

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

PRESENT:

Cllr Janet Whitehouse	(Town Mayor & Chair)
Cllr C Burgess	Cllr L Burrows Cllr C McCredie
Cllr H Pegrum	Cllr G Scruton
Cllr H Whitbread	Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the press was in attendance.

89 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey, Cllr J Duffell & Cllr R Sharif.
Apologies for lateness were received from Cllr Jon Whitehouse and Cllr H Whitbread.

90 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 Janet Whitehouse declared a non pecuniary interest in Agenda item 16 as she lives close to Mill Mound Fields.

91 DISPENSATIONS

There were no dispensations.

92 PUBLIC PARTICIPATION - QUESTION TIME

There were public questions and comments.

93 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.

94 MINUTES OF COMMITTEE MEETINGS

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

Planning & General Purposes Committee	10 th June 2025	(Attachment B)
Planning & General Purposes Committee	24 th June 2025	(Attachment C)

95 COMMUNICATIONS TO NOTE/REQUIRING DECISION

There were no communications to note or requiring decision.

96 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**.

97 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 10th June 2025:

Cllr G Scruton	Dementia Awareness session	18 th June 2025
	Epping Town Show	6 th July 2025
Cllr C Burgess	Epping Town Show	6 th July 2025
	Air Cadets meeting	8 th July 2025
Cllr H Pegrum	Epping Town Show	6 th July 2025
Cllr M Wright	Epping Horticultural Society AGM	21 st June 2025
Cllr C McCredie	Epping in Bloom Scarecrow Festival	14 th & 15 th June 25
	Dementia Awareness session	18 th June 2025
	Epping Forest Band 90 th anniversary concert	21 st June 2025
	Ivy Chimneys Summer Fayre	28 th June 2025
	Epping Town Show	6 th July 2025

Cllr C McCredie advised that she had transferred £567 to her 2024/25 Civic Year charity, CanalAbility, from the remainder of her Mayor's allowance for that Civic year.

98 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk advised members about Council's New Assistant Groundsperson who was starting on Monday 14th July 2025.

At Cllr Janet Whitehouse's request, the Town Clerk would thank Epping in Bloom for their 10 years of hard work for the Town.

The Town Clerk highlighted the preparation for the milestone at Bell Common and thanked milestone expert Jimmy Waters for his continued hard work with this milestone.

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

99 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS**Cllr Janet Whitehouse (EFDC):**

Cllr Janet Whitehouse mentioned Communities and Scrutiny meetings.

EFDC Health & Wellbeing Strategy 2022-26. Increase in suicide rates in Epping Forest from 8.7% per 100,000 to 11.2% per 100,000. ECC running Suicide Awareness training for members. Maybe also for EFDC Cllrs. May be available to others.

Essex County Council (ECC) intervention. West Essex Suicide Prevention Forum.

Loneliness, social isolation, excess weight.

EFDC Place: Food and garden waste has to be separated. Charge £60 per annum proposed, fortnightly collection. Scrutiny. 5/5. Chairman casting vote. Carried. Now to Cabinet.

Attended licensing sub committee meeting regarding fruit and veg trader in Epping High Street and spoke over concerns regarding his use of the wide footpath.

100 FINANCIAL REPORT TO 30TH JUNE 2025

Council considered the summary financial report for June 2025, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

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

101 ACCOUNTS FOR PAYMENT

Cllr G Scruton presented the payment schedules for June 2025. Council **APPROVED** the payment of accounts for June 2025.

Payments total: **£53,648.55**. (Payments from Barclays total £81.63 (please note a transfer of £50,000 from Barclays to the Co-operative). Payments from the Cooperative total £53,453.58 (please note a petty cash withdrawal of £250). Payments from the Co-operative Online total £113.34)

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

102 BANK BALANCES AT 30TH JUNE 2025

Council **NOTED** and **APPROVED** the bank balances on 30th June 2025 for all accounts, as per **Attachment H**.

It was **RESOLVED** that:

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

103 CYCLE OF MEETINGS 2026-2027

Council **APPROVED** the draft Cycle of Meetings, as per **Attachment I**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s99 (Sch 12, p8 (1)).

104 ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS

Council **CONSIDERED** the Mill Mound Fields application information, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Localism Act 2011, ss87-108;
- (ii) The application was **APPROVED** for submission to Epping Forest District Council.

105 VJ DAY EVENT

Council considered the VJ Day event information, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as Local Government Act 1972, s145;
- (ii) The event was **APPROVED** as detailed.

106 PLAYGROUND INSPECTION REPORTS

Cllr H Whitbread entered the meeting during this item.

Council considered the playground inspection reports information, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act, 1976 s19 & Local Government Act 1972, s111;
- (ii) The Town Clerk would investigate the scope of the reports (not checking at height externally);
- (iii) Alternative playground inspection companies would also be explored.

107 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.

108 INSURANCE POLICIES (CONTRACTS) 2025-26

(a) Main insurance policy 2025-26

Council **NOTED** the new main insurance policy renewal from 1st July 2025, which had been shared with Council at the 10th June 2025 meeting.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England

(b) Motor fleet insurance 2025-26

Council **NOTED** the motor fleet insurance policy renewal from 1st July 2025, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England.

(c) Cyber insurance 2025-26

Council **AUTHORISED** the Town Clerk to finalise the cyber insurance policy renewal from 24th July 2025, based on the information in **Attachment M1**, but revised for 2025-26.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England.

(d) Lift insurance policy 2024-25

Council **NOTED** the lift insurance policy from 1st July 2025, as per **Attachment M4**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England
- (ii) Council **NOTED** the total insurance budget provision for 2025-26, as per **Attachment M3**;
- (iii) Council **NOTED** the insurance reconciliation tracking document, as per **Attachment M4**.

109 CHRISTMAS LIGHTS TERMS/CONTRACTS

Council considered the Christmas lights information and visuals, as per **Attachment N**.

It was **RESOLVED** that:

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- (i) The statutory item basis for this item be **NOTED** as the Local Government Act 1972, s145;
 - (ii) The scheme was **APPROVED** subject to Highways permissions;
 - (iii) Cllr H Whitbread would pursue the permissions with Essex County Council.

110 MARKET LICENCES/CONTRACTS

Council considered the market licences/contracts updated information as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Food Act 1984, s50 (the Town Clerk advised that this should have been listed as the Food Act 1984, s50, rather than the Local Government Act 1972, s145);
- (ii) No further action was required at the current time, except that already planned and detailed.

CLOSURE

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **8.57pm**.

Signature of Chairman

Date

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

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

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

81 APOLOGIES FOR ABSENCE

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

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

82 DECLARATIONS OF INTEREST

There were no declarations of interest

83 DISPENSATIONS

There were no dispensations.

84 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 24th June 2025 be signed by the Chairman as a true record.

85 PUBLIC QUESTIONS OR COMMENTS

There was one member of the press present.

86 NOTICES AND INFORMATION

There was one Notice of Information regarding **Thrift Solar Farm, next to Tawney Common, EPF/1216/25**. Committee have been asked to comment on the circulated document to all planning members. A collective response from committee will be sent once call comments have been received.

87 PLANNING APPLICATIONS

EPF/1152/25	39, Amesbury Close, Epping, CM16 4JA. Smith.	Two-storey plus loft extension of existing two-storey building to provide additional two residential units.
Committee have NO OBJECTION to this application.		

EPF/1153/25	27, Allnutts Road, Epping, CM16 7BE. Mrs & Mrs Price.	Erection of single storey side infill extension and single storey rear extension. Insertion of one window to side flank elevation.
Committee have NO OBJECTION to this application.		
EPF/1193/25	12, Brickfield Road, Coopersale, Epping, CM16 7QX. Everglade New Homes Ltd.	Variation to Conditions of EPF/1713/20 - Minor alterations to site layout (larger gap between) due to site size being shown incorrectly on original architect's plans. Also removed porches to ensure parking bays meet size standards. Finally, addition to elevations of decorative stone band to underside of render and above brickwork - (Proposed demolition of existing two dwellings and associated structures and redevelopment to provide four new dwellings, associated gardens and infrastructure.)
Committee have NO OBJECTION to this application.		
EPF/1008/25	16, Palmers Hill, Epping, CM16 6SQ. Mr Russell Elmes.	Demolition of existing rear extension and relocation of upper and lower windows. Erection of new adjoining single dwelling and amendments to the existing driveway access.
Committee have NO OBJECTION to this application, but they do have safety concerns regarding the access to and from the highway.		
EPF/1182/25	193, High Street, Epping, CM16 4BL. TPS Visual Communications.	Consent to display an advertisement. Changing of WHSMITH brand to TGJones. Like for like replacements.
Committee have NO OBJECTION to this application.		
EPF/1224/25	58, Centre Drive, Epping, CM16 4JE Frederick Vyse and Sam Fury.	Reduction and conversion of garage, flat roof lantern on rear roof. Removal of existing enclosed porch and replacement canopy. Internal layout changes and external appearance enhancements.
Committee have NO OBJECTION to this application.		
EPF/1199/25	40, Allnutts Road, Epping, CM16 7BE. Mrs Elizabeth Welch.	TPO/EPF/39/91 (Ref: G1) T1 & T4: Oak - Crown reduce to previous pruning points, as specified. Crown thin by up to 25%, as specified. T2 & T5: Sycamore - Crown reduce to previous pruning points, as specified. Crown thin by up to 25%, as specified. T3: Ash - Crown reduce to previous pruning points, as specified. Crown thin by up to 25%, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1205/25	17, Beulah Road, Epping, CM16 6RH. Mrs Kay Lee.	TPO/EPF/19/99 T1: Oak - Crown reduce by up to 3m, as specified. Crown lift by up to 4m from ground to balance side over neighbouring property.

Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.

Cllr L Burrows entered the meeting at 7.49pm.

88 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 **7.53pm**.

Signature of Chairman

Date

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

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

OFFICERS: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the press and 1 member of the public were present.

120 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Burgess.

121 DECLARATIONS OF INTEREST

Cllr N Avey declared a non pecuniary interest in EPF/1215/25 as a Ward Councillor for this area, who has been assisting residents with the application for 'Mill Mound Fields' to be registered as an Asset of Community Value.

122 DISPENSATIONS

There were no dispensations.

123 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

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

124 PUBLIC QUESTIONS OR COMMENTS

There was a member of the public present (the applicant) for EPF/1207/25 and EPF/1220/25, 19 Shaftesbury Road and this was dealt with under agenda item 7.

125 NOTICES AND INFORMATION

There were no notices and information.

