epping Town Council.
- b. "The Cemetery" means the Cemetery provided by the Council and situated in Bury Lane.
- c. "Grave" means a burial place for cofined remains formed in the ground by excavation and without any internal wall or brickwork stonework or any other artificial lining.
- d. "Cremated remains plot" means a burial place for cremated remains formed in the ground by excavation and without any internal wall, brickwork or stonework or any other artificial lining.
- e. "Scattering of Ashes" means cremated remains, which may be scattered within a designated area.
- f. "Memorial" includes monuments, stones of any description, railings, tablets, crosses (excluding wooden), vases and vessels, however other mementoes such as plastic flowers, teddy bears etc are not allowed. In the Children's Section of the Cemetery small items of remembrances may be allowed but prior approval for items must be obtained from the Town Council.

3. Notices of Interment

3.1 Notice of interment shall be given on the appropriate Council Form available from Epping Town Council, Epping Hall, St John's Road, Epping CM16 5JU. Written notification must reach the Council at least three working days before the interment is due to take place. Notice must be given between the hours of 9.00am and 4.30pm on Mondays to Fridays (excluding Public Holidays).

3.2 Provisional arrangements for interments may initially be made by telephone or **email**. The Council Staff will determine the availability of any time or date proposed for burial. The preferred method of written confirmation **is email** and must reach the Council as detailed above. The Council will not accept any responsibility for any error or delay consequent to any Notice **if it is sent via post**.

3.3 The Council reserves the right to modify this Regulation where circumstances render such a course desirable (whether upon payment of an additional fee) and in particular where death has occurred from epidemic or endemic disease or where interments are required to take place immediately upon the certificate of the Coroner or a Medical Practitioner.

3.4 For a grave where the Exclusive Right of Burial has been granted, the Notice of Interment shall be signed by the registered owner or his/her legal representative

3.5 All charges and fees, made payable to Epping Town Council, are to be paid when the Notice of Interment is given.

4. Interments

4.1 Interments may only be carried out at the following times:

Dates	Times
1 st April to 30 th September	Tuesdays to Thursdays 9am to 3pm (exclusive of public holidays). Fridays 9am to 2pm (exclusive of public holidays).
1 st October to 31 st March	Tuesdays to Fridays 9am to 2pm (exclusive of public holidays).

(7/8/18)

4.2 Only coffins and Cremated Remains containers made of wood or other perishable material are to be used.

4.3 **Not more than one interment shall take place at the same time except with the consent of the person from whom notice was first received or in any case in which the**

same Minister officiates at both interments. In the case of cremated remains interments, two lots of ashes may be interred together at the same time at the discretion of the cemetery supervisor.

4.4 Funeral Directors shall come under the direction of the Council's representative on entering the cemetery. They must provide sufficient bearers for carrying and lowering of coffins into graves and take all reasonable steps to avoid any risk of injury or accident to any person or property.

4.5 Memorials which need to be removed for the reopening of graves, must be removed by qualified stonemasons and following the interment, reinstated within six months of the date of burial. Epping Town Council will not be responsible for the removal, fitting or storing of any memorials. Funeral Directors and Epping Town Council will ensure that this is made clear to the families prior to any interment being confirmed.

5. **Certificates and Receipts**

5.1 No interment can take place until a Registrar's Certificate for Disposal, or order of the coroner, has been received by the cemetery office.

6. **Officiating Minister**

6.1 Arrangements with the Officiating Minister shall be made by the relatives or the Funeral Director and the Council cannot accept any responsibility in connection therewith.

7. **Grave and Cremated Remains Spaces**

7.1 New grave spaces, whether adult or not shall be 2.74 metres (9 ft) long and not less than 1.22 metres (4 ft) or more than 1.37 metres (4 ft 6 ins) wide (except in the case of stillborn children or of coffins not exceeding 1.22 metres (4 ft) in length).

7.2 In the case of stillborn children or of coffins not exceeding 1.22metres (4 ft) in length, the children's section of the cemetery may be available. The Clerk to Council will be pleased to discuss requests for this service.

7.3. New cremated remains spaces shall be not more than 61 cm (2 ft) square and will be a minimum of 7.5 cm (3 ins) from adjacent spaces.

