

MINUTES of the ORDINARY COUNCIL MEETING held in the Conference Room, Epping Hall on Tuesday 11th March 2025 at 8pm.

PRESENT:

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

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the press was present.

450 APOLOGIES FOR ABSENCE

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

451 DECLARATIONS OF INTEREST

Cllr G Scruton declared a potentially pecuniary interest in agenda item 23 and would leave the meeting and not be involved in the discussions or vote on this item.

All members declared that they knew the tenant relating to agenda item 23.

452 DISPENSATIONS

There were no dispensations.

453 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

454 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 11th February 2025 be signed by the Mayor as a true record and adopted by the Council, subject to the following amendments:

Minute #389 of 2024/25: Report of the Town Clerk

Cllr Hugh Pegrum mentioned the Public Rights of Way Officer at EFDC, not Cllr Jon Whitehouse

Minute #390 of 2024/25: EFDC Councillors reports

Cllr Janet Whitehouse: Delete Council tax to use rooms

455 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:

Cllr Janet Whitehouse to be added to the Market Committee minutes as in attendance

Planning & General Purposes Committee	11 th February 2025	(Attachment B)
Market Committee	20 th February 2025	(Attachment C)
Planning & General Purposes Committee	25 th February 2025	(Attachment D)
Corporate Governance Advisory Committee	25 th February 2025	(Attachment E)

456 COMMUNICATIONS TO NOTE/REQUIRING DECISION**(i) COMMUNICATION RE QUALIS' DEVELOPMENT NAMES**

Council **NOTED** the communications regarding the Qualis' development names.

(ii) EMERGENCY PLAN VOLUNTEERS

Council **CONSIDERED** the Emergency Plan volunteers and poster, as per **Attachment F**.

It was **RESOLVED** that:

- (i) The poster would be distributed to attract volunteers.

(iii) EPPING WEATHER STATION

Council **CONSIDERED** the information and poster regarding Epping Weather Station, as per **Attachment F1**.

It was **RESOLVED** that:

- (i) The poster would be amended to a wider audience (individuals, U3A, as well as schools and once amended, would be distributed as widely as appropriate.

457 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

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

Town Mayor:

Gymnastics club of Epping, litter pick, Epping Sports Centre	9 th March 25
Epping Society AGM	10 th March 25

458 REPORTS FROM MEMBERS

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

Cllr C Burgess	Epping Society AGM	10 th March 25
Cllr H Pegrum	Theydon Trusts meeting	4 th March 25
Cllr G Scruton	Theydon Trusts meeting	4 th March 25
Cllr N Avey	Theydon Trusts meeting	4 th March 25
	Epping Society AGM	10 th March 25

At the Theydon Trusts meeting, the CAB building flats were mentioned, as was Margaret Road work. The meetings were generally a resume of ongoing business and any projects.

459 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

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

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

460 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

Epping Forest District Council

Cllr Janet Whitehouse

Cllr Whitehouse mentioned she had been to 2 meetings.

20/02/25 EFDC budget meeting.

04/03/25 Communities Select Committee.

Police District Commander (in post since September) advised that crime was down 4%. More public engagement. More visibility. From April, all community police teams nationally will be called Neighbourhood Police.

Community Safety Partnership (CSP): report shows what they are doing.

Cllr L Burrows

20/02/25: EFDC budget meeting: 2.99% rise. Budget passed unanimously.

461 FINANCIAL REPORT TO 28th FEBRUARY 2025

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

It was **RESOLVED** that:

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

462 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for February 2025 totalling £52,664.93 (Barclays: £71.72, The Co-operative £52,403.60 & The Co-operative online £189.61).

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

463 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE

Cllr Jon Whitehouse entered during this item.

The Corporate Governance Advisory Committee met on 25th February 2025 (Minutes #414-440 of 2024/25 refer) and made the following **RECOMMENDATIONS**:

- (i) Epping Town Council's Standing Orders should be RE-APPROVED, with no amendments;
- (ii) Epping Town Council's Financial Regulations should be RE-APPROVED, with no amendments;
- (iii) The Internal Risk Register should be amended, reworded and APPROVED by Council; ~~(Attachment D)~~;
- (iv) The Asset Register 2025, ~~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 Complaints Procedure ~~(Attachment F)~~ should be RE-APPROVED as a policy of Council with one amendment;
- (vii) The Health & Safety Policy, with no amendments ~~(Attachment G)~~ should be RE-APPROVED as a policy of Council;
- (viii) The Media Policy, with no amendments ~~(Attachment H)~~ should be RE-APPROVED as a policy of Council;
- (ix) The Social Media Policy, with amendments ~~(Attachment I)~~ should be APPROVED as a policy of Council;
- (x) The Publication Scheme, with no amendments ~~(Attachment J)~~ should be RE-APPROVED as a policy of Council;
- (xi) The Community Engagement Policy, with amendments and revisions ~~(Attachment K)~~ should be APPROVED as a policy of Council;
- (xii) Consideration should be given to printing and distributing Talk About Epping across Epping Town/Parish again;
- (xiii) The Data Protection Policy, with no amendments, ~~(Attachment L)~~ should be RE-APPROVED as a policy of Council;
- (xiv) The Compliance Failure Policy, with no amendments, ~~(Attachment M)~~ should be RE-APPROVED as a policy of Council;
- (xv) The Insurance policies & reconciliation would be brought to Council in advance of the July 2025 meeting;

- (xvi) The insurance renewal 2025 should be undertaken by the Town Clerk/RFO, Key Member for Finance **and one additional member (to be decided)** due to the renewal timings (short notice quotations/continuous cover required);
- (xvii) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need ~~(Attachment Q)~~.
- (xiv) Staff terms should be **APPROVED** ~~(Attachment Q)~~ (please note: these will be reported under agenda item 24 – Exclusion of press and public).

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:

- (xv) 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).
- (xvi) 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.

464 **TALK ABOUT EPPING MAGAZINE**

Council **CONSIDERED** whether to return to printing and distributing 5500-6000 copies of Talk About Epping magazine to residences and businesses in Epping Parish as had been the case until 2023/24.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S142;
- (ii) Talk About Epping would not return to widespread distribution and printing as previously, but would remain as is at the current time;
- (iii) This would be reconsidered during the budget setting process for 2026/27.

465 INTERNAL AUDIT REPORT: 2ND INTERIM

Council internal auditor undertook their second auditing work for the 2024/25 financial year on 27th February 2025 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.

466 EPPING TOWN COUNCIL GRANTS

Council **CONSIDERED** the information and suggestion about a possible start up grant scheme, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government 1972, s133;
- (ii) Council would return to offering their former grant scheme for 2025/26, whereby grant applications would be requested for consideration in September 2025 and March 2026, as previously (total budget £2000, including any Remembrance grants);
- (iii) Council would implement as new start up grant scheme for those requiring some support setting up new classes at Epping Hall or the Jack Silley Pavilion;
- (iv) A 50% discount for six weeks of bookings would be offered on a discretionary basis;
- (v) Cllr H Pegrum would authorise the grants in conjunction with the Town Clerk, up to the available budget for this cost centre (grants budget 2025/26 £2000 – for both the traditional grant (including Remembrance) and the new start up grant scheme.

467 CHRISTMAS MARKET 2025

Council **CONSIDERED** the information about Epping Christmas Market 2025, as per **Attachment N**.