126 PLANNING APPLICATIONS

As there was a member of the public present for EPF/1207/25 and EPF/1220/25 19 Shaftesbury Road, these were moved to the top of the agenda and the remaining applications followed in order of the agenda.

EPF/1215/25	Land to the South west of Stonards Hill, Epping. Turley	Change of use to the keeping of horses for recreational purposes.
Committee STRONGLY OBJECT to this application.		

There are currently 2 footpath applications and an application for this land to be registered as an Asset of Community Value and these are yet to be determined. This land has a very strong evidence base that it has been used by the local community in an uninterrupted manner for far in excess of 20 years. No application for this site should be approved until these legal processes have been completed.

The infrastructure requirements to manage horses is far greater than merely grazing them. Horses are strong, pack animals which would require strong fencing to detain and protect them. The proposed methods of maintaining public safety in a busy residential area, on a site which is widely used and well trodden by the public, are ambiguous and potentially damaging to the character of the area and the animals and public using it.

The applicant does not demonstrate any knowledge of keeping horses and the impact that this will have on both the land and the area. This is an area of considerable natural habitat biodiversity, in terms of flora and fauna. Horses will damage grass, trees, hedgerows and upset the habitats of both the flora and fauna, particularly as they graze selectively and there appears to be no plan of management. This raises serious concerns about both animal and public welfare.

Horses need daily attention which would require regular additional visitors and traffic. The applicant proposes potential structures on site in the form of stabling and fodder, this would further denigrate the land, which is prime Green Belt land.

The applicant has ignored the legal processes already in place surrounding this land and provided insufficient information about this scale and purpose of this operation. The land is widely used by the public for recreational purposes and this proposal would have a detrimental and concerning impact on the wider area in terms of loss of prime green belt land with potentially damaging visual barriers and infrastructure, public safety, animal welfare and drastic loss and harm to habitat biodiversity.

Relevant policies:

EFDC Local Plan 2011-2033 Part One: DM1: A,B, E, F, G, H.

DM4 A(iii), B. DM5 A(i), (ii), (v), B. DM6 B (ii).

NPPF 2024: Paras: 192, 193(c), 195

EFDC Green Infrastructure Strategy 2017

EFDC Open Space Strategy 2017

ETC: Emerging Neighbourhood Plan: Policy 2: Wildlife Corridors

EPF/0232/25	26 Centre Drive, Epping, CM16 4JG Miss C Fitzgerald.	Single storey extension to rear of property. Double storey extension to side to replace existing lean-to. Porch to front of building. Move bedroom and bathroom windows from side to front and back.
Committee have NO OBJECTION to this application.		
EPF/1207/25	19 Shaftesbury Road, Epping. CM16 5BH Mr B Moloney	A single storey front extension forming a new front entrance.
Committee have NO OBJECTION to this application.		

EPF/1220/25	19 Shaftesbury Road, Epping. CM16 5BH Mr B Moloney	Part first floor rear extension with hip pitch roof.
Committee have NO OBJECTION to this application.		
EPF/1346/25	171-177 High Street, Epping, Cm16 5BH Rackham Planning Ltd	Proposed change of use from offices (Use Class E) to residential dwellinghouses (Use Class C3) under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (As Amended) [the GDPO].
Committee OBJECT to this application. The proposal is a vast overdevelopment of the site, resulting in cramped properties. This would result in poor amenity for occupiers. Relevant policies: EFDC Local Plan 2011-2033 Part One: DM9: A,D, I. DM10.		
EPF/1303/25	47, The Crescent, Epping, CM16 4JG Mr F Baldry	TPO/EPF/34/08 (Ref: A1) T1: Ash - Crown reduce to previous points, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/0688/25	Hillcrest, Palmers Hill, Epping, CM16 6SF. Mr B Escudier	Grade II Listed building consent for internal and external alterations, front porch, summerhouse, pergola, swimming pool, boundary treatment, access gates, and landscaping.
Committee have NO OBJECTION to this application but would refer it 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 and would support the conservation officer's concerns.		

127 OTHERS

EPF/1277/25	16, Chapel Road Epping, CM16 5DS. Simon Lee.	Certificate of Lawful Development for a proposed loft dormer extension.
Committee have no comment to make on this application.		

128 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 **8.01pm**.

Signature of Chairman

Date

ATTACHMENT D

Talk2Nish Peer Mentors

I am the founder and coordinator of a local charity, Talk2Nish Peer Mentors [www.talk2nish.com] which I set up in memory of my daughter Anisha who was killed in a hit and run incident in 2020. The charity works with schools to create a mental health peer mentoring programme, overseen by the pastoral support team, and trains sixth formers to be peer mentors to younger students who face a range of wellbeing issues, including friendship problems, bullying and exam stress. In addition to helping the mentees grow in confidence, it gives sixth formers valuable skills for life and demonstrates the value schools place on empathy.

The seed for the project came from conversations with the Mental Health and Wellbeing Network during Covid and the work I was doing with employers on mental health champions. The Network trains teachers and students and we collaborate with them on the training. We also recognise that young people may feel more able to talk to a person of a similar age to them than an authority figure and there is emerging research, for instance, from the Oxwell Student Survey, which shows the value of mental health peer mentors.

An FAQ for schools on what we do can be found here - <https://www.talk2nish.com/post/talk2nish-faq>. We have also created an online CPD programme that school pastoral support staff can do so that they can eventually take on the training in order for the programme to be sustainable in the long term. Anglo says it is now a core part of their pastoral support offering.

We have successfully piloted the programme at Anglo European School in Ingatestone and have been monitoring its impact through feedback from staff, mentors and mentees. We are now looking to widen the pilot to other schools in the area and I would welcome any advice and support from the Council.

A short video about the project can be found here - <https://www.talk2nish.com/post/talk2nish-peer-mentors-is-launched> - and testimonials are here - <https://www.talk2nish.com/testimonials>. I am pasting a case study with Anglo European School below.

I wondered if it might be possible to arrange a time to meet to talk through what we do and who we might approach for funding to broaden the pilot or, if that is not possible, if there are any people within the Council that you would advise approaching.

Yours sincerely,
Mandy Garner
Founder, Talk2Nish Peer Mentors

School case study:

Anglo European School in Ingatestone, Essex, is a large academy school with 1,500 students aged 11 to 19. Anisha Vidal-Garner - who Talk2Nish is named after - attended the school so it was fitting that it should be our pilot school. The school has received three rounds of mentor training so far and has embedded Talk2Nish in their pastoral support programme. Around 12 mentors have been trained in each cohort and the programme is promoted through assemblies and posters around the school. Mentors wear lanyards and badges so they are easily identifiable.

Most referrals have gone through heads of year and form tutors to the coordinator who is based in the pastoral team or her manager. However, as the programme has become more well known some students have directly asked for mentors. Most of the issues mentors have dealt with have been related to friendship problems, bereavement, settling into school, self esteem/confidence issues or exams. Some mentees ask for specific mentors, for instance, based on ethnicity.

The Talk2Nish group has a page on the school's online platform where requests for support are posted by the coordinator, after checking that there are no safeguarding issues. The page is overseen by the head of pastoral support. Mentors then pick up the requests, usually within an hour. Mentors arrange to meet with mentees on a one-off or regular basis, usually in morning registration when they can find quiet spots around the school to talk.

Mentors support each other through regular contact and if they have any problems they contact the coordinator. Most of the mentees are in the lower school, particularly years 7 and 8 who have never known the school not to have a peer mentor programme. The school anticipates demand will rise as these students progress through the school.

The feedback from mentors and mentees has been very positive and the school says the scheme is now a regular part of its student support offer.

Date: 7th July 2025



Town/Parish Councils

Civic Offices
High Street
Epping
Essex
CM16 4BZ

Dear Sir/Madam

Licensing Act 2003 - Consultation on Statement of Licensing Policy

Section 5 of the Licensing Act 2003 (the Act) requires licensing authorities to determine and publish its statement of licensing policy every five years. The current policy was approved in December 2020, and it must now be reviewed before being adopted for a further period.

The policy relates to licensing activities identified as falling within the provisions of the Act, including the granting of premises licences, club premises certificates, temporary events and personal licences in the district in respect of the sale/supply of alcohol, the provision of regulated entertainment and late-night refreshment.

It sets out the principles the Council will generally apply to promote the licensing objectives when making licensing decisions and aims to provide guidance to applicants, residents, businesses and the wider community about the approach we will take as the Licensing Authority.

In determining its statement of licensing policy, the Council must have regard to guidance issued by the Secretary of State under section 182 of the Act and the proposed changes have been made to reflect the latest guidance.

A full copy of the revised policy can be found here:

[DRAFT STATEMENT OF LICENSING POLICY](#)

The proposed changes to the existing document are highlighted in red for ease of reference. Should you wish to comment on the proposed changes, please send comments by email to licensing@eppingforestdc.gov.uk, or in writing to: The Licensing Team Manager, Civic Offices, High Street, Epping CM16 4BZ by 18th August 2025. Please include "Statement of Licensing Policy" in the subject header when responding.

Yours faithfully

David King
D King
Licensing Manager

ATTACHMENT D2

Subject: Seeking communities that would like and have community support for a 20mph speed limit

Dear Colleague,

The SERP (Safer Essex Roads Partnership) is seeking to explore whether there are communities which would like/are pushing for a 20mph speed limit. We want to understand the level of support across Essex for this approach. It will be really important that the community can show it has support from the majority of its residents/school/business, etc.

This does not mean that anything will happen, or happen quickly. The SERP (which does not implement speed limits) is simply seeking to understand the level of community support for lower limits in residential areas/communities.

We would love to hear from communities such as yours, (ideally through the parish council) firstly as to whether you would be interested in showing support for the introduction of a 20mph speed limit within your community and, secondly, as to how much support for the proposal you can show has been generated within the community.

Please use the link below to express your interest.

<https://forms.office.com/e/M7FAXC7LAL>

Thank you.

Nicola Foster FIHE, I.Eng MSc | Group Manager Road Safety
Chairman of Safer Essex Roads Partnership
Vice Chair Road Safety Great Britain (RSGB)
Ringway Jacobs | Essex County Council
Seax House, 3rd Floor, Victoria Road South, Chelmsford, CM1 1QH

ATTACHMENT D3

Epping Forest District Council News Release

For immediate release

Crematorium consultation

We have received an application to operate a crematorium in Waltham Abbey and inviting residents to tell us their views about the operation of this process should a permit be granted.

