



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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TO THE TOWN MAYOR and ALL MEMBERS of EPPING TOWN COUNCIL:

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 14th September 2021** at **7.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
8th September 2021

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda. *Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).*

5 CONFIRMATION OF COUNCIL MINUTES

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 10th August 2021.

6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

Planning & General Purposes Committee	10 th August 2021	(Attachment B)
Neighbourhood Planning Advisory Committee	12 th August 2021	(Attachment C)
Planning & General Purposes Committee	24 th August 2021	(Attachment D)

**7 GUEST SPEAKER:
EPPING FOREST DISTRICT COUNCIL: COMMUNITY, CULTURE & WELLBEING TEAM**

Following Epping Town Council's invitation to local community groups and partners to come and speak at a Town Council meeting and inform Council about their work, our guest speaker will be the Health & Wellbeing team at Epping Forest District Council.

The Town Clerk would like to thank our guest speaker for agreeing to address Council and Council are requested to **CONSIDER** the information provided and ask any questions.

8 QUALIS REPRESENTATION

Statutory Basis: Town and Country Planning Act 1990

Key Member: Cllr N Avey

Qualis have submitted five planning applications for Epping Parish and following revisions, submitted revised planning documents to the community. Some of the documents are complex and technical and would be most appropriately presented to councillors by Qualis in person. The Town Clerk has requested Qualis attend the Council meeting, so all members, rather than those on the Planning Committee only, can receive the plans in clear detail and ask any questions as appropriate.

Council is requested to **CONSIDER** the information provided by Qualis and **DECIDE**:

- (i) If they wish to ask any questions;
- (ii) If any further action is required at the current time.

9 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Epping High Street musicians: electrical situation (Attachment E1)

At the Ordinary Council meeting on 13th July 2021 (Minute #100 of 2021-22), Council supported the idea of musicians/buskers in Epping High Street. The Town Clerk has been pursuing this suggestion and has provided some further information as per **Attachment E1**.

Council is requested to **CONSIDER** this information and **DECIDE** what to do/if any further action is required at this time.

(ii) Public Work Loans Board (PWLB) updated guidance (Attachment E2)

Epping Town Council have been advised about updated terms and conditions for Public Works Loans Board (PWLB) borrowing.

Council is requested to **NOTE** this information.

(iii) Qualis communication (Attachment E3)

Epping Town Council have been sent an update regarding Qualis Community as per **Attachment E3**.

Council is requested to **NOTE** this information.

(iv) Community boxing initiative (Attachment E4)

The Town Clerk has been approached by a gentleman who works on community boxing initiatives, helping young people in relation to crime and antisocial behaviour, in

conjunction with some of our local churches. The Town Clerk met with the gentleman to learn more about the initiative and has accompanied him to a meeting with the community safety team at Epping Forest District Council. The gentleman will be using the community stall in Epping Monday Market during the next month to promote his event on 30th October 2021 at St John's Church. Details are provided as per **Attachment E4**.

The Town Clerk would **RECOMMEND** that councillors visit the event if they are able to and learn more about the initiative. The Town Clerk will continue to liaise with the community safety team at Epping Forest District Council (as it is likely to be a District/County project), but this will be brought back to Epping Town Council as appropriate.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required at the current time.

10 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment F)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 10th August 2021.

11 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 10th August 2021.

12 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment G)

A report from the Town Clerk on current activities and matters of interest to Council is attached.

13 FINANCIAL REPORT TO 30TH AUGUST 2021 (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report for August 2021 and **DECIDE** if any further action is required.

14 ACCOUNTS FOR PAYMENT (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for August 2021.

Payments total: **£60,464,85**. (Payments from Barclays total £80.96 (please note a transfer of £50,000 from Barclays to the Co-operative). Payments from the Cooperative total £58,766.35 (please note a transfer to the Co-operative online of £750). Payments from the Co-operative Online total £1,617.54.