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 Saturday 6th December 2025, from 12 noon to 7pm;
- (iii) Traders would be advised to bring battery operated lights for their gazebos.

468 DEVOLUTION CONSULTATION

Council **CONSIDERED** the Devolution Consultation as per the link provided and **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the English Devolution White Paper, 2024;
- (ii) Councillors would respond individually to the consultation;
- (iii) The Town Clerk would assist Cllr McCredie with her response.

469 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.

470 COMMUNITY AWARD

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

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Community Award was chosen and this would be awarded at the Mayor's Civic Reception 2025.

471 CIVIC AWARD SCHEME

Council **CONSIDERED** the Civic Award Scheme information as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Civic Award scheme would be changed to an open ended process, whereby nominations would be considered when received, rather than annually.

472 CAFÉ AT STONARDS HILL RECREATION GROUND

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

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

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The Town Clerk would go through the café lease itemize the responsibilities in relation to Attachment R;
- (iii) Costed proposals would be brought to Council for consideration.

473 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE

Cllr G Scruton returned to the meeting for this item.

The Town Clerk left the meeting for this item.

Council **CONSIDERED** the RECOMMENDATIONS of the Corporate Governance Advisory Committee relating to staff (confidential), as per **Attachment S**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
- (ii) All **RECOMMENDATIONS** in **Attachment S** were **APPROVED**.

CLOSURE

The Town Mayor, Cllr C McCredie, closed the meeting at **10.13pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall,
St. Johns Road, Epping on **Tuesday, 11th March 2025 at 7.15pm.**

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

IN ATTENDANCE: One member of the press was present.

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

441 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Sharif.

442 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

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

443 DISPENSATIONS

There were no dispensations.

444 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

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

445 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

446 NOTICES AND INFORMATION

There were no notices or information.

447 PLANNING APPLICATIONS

EPF/0054/25	Epping Hall, Epping Town Council, St Johns Road, Epping, CM16 5JU. Epping Town Council.	Reconfiguration of Epping Town Council offices to make more efficient use of working space, adding additional windows for light, and an additional escape route.
Committee have NO COMMENT to make as they are the applicant.		
EPF/0235/25	103, St Johns Road, Epping, CM16 5DW Ms Pugh.	Side and rear extension.
Committee have NO OBJECTION to this application.		
EPF/0249/25	Gardeners Barn. Fluxs Lane, Epping, CM16 7PF. David Meliveo.	Proposed swimming pool with patio.
Committee have NO OBJECTION to this application.		
EPF/0338/25	3, Oakleigh Rise, Epping, CM16 7BL. Mr & Mrs Adams.	TPO/EPF/12/80 (Ref: T5) T1: Oak - Crown reduction of south-eastern side by up to 2m away from property, as specified. Crown reduce to previous pruning points elsewhere, 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/0422/25	22, Kendal Avenue, Epping, CM16 4PW. Bayfords Tree Care.	TPO/EPF/45/91 (Ref: G3) T1: Pine - Reduce lateral stems of crown by up to 2m, as specified. Crown thin by up to 10%, 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/0055/25	The Old Rectory, Coopersale Common, Coopersale, CM16 7NU. Mr & Mrs Balasuriya.	Construction of a pickleball court together with perimeter fencing and landscaping.
Committee have NO OBJECTION to this application.		

448 CONSULTATION

Consultation for time limited (1 year) premises licence, at Epping Roof Garden, 195 Cottis Lane, Epping CM16 4BL.

Committee considered the above consultation and raised the following **Objections** against the application under the Licensing Act 2003 in accordance with the licensing objectives regarding:

The prevention of crime and disorder, the prevention of public nuisance and public safety.

The extended times requested are inappropriate for the rural town of Epping. There are a lot of new homes being built in the area that would suffer from the venue noise and the aftermath of patrons leaving. There have been reported issues of public disorder along with rubbish, including broken glass being left along the High Street, when extensions have been previously granted for bank holiday events.

Falconry Court, formally an office block, is in the process of being converted into flats and is directly opposite the venue. Sunday to Wednesday until 2am, and Thursday to Saturday until 3am are not acceptable times for this area. Committee felt Sunday to Wednesday until 12 midnight, and Thursday to Saturday until 1am would be more in keeping with this rural Town, with consideration given to New Year's Eve as a special event.

449 PLANNING DECISIONS

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

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

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 25th March 2025 at 7.15pm.**

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

OFFICERS: Beverley Rumsey (Town Clerk)

474 APOLOGIES FOR ABSENCE

No apologies for absence were received.

475 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

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

476 DISPENSATIONS

There were no dispensations.

477 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 11th March 2025 be signed by the Chairman as a true record.

478 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

479 NOTICES AND INFORMATION

There were no notices or information.

480 PLANNING APPLICATIONS

EPF/0473/25.	44, Shaftesbury Road, Epping, CM16 5BJ Mr & Mrs R Williams	Front porch extension to include a WC and re-configuration of the staircase.
Committee have NO OBJECTION to this application.		

481 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 **7.30pm**.

Signature of Chairman

Date

ATTACHMENT D

Section 137 Spending Limit for 2025/26

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for the year 2025-26 is £11.10. This is the amount as a result from increasing the amount of £10.81 for 2024-2025 by the percentage increase in the retail price index between September 2023 and September 2024, in accordance with Schedule 12B to the 1972 Act.



Planning Services Directorate
Civic Offices,
323 High Street,
Epping,
Essex CM16 4BZ

Telephone: 01992 564000

Miss Beverley Rumsey
Epping Hall,
Epping Town Council St Johns Road,
Epping, Essex,
CM16 5JU

27 March 2025

TOWN AND COUNTRY PLANNING ACT 1990
Town and Country Planning (Development Management Procedure) Order 2015
PLANNING DECISION NOTICE

Application Type: Full Planning Permission

Application Ref: EPF/0054/25

Site Address: Epping Hall, Epping Town Council, St Johns Road, Epping, CM16 5JU

Proposal: Reconfiguration of Epping Town Council offices to make more efficient use of working space, adding additional windows for light, and an additional escape route.

In pursuance of the powers exercised by the Local Planning Authority this Council do hereby give notice of their decision to **GRANT PERMISSION** for the development described above, subject to compliance with the conditions listed below.

Signed

A handwritten signature in black ink, appearing to read 'Nigel Richardson'.

Nigel Richardson
Planning Service Director

Case Officer | Alex Sadowsky | asadowsky@eppingforestdc.gov.uk

Conditions: (3)

- 1 The development hereby permitted shall begin not later than three years from the date of this decision.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended).

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:

Location Plan; Proposed Floor Plan; A-2500-PL-01;

Reason: For the avoidance of doubt and to ensure the proposal is built in accordance with the approved plans.

- 3 The materials to be used in the construction of the external surfaces of the development hereby permitted shall match those of the existing building [or those specified on the approved plans, or those specified in the submitted application form].

Reason: To ensure a satisfactory appearance in the interests of visual amenity of the area, in accordance with Policy DM9 of the Epping Forest District Local Plan 2011-2033 (2023) and the NPPF.

Informatives: (1)

- 4 The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

It is important that you read and understand all the following:

a Limitation of Permission

This decision is for planning purposes only and for no other purpose including Building Regulations. Separate approval may be required for these works.

Applicants must satisfy themselves that all further consents have been obtained including, where appropriate, those affecting protected trees and Public Rights-of-Way.