About the consultation

The consultation is for a permit to operate a crematorium at Sewardstone Park, Sewardstone Road, London, E4 7RJ. The permit is issued under the legislation Environmental Permitting (England and Wales) Regulations 2016 (as amended).

As part of the application process, we are inviting residents to make a representation with regards to the operation of this process should a permit be granted. Representations will inform the decision-making process.

The consultation runs from 15 July to 28 August 2025. All comments received by midnight on 28 August 2025 will be taken into consideration when making a decision with regards to the issuing of a permit.

All consultation responses will be placed on the public register unless you make a specific request for us not to do so.

About the application

The application is for a single computer-controlled cremator, powered by electricity. Emissions will be controlled by equipment that cools and cleans flue gases before they are released to atmosphere. Monitoring equipment will measure the constituents of emissions to enable compliance with limits set in the permit to be assessed. Regular inspections of the process will be undertaken by officers to assess compliance with the conditions of any permit issued.

This site already has planning approval for such a use. This consultation is inviting you to make a representation in respect of the information provided in the application documentation should you have concerns that the process will have unacceptable negative impacts.

Read the documents

- [Sewardstone Park Crematorium application for Part B permit \(pdf 305KB\)](#)
- [Sewardstone Park Crematorium Part B permit technical application \(pdf 712KB\)](#)
- [Appendix 1 Maps, plans and diagrams \(pdf 7MB\)](#)
- [Appendix 2 Hambleton Crematorium emissions test report \(pdf 2MB\)](#)
- [Appendix 3 Lambda product information \(pdf 1MB\)](#)
- [Appendix 4 PFM 13 product information \(pdf 543KB\)](#)
- [Appendix 5 MGA 12 product information \(pdf 3MB\)](#)
- [Appendix 6 Draft environmental preconditions \(pdf 2MB\)](#)
- [Appendix 7 Example monthly report \(pdf 305KB\)](#)
- [Appendix 8 Air quality assessment \(pdf 14MB\)](#)

If you would prefer to view a paper copy of the documents, you can visit the Civic Offices, 323 High Street, Epping CM16 4BZ, a copy is available to view at reception during the consultation period from Monday to Friday between 9am and 5pm. Please note that there is one office copy and it is not to be removed. As the application information uses a significant amount of paper we are trying to minimise our impact on the environment and will therefore not be able to provide copies to be taken off site.

How to reply

Please [email Crematoriumconsultation@eppingforestdc.gov.uk](mailto:Crematoriumconsultation@eppingforestdc.gov.uk) with your consultation responses.

If you are unable to make a representation by email, you may do so in writing. Write to: Environmental Health Consultation Response, Civic Offices, 323 High Street, Epping CM16 4BZ. This must be received by 5pm on 28 August 2025.

If you want a copy of the consultation outcome document, you must provide your name and postal address, including postcode. Please put this in the subject line of your email.

ATTACHMENT D4

Meeting request

Dear Beverley

We are writing to express our support for the creation of a Town Centre Partnership in your community and to offer an initial financial contribution of **£1,000**, sourced from the **UK Shared Prosperity Fund (UKSPF)**, to assist with administrative setup costs. This funding is intended to help cover early-stage activities such as stakeholder engagement, meeting coordination, and foundational planning.

Town and Village Centre Partnerships have proven successful in many areas by bringing together local authorities, businesses, community groups, and residents to collaboratively enhance the vitality and sustainability of town and village centres. By pooling resources and aligning goals, these partnerships can drive meaningful improvements in areas such as:

- **Economic Development:** Supporting local businesses, attracting new investment, and increasing footfall through coordinated marketing and events.
- **Urban Regeneration:** Enhancing public spaces, improving infrastructure, and creating a more welcoming environment for residents and visitors alike.
- **Community Engagement:** Encouraging active participation from local stakeholders, fostering a sense of ownership and pride in the town centre.
- **Sustainability:** Promoting environmentally friendly practices and supporting green initiatives that benefit the entire community.

In addition to this initial support, we are also able to offer **further UKSPF funding**, subject to demand, for specific projects that align with the goals of the partnership and benefit the local area. Potential projects that could be considered include:

- **Community Events and Markets:** Organising seasonal markets, cultural festivals, or themed events to increase footfall and support local traders.
- **Shopfront Improvement Schemes:** Providing grants or incentives for local businesses to enhance their premises, contributing to a more attractive and cohesive town centre.
- **Public Realm Enhancements:** Investing in street furniture, planters, lighting, and signage to create a more welcoming and accessible environment.
- **Sustainability Initiatives:** Supporting green projects such as community gardens, recycling hubs, or energy-efficient infrastructure upgrades.
- **Youth and Arts Engagement:** Funding public art installations, youth-led initiatives, or creative workshops that foster community pride and participation.

We believe a Town Centre Partnership can serve as a powerful platform for collaboration, innovation, and regeneration.

We see the ideal foundation for these partnerships being formed by yourself and, ideally, two of your district councillors. We would welcome the opportunity to discuss this further with yourself and the district councillors involved. Therefore, could you please provide a couple of dates and times that would be convenient for this initial discussion meeting? We are happy to meet at a location that suits you.

If you have any questions about the above, please contact Wendy Cockbill, Team Manager Economic Development, wcockbill@eppingforestdc.gov.uk

ATTACHMENT D4

Supporting Towns and High Streets

Meeting with Wendy Cockbill and Quentin Buller (EFDC)
With Beverley Rumsey (Town Clerk) and Jo-Ann Lewis (Planning, Market & Events Officer) (ETC)
Thursday 10th July 2025

- Wendy and Quentin from EFDC requested a meeting with ETC to discuss:

High Streets, additional markets & relaunching Town Partnerships

High Streets – EFDC advised that there was potential funding to help High Streets
ETC advised that power in the High Street (piazza area) would be beneficial

Markets – ETC detailed the logistics of running markets in the High Street and advised that additional markets (that would support the High Street and not conflict with the Monday market) were being researched. ETC would keep EFDC advised of any progress in case any support could be offered

Town Partnerships – EFDC keen to re-establish Town Partnerships and asked if ETC could work with them on this. The initial discussions sounded like a potential administrative burden for ETC so officers discussed EFDC developing this further before taking the proposals to Epping Town Council, to make this more business led. The Town Clerk has provided EFDC officers with a list of key Epping businesses to elicit initial interest to aid progression.

**Epping Forest District Council****Epping Forest
District Council**

Community Infrastructure Levy Draft Charging Schedule Consultation

The Community Infrastructure Levy draft Charging Schedule consultation will take place from Monday 28th July until Tuesday 9th September 2025.

About the consultation

The Council has published the Community Infrastructure Levy draft Charging Schedule for public consultation. The production of the draft Charging Schedule has been informed by the CIL Viability Assessment (May 2025), which considered the ability of different types of development in all areas of the District to pay a levy in addition to the normal costs associated with development.

Through this consultation the Council is seeking your views on the draft Charging Schedule and associated evidence base documents. Please provide comments on the draft Charging Schedule by the **5pm on Tuesday 9th September** using the consultation response form available on the Council's website <https://www.eppingforestdc.gov.uk/> and from the Council Offices.

What is the Community Infrastructure Levy?

The Community Infrastructure Levy (CIL) is a locally set charge (referred to as a levy) on new development which the Council can choose to introduce. The levy is based on the size and type of development and once set is mandatory to pay and non-negotiable. The funds raised would be distributed by the District Council to provide infrastructure which is required to support new development within the local area. This infrastructure could include roads, transport facilities, flood defences, education facilities, medical facilities, sporting and recreation facilities, and open spaces.

Currently when new development proposals are approved by the Council, it is common for an agreement to be made (known as a planning obligation, section 106 agreement or developer contribution) for developers to either provide new or improved infrastructure, or financial contributions towards the provision of new or improved infrastructure in the area. This could include highways improvements, new or improved parks and play facilities, and services and facilities such as new or improved schools and health facilities.

The CIL will not replace the Council's current methods of obtaining infrastructure and funding through planning obligations. The CIL provides an additional mechanism to obtain financial contributions towards new and improved infrastructure.

Why introduce a levy in the District?

- It provides a simple and transparent process for the collection of funds and the provision of infrastructure.
- It collects contributions from a wide range of developments to allow the Council to deliver more projects for new and improved infrastructure that support growth and benefit the local community.
- It gives the Council flexibility to set its own priorities on projects benefitting the wider community affected by development, unlike section 106 agreements which are more restrictive in their use.
- It is non-negotiable and therefore can save time and cost by reducing the need for negotiations between the Council and developers.
- It is fair, as it relates the amount of the contribution to the size of the development.

How will the levy work?

The levy may be payable on development which creates a new or additional internal area, where the gross internal area of new build is 100 square metres or more. Development which is less than 100 square metres, but which involves the creation of a new house or flat, may also be liable to pay the levy.

Some developments may be eligible for discretionary relief or exemption from the levy. This includes residential annexes and extensions, social housing, charitable development, and houses and flats which are built by 'self-builders'.

How will the Council introduce the Community Infrastructure Levy?

The CIL rates are published within a Charging Schedule. The Council will specify in the Charging Schedule what types of development are liable to pay the levy and the relevant rates for these development types.

When setting levy rates, the Council will need to ensure that they do not render new development within the District financially unviable, while also ensuring that the levy will provide sufficient funds to support the delivery of new and improved infrastructure. The Council is consulting on a draft Charging Schedule to provide everyone with the opportunity to give their views on the proposed levy rates.

How to respond

Please provide comments on the draft Charging Schedule using the consultation response form by 5pm on Tuesday 9th September. The response form can be downloaded from the Council's website <https://www.eppingforestdc.gov.uk/>

Consultation responses should be emailed to LDFconsult@eppingforestdc.gov.uk or posted to Epping Forest District Council, Civic Offices, 323 High Street, Epping, CM16 4BZ.

The draft Charging Schedule and all supporting consultation material and evidence base documents are available to view on the Council's website www.eppingforestdc.gov.uk and at the Council Offices.

For further information, contact the Planning Policy Team directly on 01992 564000, email

Epping Forest District Council Community Infrastructure Levy Draft Charging Schedule June 2025

Proposed Community Infrastructure Levy rates

Community Infrastructure Levy (CIL) liable development, as defined within the Community Infrastructure Levy Regulations (as amended) 2010 and the Planning Practice Guidance, will be required to pay the following levy rates.

