



EPPING TOWN COUNCIL

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

Tel: 01992 579444 Fax: 01992 579446 e-mail: info@eppingtowncouncil.gov.uk

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 April 2015** at **20.15** in order to transact the following business:

Alan Shaw
Town Clerk
8th April 2015

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 PUBLIC PARTICIPATION - QUESTION TIME

An adjournment will be allowed at the direction of the Mayor to allow for public comment and response 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).

4 CONFIRMATION OF COUNCIL MINUTES (Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 10th March 2015.

5 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	10th March 2015	(Attachment B)
Neighbourhood Planning Steering Group	17th March 2015	(Attachment C)
Planning & General Purposes Committee	24th March 2015	(Attachment D)
Epping/Eppingen Advisory Committee	24th March 2015	(Attachment E)

6 MINUTES OF ANNUAL TOWN MEETING (Attachment F)

To receive a copy of the draft minutes of the Annual Town Meeting held on Friday 13th March 2015 and **DECIDE** if the Town Council needs to take any action not previously agreed in response to issues raised by the public.

7 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment G)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 10th March 2015.

8 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 10th March 2015.

9 REPORT OF THE CLERK AND COUNCILLORS QUESTIONS (Attachment H)

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

10 FINANCIAL REPORT TO 31st MARCH 2015 (Attachment I)

Statutory Basis: Accounts & Audit Regulations 2003, Sections 4 & 5 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006).

Key Member: Cllr Mrs L Hughes

Council is requested to **CONSIDER** the summary financial report to the end of March 2015 and **DECIDE** if any action is required.

11 ACCOUNTS FOR PAYMENT (Attachment J)

Statutory Basis: Accounts and Audit (England) Regulations 2011.

Key Member: Cllr Mrs L Hughes

Council is requested to **APPROVE** the payment of accounts for March 2015.

12 NEIGHBOURHOOD PLANNING STEERING GROUP (Attachments K & L)

Statutory Basis: Localism Act 2011, s.116,
Planning & Compulsory Purchase Act 2004, s.38A

Key Member: Cllr N Avey

The Neighbourhood Planning Steering Group had its initial meeting on 17th March 2015. The Group has produced an draft outline project plan and draft terms of reference for consideration by Council.

Council is requested to **CONSIDER** and **APPROVE** the draft project plan and terms of reference. Council is further **REQUESTED** to grant the following delegations to the Group:

DELEGATIONS

- (i) To receive apologies for absence from members of the steering group
- (ii) To confirm the minutes/ actions and authorise the Chair to sign the and present the minutes/ actions to Council for confirmation.
- (iii) To receive consider and respond to public questions or presentations in relation to the functions of the Steering Group.
- (iv) To define and set objectives and milestones required to deliver the project.
- (v) To chart progress of the project against agreed actions and milestones.
- (vi) To identify required resources to achieve objectives and request their allocation from Council.
- (vii) To report on the spending of any resources allocated to the Steering Group to Council.
- (viii) To authorise members of the Steering Group to act as a spokesperson or representative at meetings or events relating to the delivery of the project as may be determined by the Steering Group.

13 RECOMMENDATIONS OF EPPING-EPPINGEN ADV. COMMITTEE

Statutory Basis: Local Government Act 1972, s.145

Key Member: Cllr Mrs B Scruton

Members are **REQUESTED** to **CONSIDER** and **APPROVE** the recommendations of the Advisory Committee, as follows:

- (i) The Epping/Eppingen Advisory Committee should be dissolved. It has not been a productive meeting and dialogue between the Association can take place in a more timely and effective manner on an informal basis.
- (ii) The current (and future) Town Mayor should be appointed as the Town Council representative on the committee of the Epping-Eppingen Association in recognition of the important Civic links between the two towns.
- (iii) The Epping-Eppingen Association will approach the Town Council for assistance as required.
- (iv) The Town Council should **RESOLVE** to host receptions for Eppingen visitors on a bi-annual basis as has been the case since the twinning began. The next visit from Eppingen is between 25th and 27th September 2015.

14 EPPING IN BLOOM**(Attachment M)**

Statutory Basis: Local Government Act 1972, s.145

Key Member: Cllr L Burrows

The 'In Bloom' Group met for the first time on Thursday 26th March 2015. The minutes of the meeting are attached for Members' information. The Group has an enthusiastic membership and wants to make progress.

The Deputy Town Clerk will verbally update members on progress since the meeting.