Applications relating to Council-owned or former Council-owned dwellings must meet the requirements of covenants of their lease or deeds by obtaining consent for any works from the Communities Directorate.

Applicants are advised not to store building materials on the highway and not to damage highway verges, so please avoid parking construction vehicles and machinery on

verges. If any damage occurs, the Council will require verges to be restored at the applicant's expense. Please be aware that highway damage is easily reported through the Council's website and will be investigated by Essex County Council officers.

b Street Naming and Numbering

It is a legal requirement that all new domestic and commercial property addresses are registered by our Street Naming and Numbering team. If a property is not lawfully assigned an address through this process it will not appear on the council's Local Land and Property Gazetteer which is used by Royal Mail and the Emergency Services. Apply on line at <https://www.eppingforestdc.gov.uk/planning-and-building/apply-to-name-or-number-a-property-or-development/>

c The Council's recommended hours of construction work

8am – 6pm Monday to Friday

8am – 1pm Saturday

No noisy work on Sundays and Bank/Public Holidays

d Sustainable Drainage Systems

The Council encourages all developers to follow the principles of Sustainable Drainage Systems (SuDS) in designing facilities for the handling of rainwater run-off. Furthermore, if storm drainage discharges to an existing ditch or watercourse and/or if any works are to take place to, or within 8 metres of, any open or piped watercourse, then Land Drainage Consent is required from the Council under its byelaws.

e Appeals to the Secretary of State

If you are aggrieved by the decision of your Local Planning Authority to grant permission subject to conditions you may wish to consider making an appeal.

Details of how to appeal can be found at

<https://www.gov.uk/government/publications/planning-appeals-procedural-guide>

f Purchase Notices

If either the Local Planning Authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor can he render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Council of the District or London Borough in which the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Act 1990

g Compensation

In certain circumstances compensation may be claimed from the Local Planning Authority if permission is refused or granted subject to conditions by the Secretary of State on appeal or on reference of the application to him. These circumstances are set out in Sections 114 and related provisions of the Town and Country Act 1990.

ATTACHMENT F

Epping Forest District Association of Local Councils

For some time, the Clerks in Epping Forest have been looking at amending the Charter relating to the Epping Forest District Association of Local Councils to reduce unnecessary administration and maximise good working relationships with Epping Forest District Council. This was considered at a meeting of Town and Parish Council representatives on 3rd February 2025 at Thornwood Village Hall.

The minutes of the meeting are provided as background and context, as per **Attachment F1**.

An action from the meeting requiring Council's approval is detailed below.

Action: An Epping Forest Association of Local Councils (EFALC) should be created, to which all Parish and Town Councils in the district are eligible to be members. A draft constitution for the association (based on the template provided by the EALC) to be created and emailed to all Councils for consideration / agreement. There should be a minimum of 2 meetings per year, and attendance set at 2 representatives per Council.

RECOMMENDATION: The Charter provided as per **Attachment F2** should be **APPROVED** and Epping Town Council sign up to it.

MEETING MINUTES

Representatives of Town and Parish Councils in the Epping Forest District

Date: Monday 3rd February 2025
Location: Thornwood Common Parish Hall, Weald Hall Lane, Thornwood CM16 6NB
Time: 4pm

Present: Cllr David Wixley, Loughton TC (meeting Chair)
Pippa Bryce, Deputy Clerk Loughton TC
Cllr E Burn, Theydon Bois PC
Julia Gale, Clerk Theydon Bois PC
Naomi Gledhill, Clerk Stapleford Tawney PC
Cllr Alan Buckley, Chairman North Weald Bassett PC
Susan Deluca, Clerk North Weald Bassett PC
A Jones, Clerk Stanford Rivers and MBL PCs
Liz Petyt-Start, Clerk Buckhurst Hill PC
Miss Natalie Page, Clerk Waltham Abbey TC
Cllr Helen Kane, Waltham Abbey TC
Cllr Sam Kane, Waltham Abbey TC
Mrs Debbie Murray, Clerk Ongar TC
Cllr Andrew Whybrow, Acting Clerk Roydon PC
Cllr Mike Dormon, Roydon PC
Diane Moggridge, Clerk Lambourne PC
Chairman Cllr Cherry McCredie, Epping TC
Beverley Rumsey, Clerk Epping TC
Naomi Gledhill, Clerk Stapleford Tawney PC
Cllr David Stokes, Willingale PC
Siobhan Perrin, Clerk Sheering PC
Cllr Margaret O'Connor, Nazeing PC

Apologies: Mark Squire, Clerk Loughton TC
Bonnie Jones, Clerk High Ongar PC
Kim Hanley, Clerk Fyfield PC
Rod Angood, Clerk Theydon Mount PC
Lorraine Ellis, Clerk Nazeing PC
Clare Milligan, Clerk Willingale PC
Peter Charman, Epping Upland PC
Ellie Thomas, Clerk Stapleford Abbots PC

EFALC.001 To establish if an Epping Forest Association of Local Councils should be created

A brief summary of the history of the old Epping Forest Branch Meetings was provided, along with how this linked into the EFDC Local Councils Liaison Committee (LCLC). It was noted that over the years the Branch meetings had declined, and the purpose somewhat clouded. This was also the same for the LCLC meetings. The distinction and differences between the operational aspects of managing a Town or Parish Council (the Clerk), and the democratic decision-making process (the Councillors) was discussed, with general agreement that both served as vital functions of the Parish Council, but in difference capacities. It was noted that the EFDC LCLC was an inadequate forum by which Clerks could get any action to assist the day to day running of a Council, however it was currently the only democratic way that Town and Parish Councils can hold EFDC to account. There was a general feeling that there should be a group consisting of Parish and Town Councils from the EF district, and that this should include both Council members and Clerks, as it is the Councils as corporate bodies who make decisions, so Councillor representation was important. It was also recognised that there was a space and need for Clerks to get together to discuss more operational matters. After further discussion, the following was agreed:

AGREED *An Epping Forest Association of Local Councils (EFALC) should be created, to which all Parish and Town Councils in the district are eligible to be members. A draft constitution for the association (based on the template provided by the EALC) to be created and emailed to all Councils for consideration / agreement. There should be a minimum of 2 meetings per year, and attendance set at 2 representatives per Council.* **Action: AJ**

EFALC.002 To consider the appointment of two representatives from the Epping Forest District onto the EALC Executive

Even though the formalities of setting up the EFALC had not yet been finalised, given the significant representation at the meeting Cllr Wixley proposed Beverley Rumsey and Cllr Shiela Jackman be appointed to represent the Epping Forest District on the EALC Executive. This was seconded by Cllr Helen Kane. A vote was taken, the result of which was unanimous.

AGREED *EALC to be advised Beverley Rumsey and Cllr Shiela Jackman to sit on the EALC Exec representing the Epping Forest District* **Action: BR**

EFALC.003 To consider the recent Government White Paper on devolution, both ECCs and EFDCs position on this, what it may mean for Parish and Town Councils, and if Councils are taking any action on the matter.