Development type ⁽¹⁾		CIL rate per m ²
Residential⁽²⁾	In Epping Forest District Local Plan ⁽³⁾ Strategic Site Allocations ⁽⁴⁾ :	
	East of Harlow (North)	£0
	Latton Priory	£0
	Water Lane	£0
	South Epping	£360
	North Weald Bassett	£120
	Waltham Abbey North	£360
	In all other areas:	
	Flatted Development	£0
	Previously Developed Land ⁽⁵⁾	£0
Specialist Housing	Greenfield Sites ⁽⁶⁾ in the following areas ⁽⁷⁾ :	
	South West	£360
	Epping / Waltham Abbey and adjacent	£360
	Adjacent to Harlow	£180
	Rural	£180
Employment Uses	Sheltered Housing ⁽⁸⁾	£320
	Extra Care Housing ⁽⁹⁾	£200
Retail	Large Scale Industrial ⁽¹⁰⁾	
	Greenfield ⁽⁶⁾ sites	£120
	Brownfield ⁽¹¹⁾ sites	£110
All other development	Storage and Distribution ⁽¹²⁾	£150
	Prime retail in Epping and Waltham Abbey ⁽¹³⁾	£260
	Supermarket ⁽¹⁴⁾	£260
	Retail warehouse ⁽¹⁵⁾	£180
All other development		£0

Notes

- (1) Relevant to all areas of the District unless specified.
- (2) Excluding specialist housing.
- (3) Epping Forest District Local Plan 2011-2033, adopted March 2023.
- (4) The location and boundary of the sites are presented in the CIL Variable Rates Maps 1 below.

Contact Epping Forest District Council:

Website: www.eppingforestdc.gov.uk

Email: LDFconsult@eppingforestdc.gov.uk

Tel: 01992 564000

Address: Civic Offices, 323 High Street, Epping,
CM16 4BZ

- (5) Previously developed land (PDL) is land which has been lawfully developed and is or was occupied by a permanent structure and any fixed surface infrastructure associated with it, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed). It also includes land comprising large areas of fixed surface infrastructure such as large areas of hardstanding which have been lawfully developed.
- (6) Land which is not PDL as defined above. This includes land that is or was last occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.
- (7) Excluding the Epping Forest District Local Plan Strategic Site Allocations listed above. The areas are presented in the CIL Variable Rates Maps 2 below.
- (8) Sheltered housing (also referred to as retirement living): This usually consists of purpose-built flats or bungalows with limited communal facilities such as a lounge, laundry room and guest room. It does not generally provide care services, but provides some support to enable residents to live independently. This can include 24 hour on-site assistance (alarm) and a warden or house manager.
- (9) Extra care housing (also referred to as housing-with-care): This usually consists of purpose-built or adapted flats or bungalows with a medium to high level of care available if required, through an onsite care agency registered through the Care Quality Commission (CQC). Residents are able to live independently with 24 hour access to support services and staff, and meals are also available. There are often extensive communal areas, such as space to socialise or a wellbeing centre. In some cases, these developments are known as retirement communities or villages – the intention is for residents to benefit from varying levels of care as time progresses.
- (10) Relating to industrial uses, excluding space associated with car parking and landscaping, where the built footprint of the proposed building is 2,000sqm or more in size.
- (11) Also referred to as 'previously developed land', see note (5) above.
- (12) Uses within the Use Classes Order Class B8 storage and distribution.
- (13) Relating to retail development in 'prime' areas which is not a supermarket or retail warehouse as defined below. Prime retail areas are defined by the Epping Forest District Local Plan Primary Shopping Areas presented within the CIL Variable Rates Maps 3 below.
- (14) Defined as retail selling predominantly convenience goods in premises of 1,000m² or more, offering a shopping destination in their own right where weekly food shopping needs are met. Supermarkets can also include non-food floorspace as part of the overall mix.
- (15) Defined as retail selling predominantly comparison goods (such as carpets, furniture, electrical goods, DIY items) in large premises of 2,000m² or more.

Proposed Instalments Policy

The above levy rates are required to be paid to the Council through the following instalments following the provision of a CIL Demand Notice issued by the Council.

Overall CIL liability	Payment instalments
£5,000 or less	Payment in full within 60 days
£5,000.01 - £19,999.99	Instalment 1: 50% within 60 days Instalment 2: 50% within 180 days
£20,000 - £99,999.99	Instalment 1: 25% within 60 days Instalment 2: 25% within 180 days Instalment 3: 25% within 365 days Instalment 4: 25% within 540 days
£100,000 - £499,999.99	Instalment 1: 20% within 60 days Instalment 2: 20% within 180 days Instalment 3: 20% within 365 days Instalment 4: 20% within 540 days Instalment 5: 20% within 730 days
£500,000 or more	Agreement of project specific payment schedule

Note: Any and all outstanding instalments become due immediately on completion of the final unit irrespective of the schedule shown in the table above.



**Epping Forest
District Council**

Contact Epping Forest District Council:

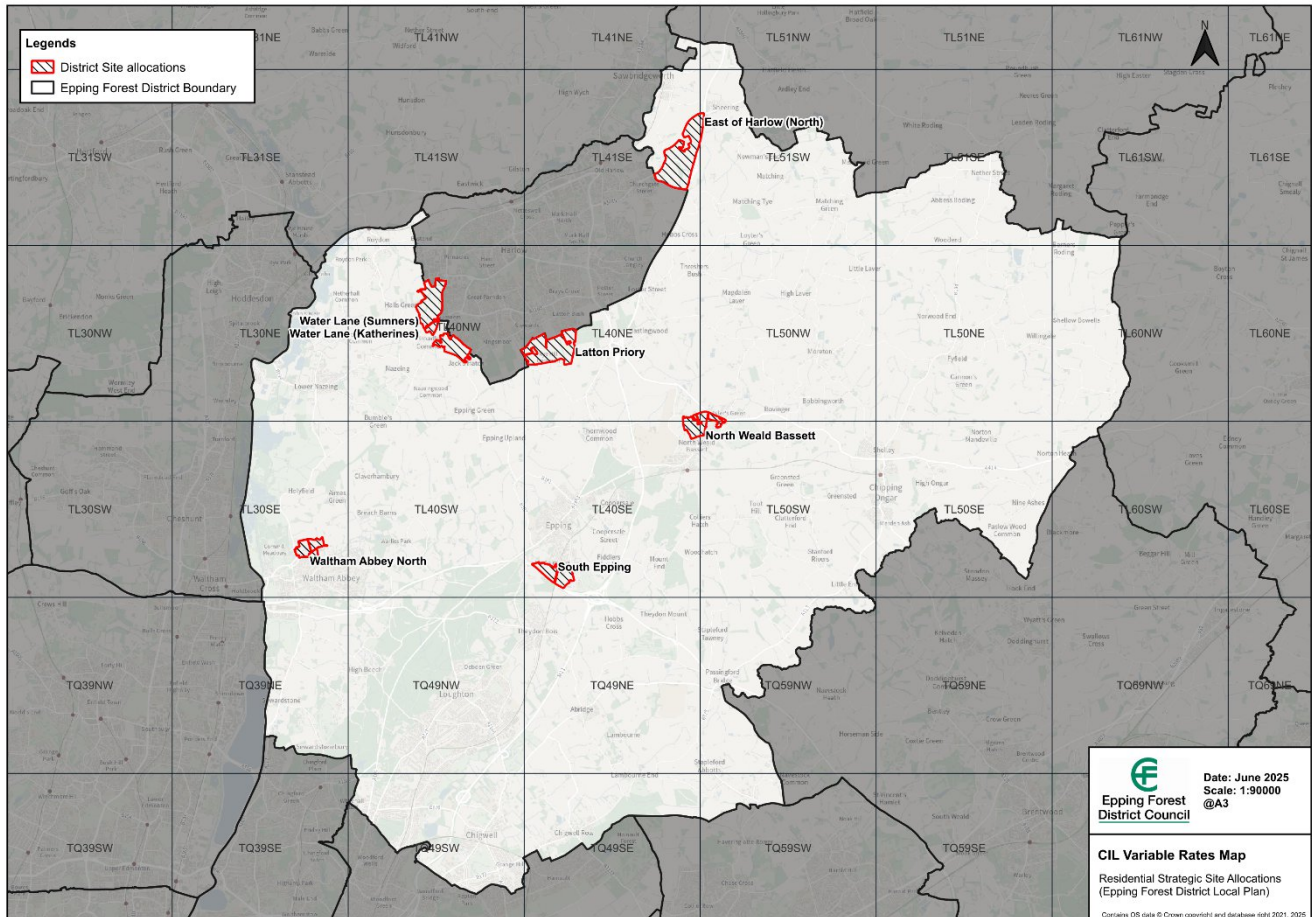
Website: www.eppingforestdc.gov.uk

Email: LDFconsult@eppingforestdc.gov.uk

Tel: 01992 564000

Address: Civic Offices, 323 High Street, Epping,
CM16 4BZ

CIL Variable Rates Maps 1: Epping Forest District Local Plan Strategic Site Allocations