15 DRAFT LOCAL PLAN MAIN MODIFICATIONS CONSULTATION (Attachment J)

Statutory Basis: Town and Country Planning Act 1990, Localism Act 2011

Key Member: Cllr N Avey

Epping Forest District Council are undertaking a consultation on the Main Modifications to their Draft Local Plan (Submission Version 2017). This was discussed at the Ordinary Council meeting on 10th August 2021 (Minute #131 (iv) of 2021/22) and it was **RESOLVED** that this would be discussed in detail at the Neighbourhood Planning Advisory Committee meeting on 12th August 2021 (Minute #145 of 2021/22). The Town Clerk was asked to draft a response based on the Neighbourhood Planning Advisory Committee and residents' views. The draft response is attached as per **Attachment J**. Please note: the deadline for responses is 23rd September 2021.

Council is requested to **CONSIDER** the draft response and **DECIDE**:

- (i) If this should be **APPROVED** as Epping Town Council's response, with or without amendments;
- (ii) If any further action is required at the current time in relation to this consultation.

16 EXTERNAL AUDIT 2020-2021 (Attachment K)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The Town Clerk and Responsible Financial Officer is pleased to advise that the Annual Return 2020-21 has now been externally audited and signed off without any further comments, as per **Attachment K**.

Council is requested to **NOTE** this information.

17 GRANT REQUESTS (Attachment L1 & L2)

Statutory Basis: Local Government Act 1972, s111, Local Government (Miscellaneous Provisions Act) 1976, s19;

Key Member: Cllr G Scruton

Epping Town Council have received two grant requests for the 2021-2022 financial year (March 2021-Sept 2021, first phase).

(i) Epping Horizons Petanque Club: (Attachment L1)
£500 towards the resurfacing of the petanque piste at Stonards Hill recreation ground

(ii) Epping Forest ReUse (Attachment L2)
£1,162 for uniforms for 6 staff and 15 volunteers

Council is requested to **CONSIDER** the information and requests and **DECIDE** what to do.

18 THE QUEEN'S GREEN CANOPY (Attachments M & M1)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr M Wright

As part of the national commemoration of the Queen's Platinum Jubilee (70 years' of service) in June 2022, Epping Town Council have been invited to plant a tree or trees to mark this important celebration. Some details about The Queen's Green Canopy are provided as per **Attachment M**. Some more specific details about possible locations and types of tree, are provided as per **Attachment M1**.

Council is requested to **CONSIDER** the information and **RECOMMENDATION** and **DECIDE** what to do.

19 **CIVIC RECEPTION 2022**

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr M Wright

Traditionally, Epping Town Council hold an Annual Civic Reception in April each year, where the Mayor and councillors are able to formally commend those who have won awards or made an important contribution to the community over the previous year. The last Civic Reception was in April 2019, as it was not possible to hold one during 2020 and 2021 due to the coronavirus Covid 19 health situation. A possible date for the Civic Reception in 2022 is Friday 29th April.

Council is requested to **DECIDE:**

- (i) If it wishes to hold a Civic Reception in 2022;
- (ii) If the date should be Friday 29th April 2022 (avoiding Easter and the Annual Town Meeting).

20 **TOWN SHOW 2022**

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr B Scruton

Epping Town Show is normally held on the first Sunday in July each year.

Council is requested to **DECIDE:**

- (i) If it wishes to hold the Town Show in 2022;
- (ii) If the date should be Sunday 3rd July 2022.

21 **SAFER EPPING GROUP**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr B Scruton

When the Neighbourhood Action Panel (NAP) Chairman retired in 2019, Epping Town Council agreed to try and incorporate the work of the NAP in the Safer Epping Group, chaired by Cllr Barbara Scruton. The Safer Epping Group meetings were not held during the coronavirus Covid 19 health situation, but it would now seem advisable to reinstate the group and meetings.

Council is requested to **CONSIDER:**

- (i) Where and when the meetings should be held;
- (ii) What format they should take.

22 EXCLUSION OF THE PRESS AND PUBLIC

To resolve 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.

23 EPPING TOWN COUNCIL BOOKING SYSTEM (Attachments N & N1)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey/Cllr M Wright

The Town Clerk has provided some information about Epping Town Council's hall booking system, as per **Attachments N** and **N1**.

Council is requested to **CONSIDER** the **RECOMMENDATION** and **DECIDE** what to do.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.