Cllr Sam Kane provided an update on Devolution in the County, stating that on 10th January ECC passed a resolution requesting the Government that Essex County and the two unitary authorities of Southend and Thurrock combined to make a Greater Essex Authority, and formed part of the first wave of the Devolution initiative. Alongside this request was that if the Government accept the County into the first wave, that the County elections in May this year be postponed, the reason being there will need to be a huge amount of officer involvement at County and for public consultation. The timetable for that consultation will not be met if the County goes into Purdah ahead of election, hence the request for a postponement. The law allows for postponement for a 12 month period, and whilst Essex are not the only County doing this, it did cause quite a lot of debate at the meeting on 10th January as technically it is postponing democracy. The reason ECC is going for the first wave is that it places them in the driving seat rather than being told what to do by Government further along the line.

In terms of timelines, it is hoped that Government will make a decision on the first wave this coming week. Assuming ECC is successful, the next election will be in 2026 for a Mayor of Greater Essex, with all other elections being cancelled. 2027 will be elections to the newly agreed unitary authorities, and there is currently huge discussion about what these would look like, and how they will be created. The more granular Essex looks at what constitutes a new unitary authority, the longer it takes, and County have to get interim proposals into the Government by March 2025, with firm proposals being submitted by August 2025. The proposals submitted this year would be a combined proposal from Essex, Southend and Thurrock having consulted at District level and with District leaders. As a guideline, for a unitary authority to be effective it should be in the region of 500,000 population, with Greater Essex having between 1.5-2 million population, so we could be looking at 3 or 4 new authorities. In 2027 there would be elections to the newly created unitary authorities which would run as a shadow authority to allow a 12 month handover period from districts to unitary. Therefore, 2027/2028 would involve the strategic authority, the new unitary authority, and the districts. In 2028, ECC would disappear, as would districts, and the new unitary left with mayoral strategic authority. This would still leave the coalface which is the current Parish and Town Councils, however whether this would be in the format of Parish and Town Councils was still yet to be determined, and it will be the new unitary authority which determines what the coalface looks like. Cllr Kane stated that he believed all those currently sitting around the table (in the meeting) were firm believers that Parish and Town democratically elected representatives have an important role to be met, and he believed this would be an increasingly important role within the unitary world because the unitary base not be in Epping, so to get rid of that first responsible authority means the unitary authority would be a long way from our residents.

Cllr Kane stated that he felt this was a real opportunity for Town and Parishes to stake their claim, with us having a year or two to decide what we can sensibly offer more than we are doing now. What can we do better than district is currently doing?

There was discussion around if now was the time where effectively Parish and Town Councils were having to fight to protect their residents, securing the future services of Parish and Town Councils, and effectively we will need a collective voice to do this. It is not expected that Parish and Town Councils will be consulted until 2027 when the shared unitary authorities would be operating, so we have two years to stake our claim. It was felt that Town and Parish Councils needed a stronger voice to come together and think about our potential new role. As an example, we may want to think about interparish collaboration of things such as grounds maintenance, looking at working together across parish borders that we could do better, and potentially take on the jobs that are not getting done at all or could be done better. There was discussion around how funding would work in the restricting process, and that it wasn't as simple as taking on new responsibilities without understand where the funding would come from.

There was discussion around what would happen with those authorities who were currently in debt, and how the debt would be dealt with, especially as EFDC was not in debt and residents would probably not be happy taking on anybody else's. It was noted that all these matters were still to be considered and agreed.

There was discussion about what would happen with those areas that are currently not parished, which included Harlow. It was noted that in the absence of there being a Parish or Town Council, people higher up the tree will make a decision that perhaps a residents forum would be sufficient, negating the need for any democratic accountability. At this stage it was unclear if there was anybody at either district or county fighting to retain the Town and Parish service offer, and there was a general consensus that many district and county councillors looked upon Town and Parish Councils with distain, and it was worrying that these were the individuals deciding residents future.

The speed at which the devolution process was progressing meant that there is significant pressure on officers at district and county. There was discussion around if the unitary authority would further widen the access and communication gap with local residents which was already evident. It was raised that residents in EF did not have a choice about devolution, to which it was suggested it was in effect Hobsons choice – do we go first or second, but either way we are going. It was noted that the new mayoral authority would come with some huge benefits, such as more control on matters such as transport, buses, refuse, etc, as well as additional further funding being received from Government.

There was concern as to how planning would work within the new unitary authority, especially given the recent changes in NPPF, as well as matters such as infrastructure, with local democracy being key in ensuring local residents were adequately represented in these matters, especially if people who have no understanding of your area are the ones making the decision.

It was suggested that at a time when district and county authorities themselves are not clear about the roles Town and Parish Councils would play in this new landscape, this was an opportunity for us to define the questions and provide the answers, rather than being told our position in 2 years time.

Those present thanked Cllr Kane for his comprehensive and detailed update on this matter.

EFALC.004 To note the dates that Cllr Chris Whitbread, Leader of EFDC, has agreed to meet with Clerks for 2025

The dates and times of the meetings had been set as follows:

- 28th February 12pm
- 12th June 7pm onwards
- 10th October 12pm

Cllr Wixley referred to the minutes of the EFDC LCLC which stated that Cllr Whitbread had agreed to meet with Clerks and Councillors, suggesting that there should be Councillor representatives at this meeting. There was discussion around the reasons for the original meeting request in that Clerks had become

frustrated with the lack of adequate communication streams with EFDC, and the original request that went to EFDC LCLC was for Clerks to meet with Cllr Whitbread. After further discussion, it was noted that only the Clerks would attend the February meeting, but it was suggested that Cllr Whitbread be asked to have relevant Portfolio Holders or officers present.

AGREED *Clerks to attend February meeting and report back on its success at the next EFALC meeting* **Action: all**

EFALC.005 To review the changes at EFDC in terms of planning, and if everybody is now clear on the processes.

Some of those present still felt that the process was not entirely clear, noting that it had been agreed by EFDC to review the process 9 months after it came into effect. Cllr Burns had asked EFDC that Parish and Town Councils should form part of that review. There was discussion around the lack of clarity about S106 agreements, viability assessments, affordable housing 'get out clauses', and the processes surrounding this. It was noted that CIL was being discussed at EFDC Council this night. There was also discussion about exactly how many EFDC Committee members undertake site visits. In addition, concern was raised that S106 monies were being absorbed into EFDC and not used or held by the communities they affected.

AGREED *Can EFDC provide clarification regarding the processes around determining viability of planning applications, including the triggers that are in place to check and monitor viability, how this is conducted, and who is involved.* **Action: AJ**

Can EFDC provide clarification as to the process of agreeing, making, and monitoring Section 106 agreements. **Action: AJ**

EFALC.006 To consider if the 24 Parish and Town Councils want EFDC to stick to its agreement to review/create a Town and Parish Charter

Despite all the uncertainty regarding devolution, it was felt that EFDC should move forward with a Town and Parish Charter, as per the LCLC meeting of 21st November 2024.

AGREED *AJ and LB to liaise regarding Parish Charter* **Action: AJ & LB**
G Woodhall at EFDC to be advised **Action: AJ**

EFALC.007 EFDC Standards Committee / Code of Conduct (item raised by Andrew Whybrow Acting Parish Clerk, Roydon Parish Council)

Cllr Whybrow raised the matter of EFDC charging for monitoring officer time when conducting Code of Conduct complaint investigations, stating that it was his understanding it was unlawful for them to do so. This matter was discussed at the March 2020 EFDC Standards Committee meeting, where it was resolved that consultation should be undertaken with all Local Councils prior to the imposition of any charging regime. Cllr Whybrow advised that this had never happened.