7.4. The selection of a grave space or a cremated remains plot for purchase of the exclusive right of burial shall be subject to the approval of the Council. The wishes of relatives will be met as far as may be deemed practicable.

7.5 New graves will normally have room for two coffined interments.

7.6 New cremated remains plots will normally have room for two cremated remains interments.

7.7 New graves may also, by arrangement with the Town Council, be used for a combination of one coffined burial and up to eight cremated remains interments.

7.8 If there is a requirement for a coffined burial and cremated remains burials in the same grave, the coffined interment must be the first burial before the cremated remains burials.

8. Grave Digging

8.1 All graves shall be dug on the instructions of the Council.

8.2 The depth of every grave shall be recorded in the Register of Burials to be kept by the Clerk. Each grave shall be dug as near as may be in the middle of the grave space.

9. Depth of Graves

9.1 The depth to which graves will be excavated for interments is to be determined by the Town Clerk (*in accordance with Part 1, 2nd Schedule, to The Local Authorities' Cemeteries Order 1977, Statutory Instrument 1977/204*).

9.2. The first interment in each grave set apart for the interment of persons aged 12 years and upwards shall be at a depth of not less than 2 metres (6 ft 6 ins) and no interment shall take place in any such grave without a covering of earth 91 cm (3 ft) in thickness at least, measuring from the surface of the coffin to the ordinary level of the ground (91 cm (3 ft) soil, 45 cm (1 ft 6 ins) coffin, 15 cm soil (6 ins), 45 cm (1 ft 6 ins) coffin – 2 metres (6 ft 6 ins)).

9.3 In the case of interment of a child under 12 years of age the above regulation shall apply except that the depth shall be not less than 1.52 metres (5 ft)

9.4 Each cremated remains casket will be placed at a minimum depth of 45 cm (1 ft 6 ins) below the ordinary level of the ground

9.5 All graves are to be dug by gravediggers appointed or authorised by the Council.

10. Vaults

10.1 There is no provision for interment in vaults at Epping Cemetery.

10.2 There is no provision for interment in walled graves at Epping Cemetery.

11. Coffins and Additional Interments

11.1 Coffins of wood or other material of the like perishable character shall be used in the graves.

11.2 Graves are normally dug to accommodate two interments in accordance with Part 1, 2nd Schedule, to The Local Cemeteries Order 1977, Statutory Instrument 1977/204. If the size of the coffin for the first interment exceeds the measurements, the grave shall be for a single burial only.

11.3 A layer of earth 15 cm (6ins) in thickness, at least, shall be left between each coffin in the same grave.

11.4 If on reopening any grave the soil be found to be offensive, such soil shall not be disturbed, and in no case shall human remains be removed from any grave, except in the case of a properly authorised exhumation.

12. Purchase of Exclusive Rights of Burial

12.1. Subject to the provisions of No. 7.4 of these Regulations the Exclusive Right of Burial in any vacant grave space or cremated remains plot required for immediate or future use may be purchased at any time by any inhabitant or non-inhabitant subject to the payment of the fees for the time being prescribed by the Council. Such right shall endure for 75 years.

12.2 Whilst such purchases are not restricted to the residents of the Town of Epping, graves purchased by or for the use of persons outside this area are subject to additional charges. (See table of fees and charges).

12.3 The fees for a burial in purchased grave and purchase of exclusive right of burial and for a burial in cremated remains plot and purchase of exclusive right of burial, will be tripled in respect of the grave of any person who within a period of five years prior to the date of death was not an inhabitant of the Town of Epping, and, in the case of a still-born child, where neither of the parents at the time of birth of the child are inhabitants of the said parish PROVIDED that in any case where the exclusive right of burial in any grave space has been first granted to an inhabitant of the said parish, whether he or she remains an inhabitant or becomes a non-inhabitant, the fees payable on his or her interment or on the interment of his or her husband, wife or unmarried child in such grave space shall be the same as for an inhabitant but this privilege is not transferred to a successor if the exclusive right is transferred on the death of the original rights' owner.