Council is requested to **CONSIDER** and **DECIDE:**

- (i) The exact size of the budget to be allocated to the 'In Bloom' initiative. When this matter was considered by Council in October 2014, (Minute #200 of 2014/15 refers) budget allocation was discussed but no resolution was made.
- (ii) If a budget is allocated, whether to create a separate budget heading under 'Events' for the In Bloom group
- (iii) How decisions will be made about authorising expenditure. i.e. delegated to the Town Clerk, or in consultation with one or more members.
- (iv) If members have any comments or views about the direction the group is proposing.

15 GRANT APPLICATIONS

Statutory Basis: Local Government Act 1972, s.137

Key Member: Cllr Mrs L Hughes

Expenditure under budget heading 4145 – Grants – other powers stands at £3859 against an overall budget allocation of £5300 (£1441 remaining). Two applications for grant funding have been received as follows:

- (i) **The Box** - Request for £2008.80 towards carpeting community rooms on the new first floor. **(Attachment N)**
- (ii) **Essex Savers**– Request for £200 towards production of leaflets and posters to publicise the Credit Union in Epping. **(Attachment O)**

Council is requested to **CONSIDER** the applications and **DECIDE** on any award of grant funding.

Council is advised that despite the allocated Grants budget being £5300, the Council is permitted to award grants under s.137 of the Local Government Act 1972 up to the statutory limit which is calculated as an "appropriate amount" set by Government multiplied by the tax base for each financial year.

The statutory limit for this financial year is £35,325*

The current year's revenue budget is currently projected to be underspent by around £26,000 and the Council's reserves are at the upper end of the range, therefore Council may consider the grant applications in light of this information and may resolve to reallocate funds from other budget headings.

* £7.36 (the appropriate amount) x 4799.7 (tax base)

16 REVIEW OF NOTICE BOARDS

(Attachment P)

Statutory Basis: Local Government Act 1972. s. 142

Key Member: Cllr A Church

Background

A review of the existing notice boards has been carried out and the findings are as follows:

- (i) Of the four notice boards provided by the District Council those at Cottis Lane and the High Street are in relatively poor condition.
- (ii) The notice board in Cottis Lane is in a position where it is next to a busy road but has no footway in front of it to allow people to view it. It is also beyond the pedestrian access into the Car Park. Subsequently it is very poorly used.
- (iii) The notice board in the High Street (outside District Council depot) is on the grass verge by the main carriageway but the majority of pedestrian traffic at this location uses the access road behind main carriageway so again is poorly used.
- (iv) The notice board in Station Road by the bench is in a good location but is tired and in need of refurbishment.
- (v) The boards at Coopersale and Stonards Hill are in reasonable locations and are in reasonable condition.
- (vi) The noticeboard at Epping Hall is serviceable.

The Town Council has lacked a community noticeboard in a prominent central location in the town. It has been suggested that the flank wall of the market store opposite the side entrance to Marks & Spencer would be an ideal location to provide one as it is a main thoroughfare to and from the town centre car parks.

Discussions have also been had with the local Tesco store and they have indicated that they would be prepared to allow the Town Council to place a further community notice board in one of the recesses on their High Street elevation.

The Deputy Town Clerk has obtained quotations for the provision of noticeboards at these locations from a number of suppliers.

The street furniture budget for 2015/16 stands at **£1500**. The earmarked reserve for acquisition and replacement of assets currently stands at **£60,396**.

DECISIONS REQUIRED

Council is requested to **CONSIDER** this item and **DECIDE**

- (i) Whether or not to provide new community notice boards at either of these locations;
- (ii) If new notice boards are to be provided, which type of notice board.
- (iii) If new notice boards are provided, whether or not to remove the old boards in Cottis Lane and/or the High Street as they are superfluous.
- (iv) Whether to refurbish or replace the notice board in Station Road.

RECOMMENDATIONS

- (i) The Village and Urban design is in keeping with the historic town centre. It is green in keeping with nearby Baker's Lane toilets and it is the best price.
- (ii) The 12 sheet A4 noticeboard is in proportion with the existing town map and would make good use of a prominent site.
- (iii) The noticeboard in Cottis Lane is in an inaccessible location and should be removed.

17 EXCLUSION OF 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.

18 ST JOHNS UPDATE (Attachment Q)

Statutory Basis: Local Government Act 1972, s.122

Key Member: Cllr H Pegrum

A report from the Town Clerk is attached. Members are requested to **CONSIDER** the report and **DECIDE** what action is required.

19 OLD PASTURES UPDATE (Attachment Q)

Statutory Basis: Commons Act 2006, s.15

Key Member: Cllr A Church

A report from the Town Clerk is attached. Members are requested to **CONSIDER** the report and **DECIDE** what action is required.

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.