EFDC has a new acting Monitoring Officer, however Cllr Whybrow had not received a response from them despite numerous attempts. It was also noted that EFDC were now looking at the new LGA Code of Conduct. Cllr Whybrow advised that historically this matter had been raised by two Roydon Councillors who went to the Ombudsman, the result being the Ombudsman finding in the Councils favour as EFDC did not follow the correct procedure. This has never been brought to the attention of the Council.

Cllr Whybrow suggested that as a group of Councils, we should not tolerate any charges from EFDC regarding Monitoring Officer time spent investigating complaints. Cllr Helen Kane advised that she was present at the meeting when charges were agreed, the original purpose being to encourage Town and Parish Councils to resolve their own minor issues internally if possible. Cllr Whybrow advised that UDC had a criteria for when and how complaints are considered, but the issue is the refusal of the EFDC Monitoring Officer to actually have the right system in place as required by the Localism Act. It was noted that there seemed to be an active discouragement from any complaint going to the EFDC Standards Committee, with

there not having been a meeting for 4 years. It was noted that Buckhurst Hill PC had obtained legal advice which stated that management of Code of Conduct complaints is a statutory responsibility of EFDC. The EFDC draft budget for 2025/2026 included a cost of £126 per hour for Monitoring Officer - investigations, issues & advice to Town & Parish councillors.

AGREED *Can EFDC explain their legal position in terms of charging Town and Parish Councils for the Monitoring Officer investigating Code of Conduct complaints regarding these bodies.* **Action: AJ**

EFALC.008 **To agree any questions to put to the next EFDC Local Councils Liaison committee on 20th March 2025 (questions need to be with them by 2nd March)**

- What is EFDCs position in terms of Devolution, and how does EFDC see Town and Parish Councils role within it.
- How and when will EFDC consult and directly engage with Town and Parish Council on the Devolution proposals which will affect the Epping Forest District and its residents.
- Can EFDC confirm that Town and Parish Councils will be involved in the 9 month review of the new planning committee structure introduced late 2024, with Town and Parish Councils being given the opportunity to provide feedback on the success of the new scheme. How and when will this take place?
- Can EFDC provide clarification regarding the processes around determining the viability of planning applications, including the triggers that are in place to check and monitor viability (both before and after development), how this is conducted, and who is involved.
- Can EFDC provide clarification as to the process of agreeing, making, and monitoring Section 106 agreements
- Can EFDC explain their legal position in terms of charging Town and Parish Council for the Monitoring Officer time in investigating Code of Conduct complaints regarding these bodies
- Can EFDC provide details of any Planning Policy Guidance changes as a result of the new NPPF

Meeting closed: 17.44

Minutes taken by A. Jones

<p>EPPING FOREST DISTRICT ASSOCIATION OF LOCAL COUNCILS</p>
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CONSTITUTION

1. Constitution & Name

The Association shall consist of the 24 Town and Parish Councils within the District of Epping Forest, and shall henceforth be known as the Epping Forest District Association of Local Councils (EFALC).

2. Essex Association of Local Councils

The Association will be affiliated with the EALC for mutual benefit. It is encouraged that member councils be affiliated with the EALC.

3. Objects of the Association

- i. To protect and promote the interests, rights, function and privileges of members.
- ii. To assist members in the performance of their duties and to promote and develop the economic, social, cultural and recreations life of the parishes.
- iii. To promote a widespread and well-informed interest in local government.
- iv. To discuss matters of common interest which may affect the residents of the Epping Forest District, and agree any resultant action.
- v. The Association should avoid overt party-political stances bur rather should concentrate on specific interests in our communities.

4. Membership

Every Parish Council in the District of Epping Forest shall be eligible for membership of the Association. The choice of representation is at the discretion of each Council and is to be a maximum occupancy of two.

5. Subscriptions

There is no fee to be a member of the EFALC.

6. Meetings

The Association shall meet at least two times a year, one of which should be the formal AGM.

7. AGM

To be held once per year at which standing items include the appointment of Chair and Vice Chair, a review of the Constitution, and the administration of the organisation. The quorum for the AGM is representation from 8 member councils.

8. Voting

Each Parish Council has one vote and the Chair has a casting vote in the event of a tie.

TOWN MAYOR'S DUTIES

12th March to 8th April 2025

12 th March 2025	Epping Forest District Council Plans B meeting
15 th March 2025	Meeting with Epping Youth FC
18 th March 2025	Domestic Abuse Conference
20 th March 2025	Local Councils Liaison Committee meeting
26 th March 2025	Year 9 Motivation Conference
3 rd April 2025	Tower School Musical Showcase
8 th April 2025	Meeting regarding Menorah

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS

12th March to 8th April 2025

15 th March 2025	Celebration for International Women's Day at the Chigwell Mandir (Hindu community)
20 th March 2025	Local Councils Liaison Committee meeting
23 rd March 2025	Waltham Abbey Mayor's Civic Service
26 th March 2025	EFDC Planning training on self build properties
31 st March 2025	Market Committee meeting
31 st March 2025	EFDC Planning training on the Community Infrastructure Levy (CIL) and Section 106

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

The next edition of Talk About Epping, Summer 2025, will be available to read online and hard copies will be available in selected locations (Epping Hall, Julie's café, Tesco, etc) towards the end of April 2025.

2 STONARDS HILL RECREATION GROUND PIPES

The final agreement regarding the pipes under Stonards Hill recreation ground, supporting the NHS Trust/St Margaret's Hospital, is due to be signed imminently and full details will be shared with Council once this has happened. Cllr H Pegrum, Cllr C McCredie and Cllr G Scruton have been working on the details with the Town Clerk in accordance with Council's resolution (Minute #327 (ii) of 2024/25). Operational details of how and when the recreation ground will be affected will be shared once known. The Town Clerk has informed those concerned about the Town Show and Classic Car Show in July.

3 VE DAY 2025: THURSDAY 8TH MAY 2025

Members are requested to advertise the beacon lighting event at Epping Fire Station in conjunction with the Hemnall Social Club on the evening of Thursday 8th May 2025 to commemorate the 80th anniversary of VE Day. Posters are currently on display and can be made available to members.

4 NEW START UP GRANT SCHEME FOR HIRERS

There have been a couple of enquiries regarding new start up ventures and the office team will promote the new start up grant support for anyone expressing an interest in becoming a new hirer.

5 EPPING IN BLOOM SCARECROW FESTIVAL

Epping in Bloom's popular Scarecrow Festival will be held on Saturday 14th and Sunday 15th June 2025 from 11am to 4pm. Maps to be collected from the Market Garden Terrace (community garden beside Marks & Spencer). Please spread the word and encourage residents and businesses to take part. More details on taking part can be found by emailing: eppinginbloom@gmail.com

02/04/2025

Epping Town Council

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Summary Income & Expenditure by Budget Heading 02/04/2025

Month No: 12

Committee Report to 31st March 2025

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Full Council						
Income	936,876	816,195	(120,681)			114.8%
Expenditure	928,515	815,132	(113,383)	0	(113,383)	113.9%
Net Income over Expenditure	8,361	1,063	(7,298)			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	8,361	1,063	(7,298)			

Earmarked Reserves

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

Grand Totals:- Income	936,876	816,195	(120,681)			114.8%
Expenditure	928,515	815,132	(113,383)	0	(113,383)	113.9%
Net Income over Expenditure	8,361	1,063	(7,298)			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	8,361	1,063	(7,298)			