12.4 Non-inhabitants may purchase, subject to availability, Exclusive Rights of Burial in any vacant grave space or cremated remains plot for family members still living in Epping subject to the payment of the fees for the time being prescribed by the Council. However, such requests may require inhabitants to produce evidence such as proof of residence before the Exclusive Right of Burial is issued.

12.5 Where any interment is not that of the owner of the Exclusive Right of Burial, the written consent to the opening of the grave must be made by the owner on the Notice of Interment. No body shall be buried or cremated remains interred in any grave until the written consent of the owner has been obtained.

12.6. No child's grave space may be purchased, but children may be interred in adult grave spaces.

12.7. The scattering of ashes will be permitted but only on the garden area immediately outside the chapel by arrangement with the cemetery office.

12.8 After the interment of the owner of an Exclusive Right of Burial, in order for any further interments or change of inscription, the personal representative must produce Probate of the Will of the deceased person, or Letters of Administration to the Estate, or other evidence the Council requires, no applications to place, or add any inscription to, a memorial, may be considered until the Exclusive Right of Burial has been transferred. This restriction also applies where the memorial or additional inscription refers to the deceased owner. **Please note there is an administration fee to enable transfer of ownership to take place.**

12.9 Owners of an Exclusive Right of Burial shall not under any circumstances dispose of the rights without the consent in writing of the Council. The Deed of Grant of Exclusive Right of Burial shall be considered to form part of the personal estate of the grantee and may be assigned in their lifetime or bequeathed by Will. Every such assignment or Probate of Will shall be produced to the Council to be registered by the cemetery office.

12.10 The Grant of Exclusive Right of Burial to any person shall not prevent the Council or its servants from passing over, placing materials or equipment upon, or maintaining the surface of any grave or plot in the course of cemetery management.

13. Maintenance of Graves - General

13.1 Whenever a burial takes place in the Cemetery, the grave will be filled with earth and, after a period of time to allow for natural subsidence, the surface shall be covered with topsoil and seeded.

13.2 Private arrangements with any employee of the Council for the planting of flowers upon or maintenance of graves or for other work is forbidden.

14. Maintenance of Grave Spaces in the Original Burial Area

14.1 In the original burial area, flowers and wreaths placed on the grave on the day of the funeral will be removed by staff approximately **one month** after the funeral has taken place.

14.2 Owners of graves in the original burial area may place flower containers on graves, provided that they are of a durable material. No plant, flower or shrub shall be allowed to be more than 91cms (3 ft) from ground level in height or to project over the space occupied by a grave, and the Council reserves the right to prune, cut down or remove any plant, flower or shrub, if such removal is deemed to be necessary. Containers made of glass, wood, plastic or fibreglass are not permitted.

15. **Dimensions of Memorials in the Original Burial Area**

15.1 Flat or full kerb memorials are permissible and are to have dimensions not exceeding the following:

Length: 2 metres (6 ft 6 ins)

Width: 76 cm (2 ft 6 ins)

15.2 The following are the maximum dimensions permissible for headstones or vertical memorials:

Maximum height : 1.20 metres (3ft 11ins)

Maximum thickness: 15 cm (6 ins)

Maximum width : 75 cm (2ft 5ins)

15.3 No monument, gravestone, memorial, tablet, curb, fence, railings or the like, shall be placed or erected upon or about the area of any grave except such headstones and bases as are permitted by the regulations.

15.4 To avoid any doubt headstones or memorials must be erected to remain upright when a lateral force of 35kg is applied to its apex.

16. **Maintenance of Grave Spaces in the Lawned Extension**

16.1 In the lawned part of the cemetery, nothing may be placed on the grassed area of the grave, except on the day of the funeral, when flowers and wreaths may be placed on the grave. These will be removed by staff approximately one month after the funeral has taken place.

16.2 No planting or any other decoration (including toys and other mementoes) will be allowed on or adjacent to the grave except on the memorial beam or other place as directed by the Town Clerk.