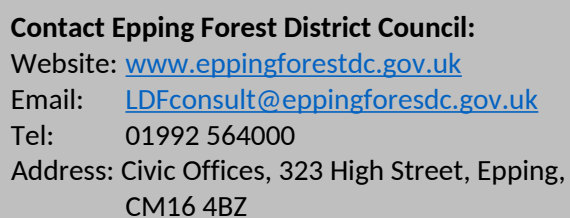


Legends

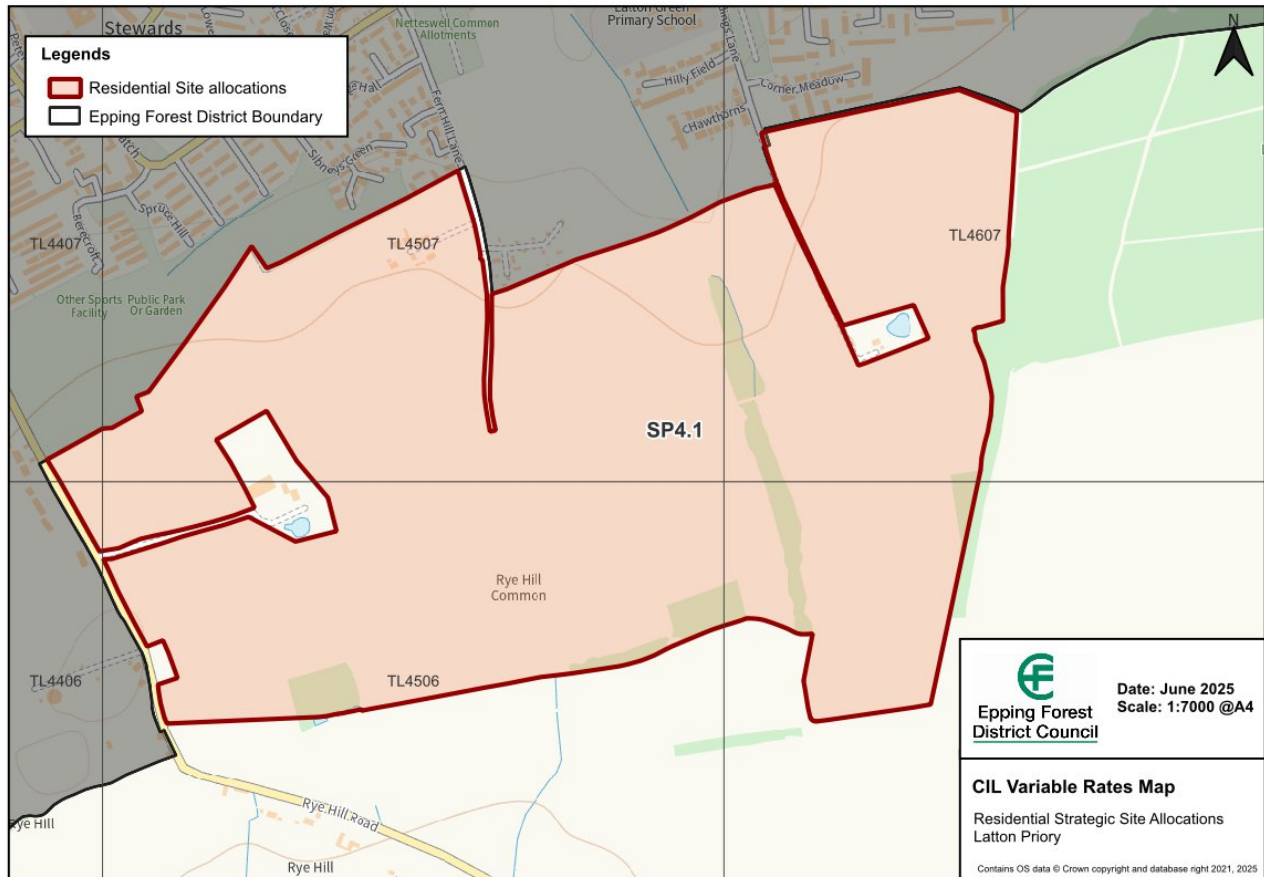
- Residential Site allocations
- Epping Forest District Boundary

Epping Forest District Council
CIL Variable Rates Map
 Residential Strategic Site Allocations East of Harlow (North)
 Date: June 2025
 Scale: 1:12000
 @A4

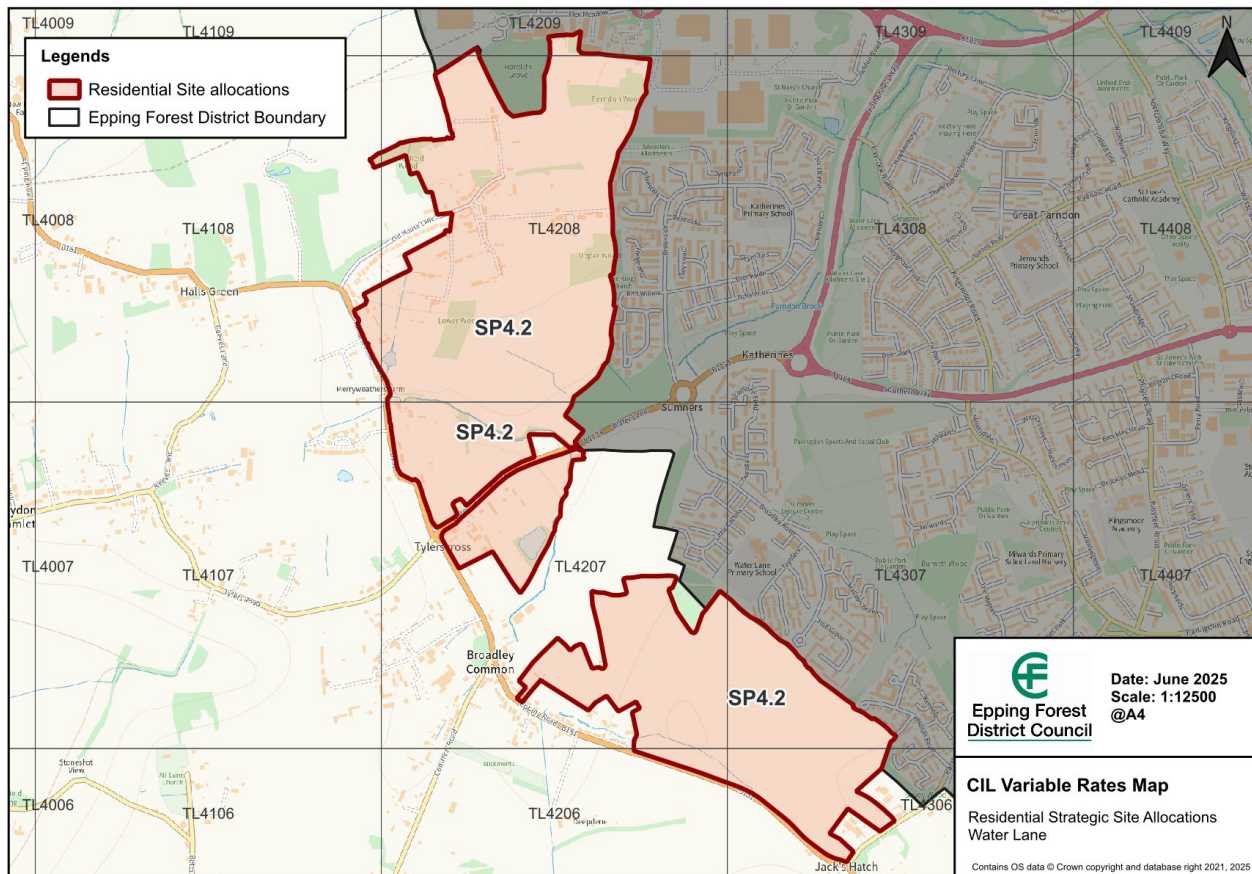
Contains OS data © Crown copyright and database right 2021, 2022



b) Latton Priory



c) Water Lane



Contact Epping Forest District Council:

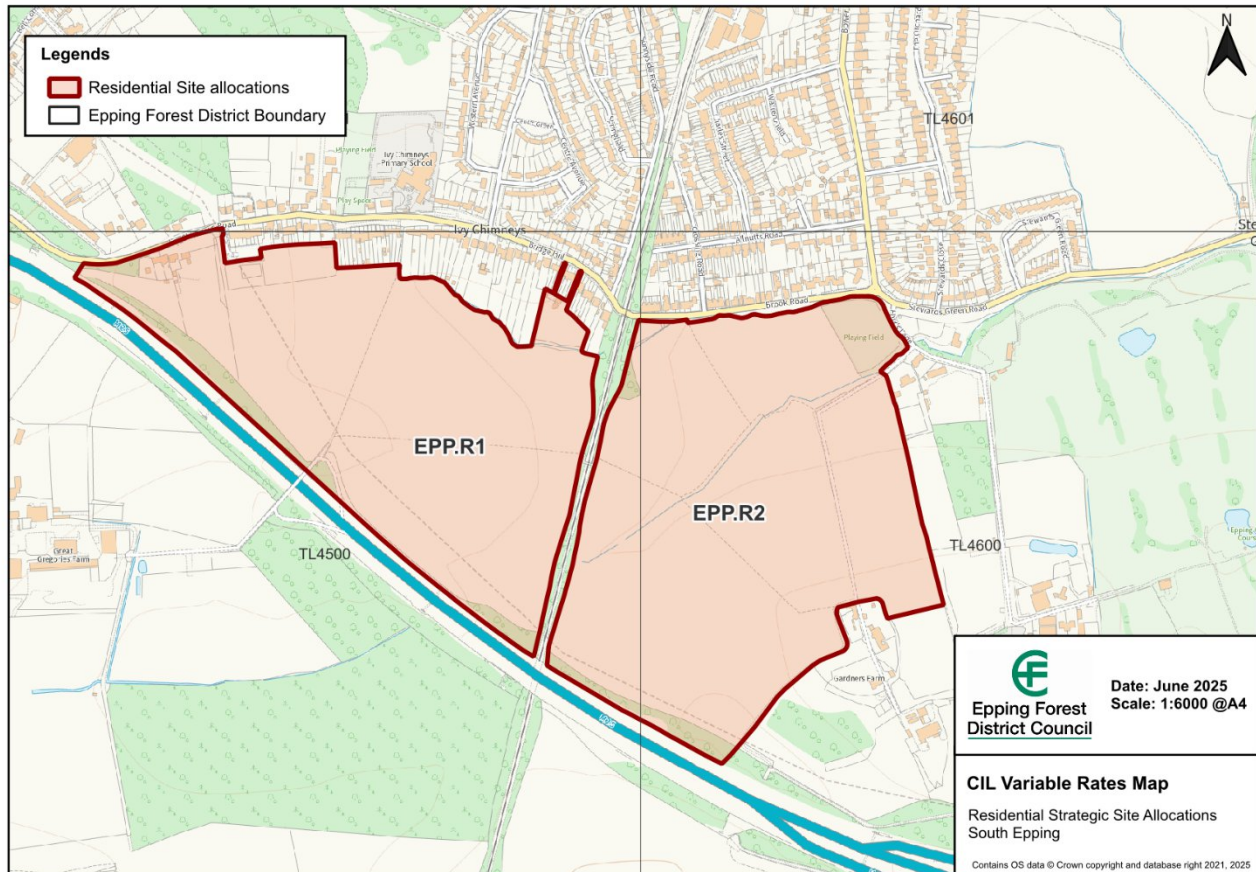
Website: www.eppingforestdc.gov.uk

Email: LDFconsult@eppingforesdc.gov.uk

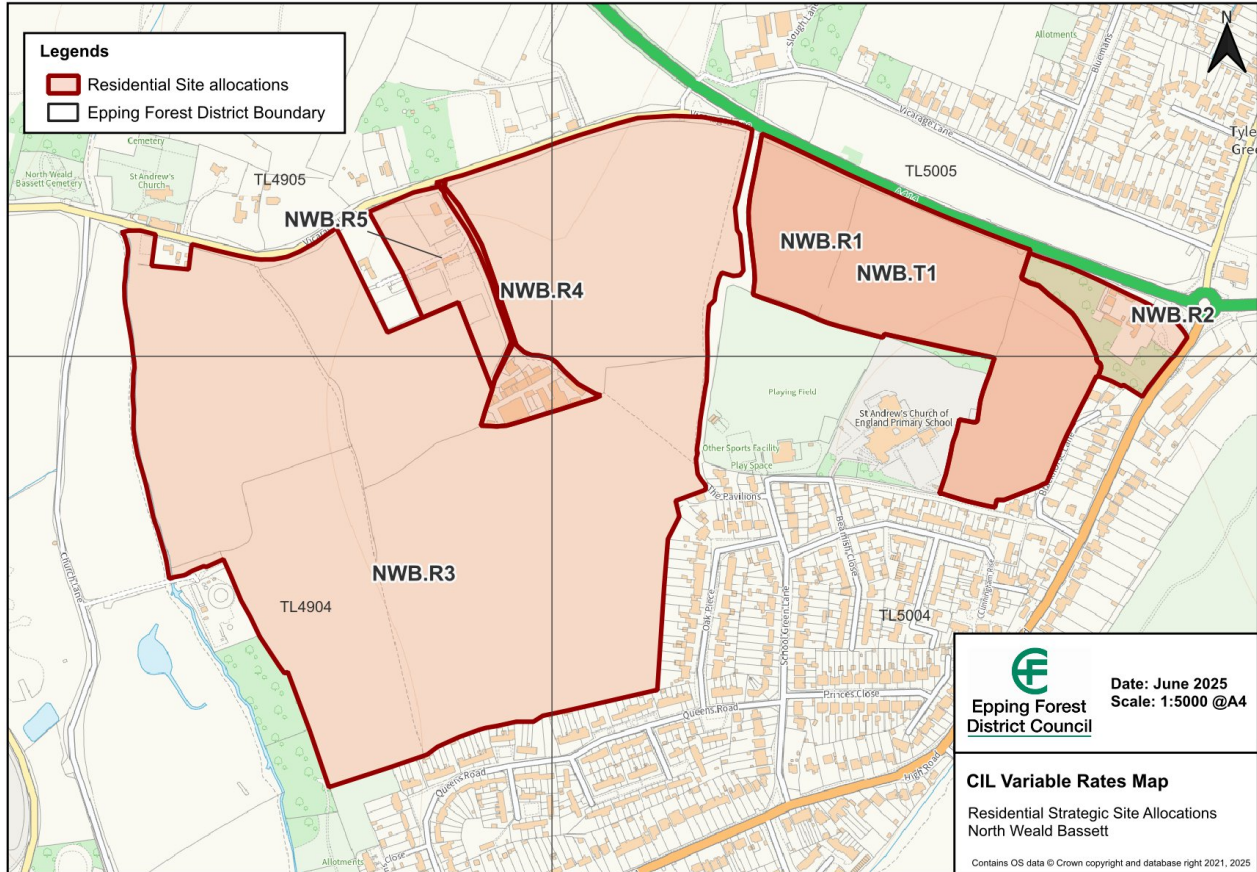
Tel: 01992 564000

Address: Civic Offices, 323 High Street, Epping,
CM16 4BZ

e) South Epping



f) North Weald Bassett



Contact Epping Forest District Council:

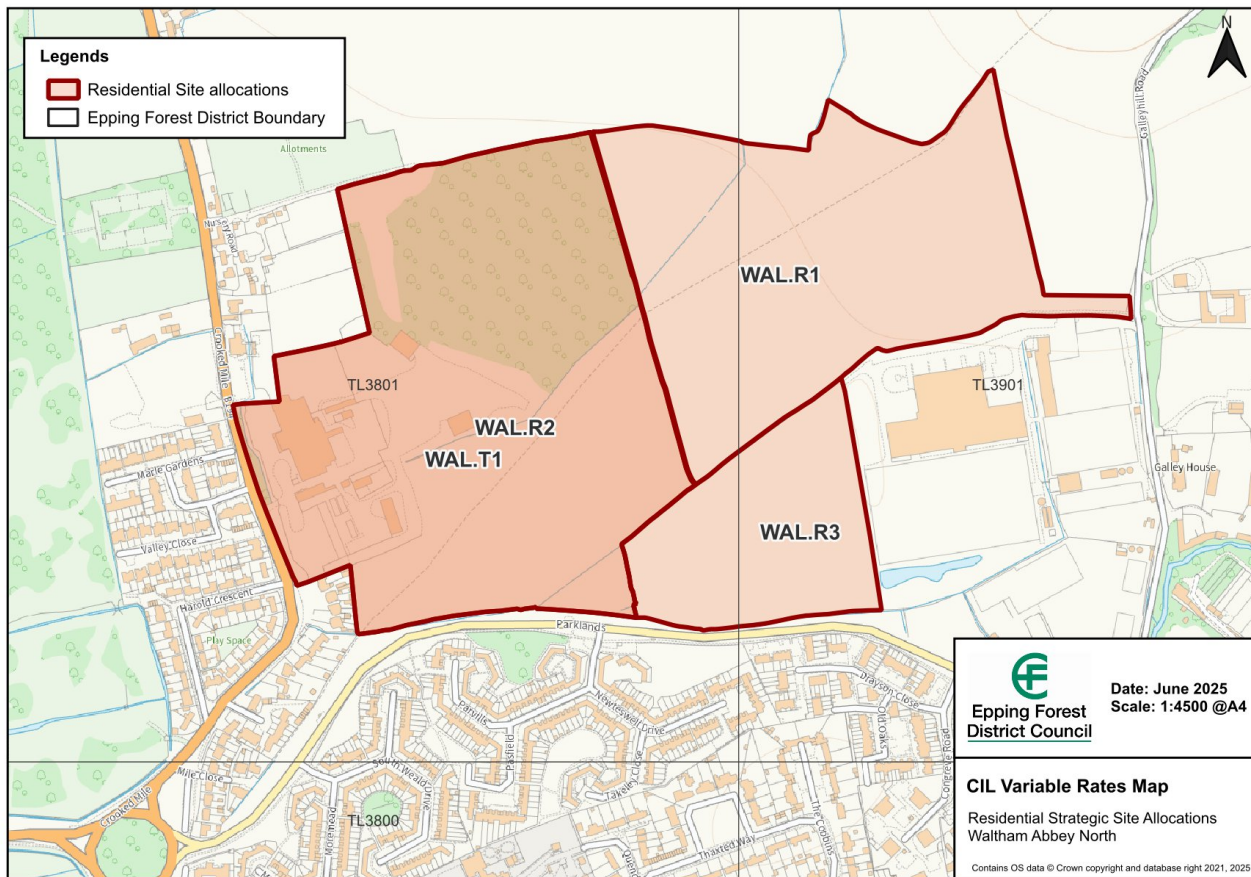
Website: www.eppingforestdc.gov.uk

Email: LDFconsult@eppingforestdc.gov.uk

Tel: 01992 564000

Address: Civic Offices, 323 High Street, Epping,
CM16 4BZ

g) Waltham Abbey North



Contact Epping Forest District Council:

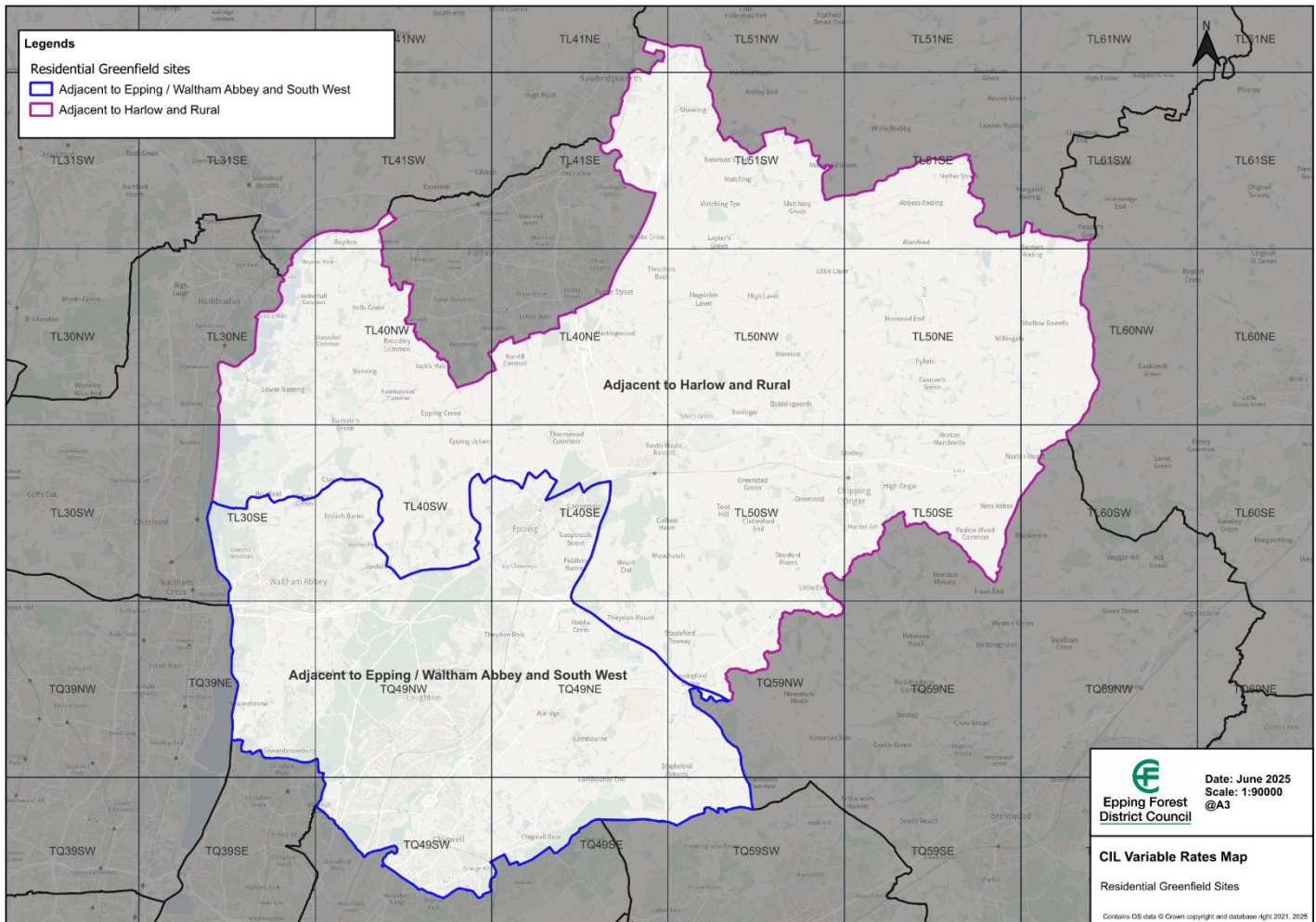
Website: www.eppingforestdc.gov.uk

Email: LDFconsult@eppingforesdc.gov.uk

Tel: 01992 564000

Address: Civic Offices, 323 High Street, Epping,
CM16 4BZ

CIL Variable Rates Maps 2: Areas of the District identified within the Charging Schedule



TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Janet Whitehouse**9th July 2025 to 12th August 2025**

9 th July 2025	Market Committee meeting
14 th July 2025	Support for Sight group Epping Library
16 th July 2025	Epping Ongar Railway Summer Memory Train
16 th July 2025	Signing document re NHS Diagnostic Centre/Stonards Hill
16 th July 2025	Launch of the Summer Reading Challenge
25 th July 2025	Frank Fosters Care Home - presentation of awards
29 th July 2025	Market Committee meeting
2 nd August 2025	Annual ETC/EFDC Petanque competition
6 th August 2025	Play in the Park, Stonards Hill recreation ground

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS

There are no duties to report for this period.
--

REPORT OF THE TOWN CLERK**1 ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS**

Epping Town Council have now submitted the application for 'Mill Mound Fields' to be designated as an Asset of Community Value. This is with Epping Forest District Council's legal team and we understand the outcome of that application will be determined by the end of September 2025.

2 CYBER INSURANCE RENEWAL

Following approval at the 8th July meeting (Minute #108 of 2025/26), Council's Cyber Insurance renewal (July 2025) is now complete.

3 BLUE PLAQUE: CHURCH'S BUTCHERS

The blue plaque for Church's Butchers is being made and should be with Council in the coming weeks. A ceremony will be arranged once its positioning has been agreed.

4 EPPING HALL OFFICE REFURBISHMENT/MOVE

The Epping Hall office refurbishment project is now underway. The office team are based in the Conference Room during works and meetings will be held in the Main Hall and the Garden Lounge. The office project is expected to take 6 to 8 weeks and has been planned to coincide with the school summer holidays.

5 LONDON 15 MILESTONE BELL COMMON

Work is due to take place on the Bell Common milestone in August 2025. This may be delayed slightly due to the disruption in that area. Council will be kept informed of progress.

6 STONARDS PATH WIDENING

The NHS work to lay cables under Stonards Hill recreation ground to facilitate the diagnostic centre at St Margaret's Hospital will be starting in approximately October 2025. The path widening works should begin in late August 2025. This will be communicated to residents and recreation ground users when timings have been confirmed.

7 VJ DAY EVENT: FRIDAY 15TH AUGUST 2025

Epping Town Mayor Cllr Janet Whitehouse has organised a VJ Day Event on Friday 15th August 2025, where stories and memorabilia will be shared by guest attendees. Members have been invited by email. Please respond by Tuesday 12th August 2025 for catering requirements.

06/08/2025

Epping Town Council 2025/2026

15:19

Summary Income & Expenditure by Budget Heading 06/08/2025

Month No: 4

Committee Report to 31st July 2025

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	397,394	845,731	448,337			47.0%
Expenditure	262,371	775,015	512,644	0	512,644	33.9%
Net Income over Expenditure	<u>135,023</u>	<u>70,716</u>	<u>(64,307)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>135,023</u>	<u>70,716</u>	<u>(64,307)</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	397,394	845,731	448,337			47.0%
Expenditure	262,371	775,015	512,644	0	512,644	33.9%
Net Income over Expenditure	<u>135,023</u>	<u>70,716</u>	<u>(64,307)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>135,023</u>	<u>70,716</u>	<u>(64,307)</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	<u>323,549</u>	<u>648,091</u>	<u>324,542</u>			<u>49.9%</u>	<u>0</u>
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	770	1,000	230		230	77.0%	
4025 Consumables	200	700	500		500	28.6%	
4030 Postage	352	800	448		448	44.0%	
4035 Printing & Photocopying	707	1,800	1,093		1,093	39.3%	
4040 Professional Fees	400	10,000	9,600		9,600	4.0%	
4045 Subscriptions & Licences	5,468	13,000	7,532		7,532	42.1%	
4050 Telephone & IT Services	3,842	9,000	5,158		5,158	42.7%	
4060 Training - Staff	972	2,000	1,028		1,028	48.6%	
4065 Training - Members	125	600	475		475	20.8%	
4070 Travel & Subsistence - Staff	149	500	351		351	29.7%	
4075 Travel & Subsistence - Members	0	600	600		600	0.0%	
4080 Mayor's Allowance	39	1,000	961		961	3.9%	
4090 Bank Charges	34	110	76		76	30.9%	
4095 Miscellaneous Expenditure	1,332	1,000	(332)		(332)	133.2%	
4100 Bad Debt & Write Offs	0	100	100		100	0.0%	
4255 Utilities	385	0	(385)		(385)	0.0%	
Service & Committee Support :- Indirect Expenditure	<u>67,459</u>	<u>267,810</u>	<u>200,351</u>	<u>0</u>	<u>200,351</u>	<u>25.2%</u>	<u>0</u>
Net Income over Expenditure	<u>256,090</u>	<u>380,281</u>	<u>124,191</u>				
<u>110 Neighbourhood Planning</u>							
4370 N Planning Guidance	(1,233)	1,000	2,233		2,233	(123.3%)	
Neighbourhood Planning :- Indirect Expenditure	<u>(1,233)</u>	<u>1,000</u>	<u>2,233</u>	<u>0</u>	<u>2,233</u>	<u>(123.3%)</u>	<u>0</u>
Net Expenditure	<u>1,233</u>	<u>(1,000)</u>	<u>(2,233)</u>				
<u>120 Grants</u>							
4145 Grants - Other Powers	0	2,000	2,000		2,000	0.0%	
Grants :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Events & Publications							
1200 Town Show Income	6,023	4,500	(1,523)			133.8%	
1210 Christmas Market Income	(50)	4,500	4,550			(1.1%)	
Events & Publications :- Income	5,973	9,000	3,027			66.4%	0
4165 Epping in Bloom	1,000	1,000	0		0	100.0%	
4170 Town Show Expenditure	3,716	4,000	284		284	92.9%	
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	330	1,320	990		990	25.0%	
Events & Publications :- Indirect Expenditure	6,996	34,320	27,324	0	27,324	20.4%	0
Net Income over Expenditure	(1,022)	(25,320)	(24,298)				
160 Epping Hall							
1300 Lettings Rents & Licences	14,607	48,000	33,393			30.4%	
Epping Hall :- Income	14,607	48,000	33,393			30.4%	0
4010 Insurance	26,852	8,000	(18,852)		(18,852)	335.7%	
4020 Equipment	438	1,500	1,062		1,062	29.2%	
4025 Consumables	531	1,500	969		969	35.4%	
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	4,739	15,000	10,261		10,261	31.6%	
4260 Repairs & Maintenance	7,155	15,000	7,845		7,845	47.7%	
Epping Hall :- Indirect Expenditure	66,858	69,164	2,306	0	2,306	96.7%	0
Net Income over Expenditure	(52,251)	(21,164)	31,087				
180 Jack Silley Pavilion							
1300 Lettings Rents & Licences	10,079	31,000	20,921			32.5%	
Jack Silley Pavilion :- Income	10,079	31,000	20,921			32.5%	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	5,386	12,500	7,114		7,114	43.1%	
4260 Repairs & Maintenance	1,176	6,000	4,824		4,824	19.6%	
Jack Silley Pavilion :- Indirect Expenditure	<u>11,866</u>	<u>26,320</u>	<u>14,454</u>	<u>0</u>	<u>14,454</u>	<u>45.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,787)</u>	<u>4,680</u>	<u>6,467</u>				
<u>200 Epping Market</u>							
1300 Lettings Rents & Licences	8,282	33,500	25,218			24.7%	
1310 Market casuals	3,492	10,500	7,008			33.3%	
Epping Market :- Income	<u>11,774</u>	<u>44,000</u>	<u>32,226</u>			<u>26.8%</u>	<u>0</u>
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	1,600	0	(1,600)		(1,600)	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	7,832	24,500	16,668		16,668	32.0%	
Epping Market :- Indirect Expenditure	<u>18,504</u>	<u>39,420</u>	<u>20,916</u>	<u>0</u>	<u>20,916</u>	<u>46.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,730)</u>	<u>4,580</u>	<u>11,310</u>				
<u>220 Epping Cemetery</u>							
1500 Burials & Memorials	17,733	30,000	12,268			59.1%	
Epping Cemetery :- Income	<u>17,733</u>	<u>30,000</u>	<u>12,268</u>			<u>59.1%</u>	<u>0</u>
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	12,582	3,000	(9,582)		(9,582)	419.4%	
Epping Cemetery :- Indirect Expenditure	<u>16,336</u>	<u>6,960</u>	<u>(9,376)</u>	<u>0</u>	<u>(9,376)</u>	<u>234.7%</u>	<u>0</u>
Net Income over Expenditure	<u>1,396</u>	<u>23,040</u>	<u>21,644</u>				
<u>240 Parks & Building Maintenance</u>							
1300 Lettings Rents & Licences	45	6,000	5,955			0.8%	
1320 Tennis Court income	792	1,800	1,008			44.0%	
1600 Town Greens	522	2,400	1,878			21.8%	
1900 Other Receipts	4,485	0	(4,485)			0.0%	
Parks & Building Maintenance :- Income	<u>5,844</u>	<u>10,200</u>	<u>4,356</u>			<u>57.3%</u>	<u>0</u>