Detailed Income & Expenditure by Budget Heading 02/04/2025

Month No: 12

Cost Centre Report to 31st March 2025

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Service & Committee Support							
1076 Precept	621,795	621,795	0			100.0%	
1090 Interest Received	2,605	1,800	(805)			144.7%	
1900 Other Receipts	75	800	725			9.4%	
	624,475	624,395	(80)			100.0%	0
Service & Committee Support :- Income							
4000 Salaries	206,741	203,800	(2,941)		(2,941)	101.4%	
4010 Insurance	11,648	10,400	(1,248)		(1,248)	112.0%	
4020 Equipment	1,134	800	(334)		(334)	141.7%	
4025 Consumables	670	700	30		30	95.7%	
4030 Postage	792	700	(92)		(92)	113.2%	
4035 Printing & Photocopying	1,685	1,600	(85)		(85)	105.3%	
4040 Professional Fees	6,270	7,000	730		730	89.6%	
4045 Subscriptions & Licences	9,233	6,500	(2,733)		(2,733)	142.0%	
4050 Telephone & IT Services	11,746	8,000	(3,746)		(3,746)	146.8%	
4060 Training - Staff	915	1,500	585		585	61.0%	
4065 Training - Members	0	600	600		600	0.0%	
4070 Travel & Subsistence - Staff	542	600	58		58	90.4%	
4075 Travel & Subsistence - Members	76	700	624		624	10.9%	
4080 Mayor's Allowance	431	1,000	569		569	43.1%	
4090 Bank Charges	102	105	3		3	97.1%	
4095 Miscellaneous Expenditure	960	1,000	40		40	96.0%	
4100 Bad Debt & Write Offs	475	100	(375)		(375)	475.2%	
	253,421	245,105	(8,316)	0	(8,316)	103.4%	0
Service & Committee Support :- Indirect Expenditure							
Net Income over Expenditure	371,054	379,290	8,236				
110 Neighbourhood Planning							
4155 N Planning Circulation	(1,000)	0	1,000		1,000	0.0%	
4370 N Planning Guidance	(233)	1,000	1,233		1,233	(23.3%)	
	(1,233)	1,000	2,233	0	2,233	(123.3%)	0
Neighbourhood Planning :- Indirect Expenditure							
Net Expenditure	1,233	(1,000)	(2,233)				
120 Grants							
4140 Grants - S137	125	150	25		25	83.3%	
4145 Grants - Other Powers	275	500	225		225	55.0%	
	400	650	250	0	250	61.5%	0
Grants :- Indirect Expenditure							
Net Expenditure	(400)	(650)	(250)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Events & Publications							
1200 Town Show Income	6,474	4,000	(2,474)			161.9%	
1210 Christmas Market Income	4,621	4,000	(621)			115.5%	
1220 Christmas Lights Donations	2,000	0	(2,000)			0.0%	
1230 Christmas Tree Donations	400	0	(400)			0.0%	
	13,495	8,000	(5,495)			168.7%	0
Events & Publications :- Income							
4165 Epping in Bloom	1,000	1,000	0		0	100.0%	
4170 Town Show Expenditure	4,855	3,500	(1,355)		(1,355)	138.7%	
4175 Christmas Market Expenditure	1,828	3,000	1,172		1,172	60.9%	
4180 Christmas Lights Expenditure	18,465	7,500	(10,965)		(10,965)	246.2%	
4185 Christmas Tree Expenditure	1,914	2,500	586		586	76.6%	
4195 Mayor's Civic Reception	609	2,000	1,391		1,391	30.4%	
4205 Talk About Epping	1,230	1,000	(230)		(230)	123.0%	
4220 Other Council Events	2,513	2,000	(513)		(513)	125.7%	
4225 Other Council Publications	1,210	1,320	110		110	91.7%	
	33,624	23,820	(9,804)	0	(9,804)	141.2%	0
Events & Publications :- Indirect Expenditure							
Net Income over Expenditure	(20,129)	(15,820)	4,309				
160 Epping Hall							
1300 Lettings Rents & Licences	42,888	48,000	5,112			89.3%	
	42,888	48,000	5,112			89.3%	0
Epping Hall :- Income							
4010 Insurance	7,921	8,800	879		879	90.0%	
4020 Equipment	1,095	1,000	(95)		(95)	109.5%	
4025 Consumables	1,013	1,400	387		387	72.3%	
4085 PWLB Loan Repayments	77,840	77,840	(0)		(0)	100.0%	
4250 Business Rates	10,978	12,000	1,022		1,022	91.5%	
4255 Utilities	15,964	15,000	(964)		(964)	106.4%	
4260 Repairs & Maintenance	15,305	14,000	(1,305)		(1,305)	109.3%	
	130,116	130,040	(76)	0	(76)	100.1%	0
Epping Hall :- Indirect Expenditure							
Net Income over Expenditure	(87,228)	(82,040)	5,188				
180 Jack Silley Pavilion							
1300 Lettings Rents & Licences	31,435	30,000	(1,435)			104.8%	
	31,435	30,000	(1,435)			104.8%	0
Jack Silley Pavilion :- Income							
4010 Insurance	1,700	1,700	0		0	100.0%	
4020 Equipment	0	800	800		800	0.0%	
4025 Consumables	385	400	15		15	96.3%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Business Rates	4,840	4,800	(40)		(40)	100.8%	
4255 Utilities	9,619	12,500	2,881		2,881	77.0%	
4260 Repairs & Maintenance	4,918	6,000	1,082		1,082	82.0%	
Jack Silley Pavilion :- Indirect Expenditure	21,462	26,200	4,738	0	4,738	81.9%	0
Net Income over Expenditure	9,973	3,800	(6,173)				
<u>200 Epping Market</u>							
1300 Lettings Rents & Licences	33,288	36,000	2,712			92.5%	
1310 Market casuals	10,021	7,500	(2,521)			133.6%	
Epping Market :- Income	43,309	43,500	191			99.6%	0