17. **Dimensions of Memorials in the Lawned Extension**

17.1 There shall be no mounds on graves. A headstone or cross type memorial of white marble, granite (grey, black, blue and red pearl) or nabresina, of which the overall size is 76 cm (2ft 6ins) high x 61 cm (2ft) wide x 10 cm (4ins) thick, will be permitted, no kerbstones are allowed. A base to incorporate a maximum of one stone vase measuring 20 cm (8 ins) high x 17.8 cm (7 ins) wide x 17.8 cm (7 ins) deep may be fitted, but the maximum area which it will be allowed to occupy is 76 cm (2 ft 6ins) wide x 10 cm (4 ins) thick x 30.5 cm (1 ft) deep. Therefore, the maximum overall height of the memorial will be 86 cm (2 ft 10 ins).

17.2 All headstones must be securely fitted to the base provided by the Council using the slots provided. If, however, a memorial fixing beam is not provided, memorials must be of monolith construction only. Headstones or memorials must be erected to remain upright when a lateral force of 35kg is applied to its apex.

17.3 No monument, gravestone, memorial, tablet, curb, fence, railings or the like, shall be placed or erected upon or about the area of any grave except such headstones and bases as are permitted by the regulations.

18. Maintenance of Cremated Remains Plots

18.1 Owners of cremated remains plots may place flower containers on plots, provided they are of a durable material and that they do not exceed 30cm (1 ft) in height. Containers made of glass, wood, plastic or fibreglass are not permitted. Owners should ensure that items placed on plots do not encroach onto, or limit access to, neighbouring plots. The Council reserves the right to remove, or require the owner to remove, any items which encroach on or affect access to other plots, or in any way constitute a risk to public safety.

18.2 In those cases where plot owners choose not to place flowers, the Council will maintain the area in a tidy condition, in keeping with the surrounding grassed area.

19. Dimensions of Memorials in Cremated Remains Area

19.1 These are to be of the horizontal type in marble, granite (grey, black, blue and red pearl) or Nabesna, and must not exceed the following dimensions:

Width	:	61 cm (2 ft)
Length	:	61 cm (2 ft)
Thickness	:	5½ cm (2 ins)

20. Dimensions of Memorials in Children's Section

20.1 White marble, granite (grey, black, blue and red pearl) or nabresina, will be permitted and must not exceed the following dimensions:

Width	:	46 cm (1ft 6ins)
Length	:	46 cm (1ft 6ins)
Height	:	up to 61 cm (2ft) maximum

21. Dimensions of Memorials in Scattering of Ashes Area

21.1 A brass plaque, measuring 15 cm (6 ins) by 7.5 cm (3 ins) may be obtained from the Council to commemorate deceased persons whose ashes are scattered in the designated area. The plaque will be affixed to the external walls of the chapel. Further details are available on application to the Town Clerk.

22. Commemoration and Memorials – General

22.1 Only Memorial Masons, which have been approved for entry on the British Register of Accredited Memorial Masons may provide or work on memorials at Epping Cemetery. In exceptional circumstances, and where existing memorials require repair, the Council may grant permission for others to carry out such repairs, but only if such other persons will, in writing undertake to carry out such works in accordance with BS8415 which complies with the provisions of the BRAMM Scheme and the Code of Practice issued by the National Association of Memorial Masons.

22.2 Memorials may only be erected over grave spaces and cremated remains plots for which the Exclusive Right of Burial has been granted and are not permitted on Public Graves. Grave or plot owners wishing to place a memorial must make application as detailed below to the Town Clerk. The necessary work to place the memorial may only take place after approval by the Town Clerk.

22.3 All memorials shall be constructed from durable stone, marble or granite. Memorials of soft stone, plastics or wood are not permitted.

22.4 All memorials remain the responsibility of the registered owner. The Council cannot accept any responsibility for any damage or breakage unless such damage occurs as a direct result of the action of a Council employee employed at the time on the business of Council. The Council will not accept claims for damage caused by Council staff engaged in checking memorials for stability or laying memorials found to be unstable.

22.5 Applications to erect a memorial, or to carry out any work on an existing memorial, must be made to the cemetery officer, together with the appropriate fee. Such applications must provide the following information:-

- a. A dimensional drawing or illustration of the proposal.
- b. Details of the landing or foundation (where appropriate).
- c. A copy of every proposed inscription.

22.6 Every memorial must have the grave or plot number conspicuously marked on it, at the applicant's expense, in permanent lettering not exceeding 2.5 cm (1 in) high.