	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	4,259	8,000	3,741		3,741	53.2%	
4025 Consumables	427	1,000	573		573	42.7%	
4095 Miscellaneous Expenditure	83	0	(83)		(83)	0.0%	
4255 Utilities	1,722	6,000	4,278		4,278	28.7%	
4260 Repairs & Maintenance	3,172	25,000	21,828		21,828	12.7%	
4265 Public Toilet Cleaning	440	1,300	860		860	33.8%	
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	220	2,000	1,780		1,780	11.0%	
4360 Fuel	2,570	4,500	1,930		1,930	57.1%	
Parks & Building Maintenance :- Indirect Expenditure	66,656	300,350	233,694	0	233,694	22.2%	0
Net Income over Expenditure	(60,812)	(290,150)	(229,338)				
<u>260 Public Convenience</u>							
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	90	1,000	910		910	9.0%	
4255 Utilities	7,758	10,000	2,242		2,242	77.6%	
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	8,433	19,100	10,667	0	10,667	44.2%	0
Net Income over Expenditure	(8,433)	(9,100)	(667)				
<u>280 Allotments</u>							
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	81	400	319		319	20.3%	
4260 Repairs & Maintenance	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	81	1,820	1,739	0	1,739	4.5%	0
Net Income over Expenditure	4,045	2,620	(1,425)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	144	2,000	1,856		1,856	7.2%	
Street Furniture :- Indirect Expenditure	<u>144</u>	<u>5,000</u>	<u>4,856</u>	<u>0</u>	<u>4,856</u>	<u>2.9%</u>	<u>0</u>
Net Expenditure	<u>(144)</u>	<u>(5,000)</u>	<u>(4,856)</u>				
<u>320 War Memorial</u>							
4260 Repairs & Maintenance	0	100	100		100	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(100)</u>	<u>(100)</u>				
<u>340 Council as Landlord</u>							
1300 Lettings Rents & Licences	934	6,000	5,066			15.6%	
1900 Other Receipts	2,200	5,000	2,800			44.0%	
Council as Landlord :- Income	<u>3,134</u>	<u>11,000</u>	<u>7,866</u>			<u>28.5%</u>	<u>0</u>
4260 Repairs & Maintenance	270	1,500	1,230		1,230	18.0%	
Council as Landlord :- Indirect Expenditure	<u>270</u>	<u>1,500</u>	<u>1,230</u>	<u>0</u>	<u>1,230</u>	<u>18.0%</u>	<u>0</u>
Net Income over Expenditure	<u>2,864</u>	<u>9,500</u>	<u>6,636</u>				
<u>360 Council as Tenant</u>							
4400 Letting Rents & Licence Costs	0	151	151		151	0.0%	
Council as Tenant :- Indirect Expenditure	<u>0</u>	<u>151</u>	<u>151</u>	<u>0</u>	<u>151</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(151)</u>	<u>(151)</u>				
<u>800 Stonards Refurbishment S106</u>							
1250 Stonards refurbishment	576	0	(576)			0.0%	
Stonards Refurbishment S106 :- Income	<u>576</u>	<u>0</u>	<u>(576)</u>				<u>0</u>
Net Income	<u>576</u>	<u>0</u>	<u>(576)</u>				
Grand Totals:- Income	397,394	845,731	448,337			47.0%	
Expenditure	262,371	775,015	512,644	0	512,644	33.9%	
Net Income over Expenditure	<u>135,023</u>	<u>70,716</u>	<u>(64,307)</u>				
Movement to/(from) Gen Reserve	<u>135,023</u>	<u>70,716</u>	<u>(64,307)</u>				

Date: 06/08/2025



Epping Town Council 2025/2026

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Time: 15:17

Barclays No 1 Account




List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/07/2025	Barclays Bank plc	DEBIT	8.50		Commission 13May/12Jun
08/07/2025	Co-operative Bank current	Transfer	50,000.00		Transfer 
15/07/2025	Co-operative Bank current	Transfer	20,000.00		Transfer 
21/07/2025	EE	DD12	67.25		Moble/dongle June
Total Payments			70,075.75		

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Epping Forest District Council	DD01	484.00		NDR 1/4/25 to 1/4/26
02/07/2025	Co-operative Online Account	Transfer	600.00		Transfer 
02/07/2025	Leigh Schroder	BAC0207/01	40.00		Duplicate TS payment
02/07/2025	Mrs C F McCredie	BAC0207/02	569.46		Mayors allow 24/25 donated
08/07/2025	M A Eckton	BAC0807/01	504.00		Repair toilets, lock, paving
08/07/2025	Epping Forest Band	BAC0807/02	200.00		Town show entertainment
08/07/2025	The Epping Forest Pipe Band	BAC0807/03	250.00		Town show performance
08/07/2025	Ernest Doe & Sons Ltd	BAC0807/04	1,969.70		Coach bolt
08/07/2025	GLS Educational Supplies	BAC0807/05	113.24		Toilet rolls + paper
08/07/2025	Institute of Cemetery & Cremat	BAC0807/06	162.00		Loss+grief training course KC
08/07/2025	Mr David Jackman	BAC0807/07	440.00		Media service Mar-June
08/07/2025	Kent County Council	BAC0807/08	286.67		Print rental Aug-Oct 25
08/07/2025	Kompan Ltd	BAC0807/09	545.83		Zip wire repairs
08/07/2025	Mailcoms Ltd	BAC0807/10	138.60		Franking mach support+Maint
08/07/2025	NPower Commercial Gas	BAC0807/11	22.78		May 25 electric
08/07/2025	Hugh Pearl (Land Drainage) Ltd	BAC0807/12	14,847.41		Cemetery drainage works
08/07/2025	RAD Group	BAC0807/13	586.56		IT support Jul
08/07/2025	Resmes	BAC0807/14	100.00		Town Show performance
08/07/2025	Vision ICT Ltd	BAC0807/15	588.00		Website support package
08/07/2025	Mr D R Whitbread	BAC0807/16	88.00		Clean bus stops+EH windows
08/07/2025	Wood & Family	BAC0807/17	80.00		Fit new pedal rubbers
08/07/2025	Zurich Management Services	BAC0807/18	20,952.55		Plant insurance 1.7.25-30.6.26
08/07/2025	Rentokil Initial UK Ltd	BCA0807/19	214.52		2 hyg bins
08/07/2025	Nest Pension	BAC0807/20	294.45		Pension conts June 25
08/07/2025	Essex Pension Fund	BAC0807/21	3,603.89		Pension conts June 25
08/07/2025	HMRC	BAC0807/22	7,903.38		NI+PAYE June 25
08/07/2025	EORVS	302130	50.00		Bus to attend Town Show
08/07/2025	Gill Ratcliff	302131	75.00		Town show assistance
08/07/2025	Robert Ratcliff	302132	75.00		Town show assistance
08/07/2025	Jon Ratcliff	302133	75.00		Town show assistance
08/07/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal 
08/07/2025	Yu Energy Retail Limited	DD02	897.05		Electric June 2025
08/07/2025	Mailcoms Ltd	BACS	-138.60		Purchase Ledger Payment
10/07/2025	Epping Forest District Council	DD03	245.00		NDR 1/4/25 to 1/4/26
10/07/2025	Epping Forest District Council	DD04	499.00		NDR 1/4/25 to 1/4/26
10/07/2025	Epping Forest District Council	DD05	1,098.00		NDR 1/4/25 to 1/4/26
14/07/2025	Salary transfer	BACS	23,362.02		Salary payments
14/07/2025	British Gas Services Ltd	dd06	131.73		Credit note 28.3-1.6.25
14/07/2025	D W Erections	dd08	1,958.00		Market supervision & erect
14/07/2025	Corona Energy	DD07	1,474.33		Purchase Ledger Payment
14/07/2025	Peninsula	DD09	519.37		HR+H&S supp
15/07/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal 
17/07/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal 
18/07/2025	Everflow	DD10	357.45		Water 10.8-9.9.25
22/07/2025	Capitol Floor & Hygiene Mainte	BAC2207/01	132.00		Stonards toilet 22.6-13.7
22/07/2025	Climb Higher Ltd	BAC2207/02	650.00		Climbing wall Town Show
22/07/2025	Essex Association of Local Cou	BAC2207/03	498.00		Training H&S KC-Managing BR+CB

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/07/2025	Ernest Doe & Sons Ltd	BAC2207/04	363.63		Repair mach blade bolts+washer
22/07/2025	GLS Educational Supplies	BAC2207/05	109.25		Stationery + toilet rolls
22/07/2025	Kent County Council	BAC2207/06	173.84		Gas 31.5-30.6
22/07/2025	Mobile Account Solutions (Hold	BAC2207/07	458.39		Phones June 25
22/07/2025	NPower Commercial Gas	BAC2207/08	22.05		Electric June 2025
22/07/2025	Radio Forest Community Broadca	BAC2207/09	500.00		Town show broadcasting
22/07/2025	Spaldings Limited	BAC2207/10	90.42		Strimmer head, domestic kit
22/07/2025	Thomas Fattorini Ltd	BAC2207/11	656.10		Past Town Mayor badge
22/07/2025	Adjoa Anyimadu	BAC2207/12	200.00		Damage deposit refund
22/07/2025	Beverley Rumsey	302134	34.16		Recycling bag
22/07/2025	Clear Insurance Management Ltd	BAC2207/13	1,092.59		Cyber security 25
22/07/2025	Direct Moves	BAC2207/14	768.00		EH office removals
28/07/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal 
29/07/2025	EDF Energy	DD11	3,649.66		Electric June 25
30/07/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal 
31/07/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal 
Total Payments			97,161.48		

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Royal Mail	023	28.35		Postage for laptop
01/07/2025	Amazon UK	024	23.00		Rosettes for Town Show
08/07/2025	VistaPrint	25	10.79		Business cards
08/07/2025	World of Rose	26	29.48		Red Romance - rose
09/07/2025	Zoom Communications	27	16.79		Inv 312814761
11/07/2025	Amazon Business	28	24.95		White paper cups
13/07/2025	Amazon Business	29	83.52		Catering teapots x 4
Total Payments			216.88		

ATTACHMENT I

ESSEX RECORDS OFFICE

You are welcome to deposit your minutes with us. I have attached our guide for depositors which outlines the other records which we accept.

The Record Office is open for deposits Monday to Friday, 09:00 to 12:00 and 14:00 to 17:00, by appointment. Please let me know when you would like to come and I will ensure that a member of staff is available to meet you. Can you let me know how many boxes of material you will be depositing?

Duty Archivist

Essex Record Office

Essex Record Office, Wharf Road, Chelmsford, CM2 6YT

03330 132497

ero.enquiry@essex.gov.uk

Essex Record Office
Guidance for depositors

Types of records accepted for permanent preservation:

Signed minutes (or unsigned minutes if no signed minutes exist)

Annual reports

Annual accounts

Detailed account books

Membership records

Photographs

Maps and plans

Title deeds

Audio-visual material

Correspondence on major issues but not general correspondence

Publicity material

Some examples of records not accepted:

Cheque stubs and cheque books

Bank statements

Petty cash books

Insurance policies, unless of historical significance

You may have other types of records which do not appear above. If you are unsure whether they should be preserved, please let us know and we will advise.