4007 Advertising & promotion	0	500	500		500	0.0%	
4010 Insurance	740	740	0		0	100.0%	
4020 Equipment	361	1,000	639		639	36.1%	
4025 Consumables	68	0	(68)		(68)	0.0%	
4085 PWLB Loan Repayments	6,159	6,156	(3)		(3)	100.0%	
4095 Miscellaneous Expenditure	62	0	(62)		(62)	0.0%	
4250 Business Rates	4,990	5,500	510		510	90.7%	
4260 Repairs & Maintenance	410	1,000	590		590	41.0%	
4300 Market Contractor	23,496	23,500	4		4	100.0%	
4305 Skip Hire	95	0	(95)		(95)	0.0%	
Epping Market :- Indirect Expenditure	36,381	38,396	2,015	0	2,015	94.8%	0
Net Income over Expenditure	6,928	5,104	(1,824)				
<u>220 Epping Cemetery</u>							
1500 Burials & Memorials	40,400	36,000	(4,400)			112.2%	
Epping Cemetery :- Income	40,400	36,000	(4,400)			112.2%	0
4010 Insurance	940	940	0		0	100.0%	
4015 Cemetery Benches	809	0	(809)		(809)	0.0%	
4020 Equipment	489	500	11		11	97.8%	
4095 Miscellaneous Expenditure	0	500	500		500	0.0%	
4250 Business Rates	2,132	2,000	(132)		(132)	106.6%	
4260 Repairs & Maintenance	14,869	2,000	(12,869)		(12,869)	743.5%	
Epping Cemetery :- Indirect Expenditure	19,240	5,940	(13,300)	0	(13,300)	323.9%	0
Net Income over Expenditure	21,160	30,060	8,900				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240 Parks & Building Maintenance							
1300 Lettings Rents & Licences	6,049	5,800	(249)			104.3%	
1320 Tennis Court income	2,621	1,500	(1,121)			174.7%	
1600 Town Greens	2,048	2,200	152			93.1%	
1900 Other Receipts	7,056	0	(7,056)			0.0%	
Parks & Building Maintenance :- Income	17,774	9,500	(8,274)			187.1%	0
4000 Salaries	231,823	281,000	49,177		49,177	82.5%	
4010 Insurance	3,324	3,150	(174)		(174)	105.5%	
4020 Equipment	5,974	6,000	26		26	99.6%	
4025 Consumables	982	700	(282)		(282)	140.3%	
4095 Miscellaneous Expenditure	708	0	(708)		(708)	0.0%	
4255 Utilities	3,775	6,000	2,225		2,225	62.9%	
4260 Repairs & Maintenance	14,524	20,000	5,476		5,476	72.6%	
4265 Public Toilet Cleaning	1,300	1,000	(300)		(300)	130.0%	
4270 Tree management	0	2,500	2,500		2,500	0.0%	
4275 Tennis Courts	686	1,000	314		314	68.6%	
4310 Vehicles	2,201	2,000	(201)		(201)	110.0%	
4360 Fuel	5,579	4,500	(1,079)		(1,079)	124.0%	
Parks & Building Maintenance :- Indirect Expenditure	270,875	327,850	56,975	0	56,975	82.6%	0
Net Income over Expenditure	(253,102)	(318,350)	(65,248)				
260 Public Convenience							
1055 Utility Recharges	(7,458)	0	7,458			0.0%	
Public Convenience :- Income	(7,458)	0	7,458				0
4020 Equipment	7	80	73		73	8.4%	
4025 Consumables	160	700	540		540	22.9%	
4255 Utilities	9,804	3,000	(6,804)		(6,804)	326.8%	
4260 Repairs & Maintenance	0	1,200	1,200		1,200	0.0%	
4265 Public Toilet Cleaning	2,502	5,000	2,498		2,498	50.0%	
Public Convenience :- Indirect Expenditure	12,473	9,980	(2,493)	0	(2,493)	125.0%	0
Net Income over Expenditure	(19,931)	(9,980)	9,951				
280 Allotments							
1300 Lettings Rents & Licences	4,272	4,300	28			99.3%	
Allotments :- Income	4,272	4,300	28			99.3%	0
4010 Insurance	300	300	0		0	100.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Equipment	146	300	155		155	48.5%	
4255 Utilities	141	400	259		259	35.3%	
4260 Repairs & Maintenance	32	500	468		468	6.4%	
Allotments :- Indirect Expenditure	619	1,500	881	0	881	41.2%	0
Net Income over Expenditure	3,653	2,800	(853)				
300 Street Furniture							
4020 Equipment	3,600	1,000	(2,600)		(2,600)	360.0%	
4095 Miscellaneous Expenditure	0	750	750		750	0.0%	
4260 Repairs & Maintenance	1,910	800	(1,110)		(1,110)	238.8%	
Street Furniture :- Indirect Expenditure	5,510	2,550	(2,960)	0	(2,960)	216.1%	0
Net Expenditure	(5,510)	(2,550)	2,960				
320 War Memorial							
4260 Repairs & Maintenance	0	100	100		100	0.0%	
War Memorial :- Indirect Expenditure	0	100	100	0	100	0.0%	0
Net Expenditure	0	(100)	(100)				
340 Council as Landlord							
1300 Lettings Rents & Licences	4,220	6,000	1,780			70.3%	
1900 Other Receipts	7,067	6,500	(567)			108.7%	
Council as Landlord :- Income	11,287	12,500	1,213			90.3%	0
4260 Repairs & Maintenance	627	1,500	873		873	41.8%	
Council as Landlord :- Indirect Expenditure	627	1,500	873	0	873	41.8%	0
Net Income over Expenditure	10,660	11,000	340				
360 Council as Tenant							
4400 Letting Rents & Licence Costs	0	501	501		501	0.0%	
Council as Tenant :- Indirect Expenditure	0	501	501	0	501	0.0%	0
Net Expenditure	0	(501)	(501)				
800 Stonards Refurbishment S106							
1250 Stonards refurbishment	115,000	0	(115,000)			0.0%	
Stonards Refurbishment S106 :- Income	115,000	0	(115,000)				0