22.7 All memorials are to be kept in good repair. The Council reserves the right to remove, or require the owner to remove, any memorial which is not maintained in an adequate or safe condition.

22.8 All memorials removed in order to allow additional interments to take place, shall be placed in positions indicated by the Cemetery staff, and should be refitted without avoidable delay. The responsibility for the correct removal and replacement lies with the owner of the Exclusive Rights of Burial or with the person who requested the interment.

22.9 No double headstones, double vertical or double memorials are allowed in the cemetery.

22.10 The Council reserves the right to remove neglected and unused containers or dead flowers.

22.12 Soliciting orders in the Cemetery for the erection or repair of memorials or for any other work is strictly prohibited.

22.13 All memorials, when commenced shall be proceeded with from day to day until completed, or the order for the erection thereof will become void.

22.14 No memorials of any description will be allowed to be taken from the Cemetery except by special order of the Council.

22.15 Temporary wooden grave markers are permitted to be placed on the plot providing that they are not higher than 3 ft high and six inches on the stake must be in to the soil. Temporary grave markers are non-denominational and will contain only the plot number, the name of the deceased and the date of death. If any marker looks to be a hazard to the public the Council reserve the right to remove the marker. **Markers must be positioned by an undertaker or their authorised representative.**

23. Maintenance of Good Order

23.1 All persons are to conduct themselves in a quiet and orderly manner. Children under the age of 10 years may only be admitted if accompanied by a responsible adult, and no person in a state of intoxication shall be allowed access. The playing of any game or sport is prohibited. (*Article 18, The Local Authorities' Cemeteries Order 1977, Statutory Instrument 1977/204, Burial, England and Wales*).

23.2 Every person who shall wilfully destroy or damage any building, wall or fence belonging to the Cemetery, or destroy or injure any tree, plant or shrub therein, or who shall daub or disfigure any wall thereof, or climb over the walls, fences or gates or put up any placard therein, or on any wall thereof, or wilfully destroy, injure or deface any memorial or inscription, or do any other wilful damage, or who shall play at any game or sport, or discharge firearms (save at a military funeral) or wilfully or unlawfully disturb any persons assembled for the purpose of burying any body, or who shall commit any nuisance within the Cemetery is liable to be fined in accordance with Article 19 of the Local Authorities' Cemeteries Order 1977, Statutory Instrument 1977/204, Burial, England and Wales.

23.3 A person shall not, in any part of the Cemetery, by any act or indecent behaviour prevent, interrupt, or delay the decent and solemn burial of any body.

23.4 **Dogs are permitted in the cemetery but must be kept on a lead and any dog waste to be bagged and placed in the bin.**

23.5 Smoking in the vicinity of a grave or cremated remains plot whilst an interment is taking place is not permitted.

23.6 All vehicles entering the cemetery may not exceed 5 miles per hour. Access for vehicles to the cemetery is not allowed unless prior permission has been granted by the cemetery supervisor. The person in charge of any vehicle is to be liable for the cost of making good any damage that may occur.

23.7 Where possible, all materials or tools to be brought to the grounds should be carried by hand, or in such a manner that will avoid damage to roads or paths. No trade vehicle shall remain in the cemetery longer than is necessary for loading and unloading.

23.8 All mortar to be used in the Cemetery shall be brought to the Cemetery ready made and shall be placed for use upon bankers.

23.9 Masons and others engaged in work at the Cemetery shall remove all dirt or rubbish to the satisfaction of the cemetery officer. If this regulation is not observed the Council shall remove such dirt or rubbish and recover the cost as a civil debt.

24. **Administration**

24.1 Notices or applications required by these Regulations to be submitted to the Town Clerk shall be made on the Council's prescribed forms which may be obtained at the office of the Council.

24.2 Searches may be made in the record books kept by the Council, but the Council shall not be deemed to be under any obligation or liability to supply any information which a reasonable search in the records available shall fail to reveal.

24.3 The Council reserves the right to alter or vary the foregoing Regulations, or to deviate therefrom in any instances, if it shall appear to the Council desirable so to do.

24.4 These Regulations shall come into force on the **fifteenth day of January, two thousand and eight**, on which date all previous Regulations shall be rescinded.