



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, 8th February 2022** at **7.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
2nd February 2022

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 18th January 2022.

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
Planning & General Purposes Committee

11th January 2022
25th January 2022

(Attachment B)
(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments D, D1, D2 & D3)**(i) Queen's Platinum Jubilee Celebration Weekend 2022 (Attachment D)**

A meeting was held by Revd Lee Batson at St John's Church to discuss proposals for the Queens's Platinum Jubilee commemorations (2nd -5th June 2022). A summary of that meeting is provided as per **Attachment D**. This also includes further suggestions and discussions for Epping Town Council, including any financial implications. **Please note:** the proposals are quite wide ranging and there must be sufficient personnel and support to organise and hold the events.

Council is requested to **DISCUSS** this information and **DECIDE** what to do.

(ii) Request from Epping Forest District Council: Town Centre Regeneration

At the Ordinary Council meeting on 18th January 2022 (Minute #358 of 2021/22), Epping Town Council discussed the request from Epping Forest District Council (EFDC) regarding a financial contribution towards their regeneration of High Streets project. Epping Town Council requested a visit from an Epping Forest District Council representative to discuss this further. A representative from Epping Forest District Council will attend the meeting to provide further information.

Council is requested to **CONSIDER** the additional information provided at the meeting and **DECIDE** what response to make.

(iii) Essex County Council Climate funding (Attachment D1)

Epping Town Council have been made aware of some Climate Action funding from Essex County Council, as per **Attachment D1**.

Council is requested to **CONSIDER** if any action is required at the current time.

(iv) Jack Silley Pavilion: boiler serving the Forest Room

The boiler serving the Forest Room at the Jack Silley Pavilion has been failing on a regular basis and engineers are having to be called out frequently. The engineers have now provided a report which states that this boiler is uneconomical to repair. It is approximately 10 years old. **Please note:** this is not related to the water system issue in the changing rooms detailed previously, which has been put on hold at the current time. The Town Clerk is pursuing three quotations for the boiler, which will need to be replaced fairly promptly.

RECOMMENDATION: The Town Clerk should be **AUTHORISED** to have the boiler repaired once a suitable quotation has been received, after a quotation consultation with Cllr H Pegrum (as Key Member for the Jack Silley Pavilion) and Cllr G Scruton (as Key Member for Finance).

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

(v) Esso Island land (Attachment D2)

A request has been made from the Theydon Grove Residents Association regarding the Esso Island land at Theydon Grove. Some further information has been provided as per **Attachment D2**.

***Please note:** some further information relating to the acquisition of the land (contract) is provided in the Excluded section of this agenda for information, as per **Attachment L**.

Council is requested to **CONSIDER** this information, request and **RECOMMENDATIONS** and **DECIDE** what to do.

(vi) Blue plaque request: Epping Market (Attachment D3)

The Town Clerk has received a blue plaque request as per **Attachment D3**.

Council is requested to **CONSIDER** this request and **DECIDE** what to do.

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment E)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 18th January 2022.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 18th January 2022.

10 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment F)

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

11 FINANCIAL REPORT TO 31st JANUARY 2022 (Attachment G)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of January 2022 and **DECIDE** if any further action is required.

12 ACCOUNTS FOR PAYMENT (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for January 2022 totalling £43,060.01 (Barclays: £80.39, The Co-operative £42,906.78 & The Co-operative online £72.84).

13 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.

14 TOWNSPERSON OF THE YEAR 2021 (Attachment I)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has received a number of nominations for Townsperson of the Year 2021, as per **Attachment I**.

Council is requested to **CONSIDER** the nominations and **DECIDE** who to award Townsperson of the Year 2021.

15 **CIVIC AWARD SCHEME** (Attachment J)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

Epping Town Council's Civic Award is designed to commend a building in Epping that has either been built, refurbished or maintained to a very high standard. Nominations have been invited from our local community. Some further information is provided as per **Attachment J**.

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

16 **EPPING HALL WORKS** (Attachment K)

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr G Scruton/Cllr H Pegrum

At the Ordinary Council meeting on 14th December 2021 (Minute #341 of 2021/22), Council discussed proposed works to Epping Hall and **RESOLVED** to look at the plans in more detail. A working party meeting was held on 17th January 2022, so all Councillors could ask more questions about the proposals and share thoughts and comments. The architect has considered the comments and provided amended proposals as per **Attachment K**.

Council is requested to **CONSIDER** the following **RECOMMENDATIONS** following the December 2021 Council meeting and working party analysis meeting in January 2022:

- (i) The proposals, as per **Attachment K**, should be **APPROVED** as the preferred design options at this stage (with Council making a decision on the four amendments/five comments that have been made since the working party meeting);
- (ii) The proposals should proceed to Planning Permission stage.

17 **ESSO ISLAND LAND** (Attachment L)

Statutory Basis: Local Government Act 1972, s124, s126 & s127

Key Member: Cllr N Avey/Cllr J Duffell

In 2018, Epping Town Council purchased Esso Island, on the Theydon Grove estate, from Esso/Exxon. Some contract details are provided as per **Attachment L**, for members information.

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

18 **ELECTRICAL WORKS CONTRACT: CHRISTMAS LIGHTS** (Attachment M)

Statutory Basis: Local Government Act 1972, s144

Key Member: Cllr J Duffell

The electrical light set up for the small Christmas trees in the High Street needs some attention. Some information is provided as per **Attachment M**.

Council is requested to **CONSIDER** this information and **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.