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4395 Stonards refurbishment	145,000	0	(145,000)		(145,000)	0.0%	
Stonards Refurbishment S106 :- Indirect Expenditure	<u>145,000</u>	<u>0</u>	<u>(145,000)</u>	<u>0</u>	<u>(145,000)</u>		<u>0</u>
Net Income over Expenditure	<u>(30,000)</u>	<u>0</u>	<u>30,000</u>				
Grand Totals:- Income	936,876	816,195	(120,681)			114.8%	
Expenditure	928,515	815,132	(113,383)	0	(113,383)	113.9%	
Net Income over Expenditure	<u>8,361</u>	<u>1,063</u>	<u>(7,298)</u>				
Movement to/(from) Gen Reserve	<u>8,361</u>	<u>1,063</u>	<u>(7,298)</u>				

Date: 02/04/2025

Epping Town Council

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Barclays No 1 Account

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/03/2025	Barclays Bank plc	DEBIT	8.50		Commission 13Jan/12Feb
12/03/2025	Co-operative Bank current	Transfer	30,000.00		Transfer *
17/03/2025	Co-operative Bank current	Transfer	10,000.00		Transfer *
21/03/2025	EE	DD09	63.22		Mobile/tablet charge
Total Payments			40,071.72		

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/03/2025	Yu Energy Retail Limited	DD01	1,003.51		EH electric Feb 25
10/03/2025	Dieselink Services	DD02	18.00		Annual card fee
11/03/2025	21CC Group Ltd	BAC1103/01	180.00		VE day plaque
11/03/2025	Auditing Solutions Ltd	BAC1103/02	612.00		2nd audit 24-25
11/03/2025	Betongpark Limited	BAC1103/03	4,350.00		Epping Skatepark final valuat
11/03/2025	Capitol Floor & Hygiene Mainte	BAC1103/04	120.00		Stonards toilet clean Feb 25
11/03/2025	Expert Access Solutions Ltd	BAC1103/05	380.74		Call our front door EH
11/03/2025	Kent County Council	BAC1103/06	159.29		Printing copy Nov 24 to Jan 25
11/03/2025	Nabma	BAC1103/07	434.00		NABMA annual membership
11/03/2025	NPower Commercial Gas	BAC1103/08	20.58		Electric Feb 25
11/03/2025	PJE Locksmiths and Carpenters	BAC1103/09	320.00		Supply+fit new sash lock EH
11/03/2025	RAD Group	BAC1103/10	705.96		IT support March 2025
11/03/2025	Rawley Plant Limited	BAC1103/11	81.52		Toilet hire completion+collect
11/03/2025	Spaldings Limited	BAC1103/12	214.20		SI-3014938/Spaldings Limited
11/03/2025	Mr D R Whitbread	BAC1103/13	90.00		Clean bus stops+EH windows
11/03/2025	Louise Mead	BAC1103/14	200.00		EH Damage deposit refund
11/03/2025	CSA	BAC1103/15	599.62		Employee deductions Feb 25
11/03/2025	Nest Pension	BAC1103/16	287.66		Pension conts Feb 25
11/03/2025	HMRC	BAC1103/17	7,205.64		NI+PAYE conts Feb 25
11/03/2025	Essex Pension Fund	BAC1103/18	3,457.21		Pension conts Feb 25
14/03/2025	Epping Forest District Council	DD03	554.10		Purchase Ledger Payment
14/03/2025	D W Erections	DD04	1,958.00		Mar25Market supervision+gazebo
14/03/2025	Salary transfer	BACS	38,081.23		Salary payments
17/03/2025	British Gas Services Ltd	DD05	855.26		Purchase Ledger Payment
17/03/2025	Corona Energy	DD06	2,479.63		Purchase Ledger Payment
17/03/2025	Peninsula	DD07	519.37		Purchase Ledger Payment
21/03/2025	EDF Energy	DD08	659.22		Electric Feb 25
25/03/2025	Capitol Floor & Hygiene Mainte	BAC2503/01	120.00		Ston Toilet clean 2.3-23.3.25
25/03/2025	Expert Access Solutions Ltd	BAC2503/02	396.96		EH door call out
25/03/2025	GLS Educational Supplies	BAC2503/03	66.31		Pens and paper
25/03/2025	Kent County Council	BAC2503/04	844.88		Gas 31.1-28.2.25
25/03/2025	Mr David Jackman	BAC2503/05	220.00		Media service Jan&Feb 25
25/03/2025	Mobile Account Solutions (Hold	BAC2503/06	433.66		Calls March 2025
25/03/2025	Pace Fuelcare	BAC2503/07	2,986.98		2000L diesel
25/03/2025	Mr D R Whitbread	BAC2503/08	88.00		Clean EH windows+bus stops
25/03/2025	Wrights Farm Contracts Ltd	BAC2503/09	586.20		Supply+apply weed control
25/03/2025	GLS Educational Supplies	BAC2503/10	600.00		5 office chairs
Total Payments			71,889.73		

Date: 02/04/2025

Epping Town Council

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Time: 12:11

Co-operative Online Account

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/03/2025	Zoom Communication	470	15.59		Inv 296315178
23/03/2025	HP Instant Ink	471	5.49		Inv 1104716668
26/03/2025	Tesco	472	96.15		Water
Total Payments			<u>117.23</u>		

Date : 02/04/2025

Epping Town Council

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Time: 16:23

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			23,073.91	
205	Barclays Business Saver			92,883.53	
215	Co-operative Bank current			30,427.36	
220	Co-operative Online Account			146.60	
225	Nationwide Business Bond			109,815.99	
230	Petty Cash			170.08	
Trial Balance Totals :				<u>256,517.47</u>	<u>0.00</u>
Difference				256,517.47	

ATTACHMENT L

**Epping Town Council budget: Pre formal year end close down position summary:
2nd April 2025**

Beverley Rumsey, Town Clerk & Responsible Financial Officer

Epping Town Council (ETC) have performed very well against their income and expenditure budget in the 2024/25 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 is lower than expected (we lost a key booking in 2025) and the Jack Silley Pavilion's income is slightly higher than anticipated. Both halls are busy and receive many enquiries. We are always keen to attract new bookings. Cemetery income was considerably lower than the budgeted forecast until February 2025, but has now exceeded the forecasted income due to plot purchases. 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, as last year, finish in surplus. This is a great achievement, as we have again had more 'windy weather' call off situations. The removal of the waste management costs, instigated by Council's Planning, Market & Events Officer, has made the predicted positive effect on the market's budget. The process of freezing market rents to help support and retain traders has helped.

The public toilets at Bakers Lane were closed for much of the year and some costs savings have been made as Qualis have assisted with the structural issues at the toilets, as they have a maintenance team. The utilities are being paid for by those building the leisure centre on the former Bakers Lane car park at the current time as they are 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 is a very time consuming process and the Town Clerk/RFO would suggest this process is changed when the current utility contract expires in December 2025.

All staff received a £1290 pay award per person for the 2024/25 financial year as part of the annual Local Joint Council (LJC) pay award.

This year, our income has been approximately £936,876 and expenditure has been approximately £928,515 (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 2024/25 is currently showing to be approximately £16,000 (surplus) before the accruals (see above). This will change once year end transfers and adjustments for public toilet utilities have been completed in May 2025. **Please note:** the public toilet utility recharging situation is making an accurate out-turn position very difficult at this stage. The Clerk/RFO would anticipate this be a fair guestimate of the final position, which will be confirmed after year end close down in May 2025. This was against a projected surplus of £1063 (budget set for 2024/25 in January 2024.)

Major variances:

There are no major variances to note across the individual cost centres generally.

The increased income and expenditure (against the agreed budget) relates to the skate park, which largely accounts for the difference.

Conclusion

Epping Town Council have performed very well against their projected budget for 2024/25.

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 2.5% in December 2024). The loan payments on Epping Hall have decreased in 2024, as the loans start to be repaid and this has been reflected in Council's expenditure forecast. Council have remained as close to budgeted targets as possible. Once year end transfers have been made, the operational budget will be as close as possible.

ATTACHMENT M

ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS

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

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

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

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

Background information

From 12th November 2024 Council meeting

Approved to proceed

Potential Asset of Community Value

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

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

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

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

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

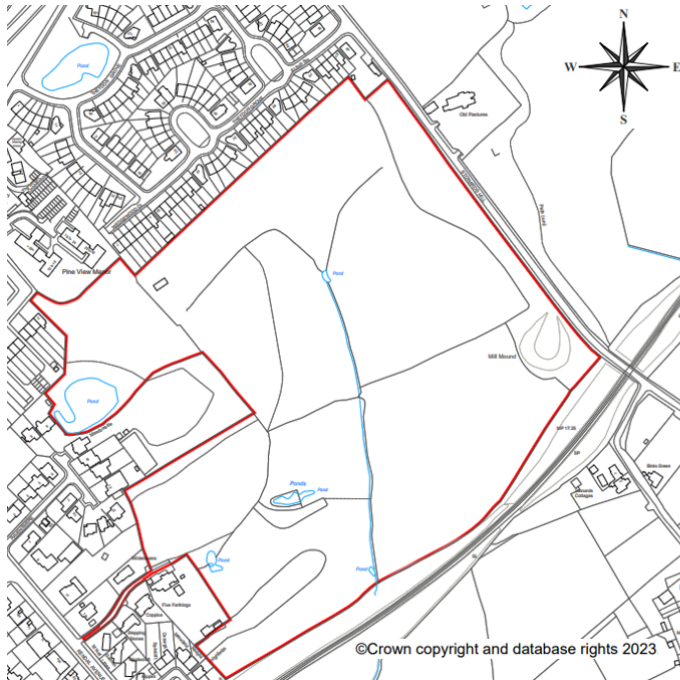
I think it important that the Town Council plays its part to try and stop the unwanted development of this land. May I ask you to support us making this application.

Cllr N Avey

ATTACHMENT M



Asset of Community Value Evidence Form



Land on the south west side of Stonards Hill, Epping

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

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

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

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

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

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

Full Name of Witness:

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

Email:

Telephone Number:

