

# EPPING TOWN COUNCIL ACTION PLAN 2016-19

## INTERIM UPDATE MAY 2017



### COUNCIL:

CLLR L BURROWS, CLLR A CHURCH, CLLR N AVEY,  
CLLR MRS D BAIRD, CLLR H PEGRUM, CLLR MRS B SCRUTON,  
CLLR G SCRUTON, CLLR J A SMITH, CLLR D SPILLMAN,  
CLLR MISS H WHITBREAD, CLLR J WHITEHOUSE, CLLR M WRIGHT

Prepared in April 2016 & considered by full council at the Annual Council meeting on 10th May 2016  
Reviewed by the Three-Year Plan Working Party on 25<sup>th</sup> April 2017, for consideration at the Annual Council meeting  
on 9<sup>th</sup> May 2017

# EPHING TOWN COUNCIL

## ACTION PLAN 2016/17

Epping Town Council are responsible for two halls, six recreation grounds, a cemetery, a Monday charter market, two allotment sites, a block of public toilets and a war memorial. Council produce Town Magazine Talk About Epping four times a year, issue a Yearbook to local organisations and have an active website and Twitter presence. They are responsible for certain noticeboards, bus shelters and additional pieces of land. There are thirteen employed staff.

### Aims & Objectives

#### 1) Bury Lane Cemetery

##### **STATUS UPDATE: ACHIEVED**

Extend Bury Lane cemetery to provide additional burial space.

Divide the cemetery into four sections with a crossing path and central tree.

##### **Action:**

Ascertain the exact position of the drain beneath the section to be extended.

Commission a layout design and obtain quotations.

**Funding:** £20,000 from the Capital Fund.

#### 2) Neighbourhood Planning

##### **STATUS UPDATE: ONGOING**

Progress the Neighbourhood Planning process towards a Draft Plan for Epping to influence development in Epping Parish.

##### **Actions:**

- Continue drop in sessions and collate data.
- Create character appraisals for the whole parish and collate into a Town Guide.
- Send out a Neighbourhood Planning questionnaire to the 5,500 households and businesses in Epping.
- Collate all data.

- Undertake desktop research.
- Obtain consultation documents from Epping Forest District Council.
- Obtain targeted funding.
- Undertake workshops and events to report progress and fine tune.
- Advertise and promote
- Seek consultant advice when necessary.
- Consider draft policies.

**Funding:** £5,000 through the revenue budget. Funding claims from Locality whenever possible.

**STATUS UPDATE: £7000 RECEIVED FROM LOCALITY WHICH HAS BEEN USED TO GENERATE THE FIRST DRAFT OF THE NEIGHBOURHOOD PLAN AND THE SUPPORTING DOCUMENTATION**

### **3) St John's Development**

**STATUS UPDATE: ONGOING**

Continue negotiations with EFDC towards a conclusion for the St John's Development proposal, which should provide the town with a beneficial mixed use facility on the former St John's school site.

#### **Actions:**

- Attend meetings
- Engage and negotiate with partners
- Keep residents and customers updated
- Monitor the diaries according to negotiations

**Funding:** Initial discussions to be funded by the developer. No discussions without costs undertakings. Minor expenditure through the revenue budget. Major figures to be worked through a contract.

### **4) Jack Silley Pavilion, Stonards Hill Recreation Ground**

**STATUS UPDATE: ONGOING. INITIAL CONDITION SURVEYS COMPLETE. EARLY NEGOTIATIONS WITH SPORTS PARTNERS COMPLETE**

Consider the timing for refurbishing the Jack Silley Pavilion to provide a newer building with less maintenance issues and better facilities.

**Actions:**

Meeting to discuss this project in Spring 2016 (mindful of the early 2019 deadline for claiming the sports improvement related S106 money) and discuss timescales in relation to the St John's Development

- Develop plans with local builders and architects and determine costs
- Liaise with the District Council, Essex FA and Sport England
- Consider additional/match funding

**Funding:** Currently £40,000 in the Stonard's Project Fund.

£225,000 S106 money to be requested on providing suitable plans.

Targeted sports funding (external)

**5 Playground refurbishment programme.****STATUS UPDATE: FRAMPTON ROAD PLAYGROUND REFURBISHMENT COMPLETE MARCH 2016**

Assess Council's 5 playgrounds and determine which is in most urgent need of refurbishment. Identify a rolling programme of playground refurbishments, ideally one per financial year, funds permitting.

**PLAYGROUNDS: Ivy Chimneys (Refurbished 2015), Stonards Hill, Parklands in Coopersale, Frampton Road, Lower Swaines**

**Actions:**

Town Clerk & Town Supervisor to assess playgrounds.

- Town Clerk will report back to Council with ideas and costs
- Council to decide on a preferred scheme
- Undertake Procurement
- Deliver a playground refurbishment at one location

**Funding:** Council reserves & outside funding

**6 Maintain ongoing services and responsibilities.****STATUS UPDATE: ONGOING**

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance

- Undertake burials at Bury Lane cemetery, related administration & maintenance
- Lower Bury Lane and Meadow Road allotments: administration & maintenance
- Manage the Monday market, administration and maintenance
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show, Christmas Market, Continental Markets & Farmers' Markets
- Maintain and protect the War Memorial
- Maintain Baker's Lane Toilets
- Administer dog bin contracts
- Maintain grounds and machinery
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year and distribute to 5,500 households and businesses
- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Work towards the Local Council Award Scheme Gold Status
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Produce annual yearbook for set recipients
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Present planning applications and return Committee's objections
- Support the Mayor, Deputy Mayor and members
- Respond to all letters, emails and enquiries

**Actions:** Implement and maintain services

**Funding:** Income and expenditure budget

# EPHING TOWN COUNCIL

## **ACTION PLAN 2017/18**

Epping Town Council are responsible for two halls, six recreation grounds, a cemetery, a Monday charter market, two allotment sites, a block of public toilets and a war memorial. Council produce Town Magazine Talk About Epping four times a year, issue a Yearbook to local organisations and have an active website and Twitter presence. They are responsible for certain noticeboards, bus shelters and additional pieces of land. There are twelve employed and one contracted member of staff.

### **Aims & Objectives**

#### **1) Neighbourhood Planning & Monitoring the Draft Local Plan (EFDC)**

##### **STATUS UPDATE: ONGOING**

Progress the Neighbourhood Planning process towards a final Draft Plan to be examined, subject to referendum and made, to sit alongside Epping Forest District Council's Local Plan and influence development in Epping Parish.

##### **Actions:**

- Add more detail to the first draft of the Neighbourhood Plan
- Work with Neighbourhood Planning expert Martin Small
- Undertake further community engagement
- Complete the character appraisals for Epping parish and collate into a Town Guide
- Work with partners such as Epping Forest District Council to advance the Plan and help shape EFDC's draft Local Plan

**Funding:** £5,000 through the revenue budget. Funding claims from Locality whenever possible.

**COMMUNITY ENGAGEMENT:** Planning is a key issue in Epping and residents are very concerned about future development and its impact. Many residents have joined Council at the Neighbourhood Planning meetings, several residents

stakeholders and community partners have joined the Neighbourhood Planning Advisory Committee to share their considerable local and specialist knowledge to help formulate the Plan.

Epping Town Council have returned a very detailed response to Epping Forest District Council in relation to the draft Local Plan and will continue to monitor the situation. Residents were invited to share their concerns with Epping Town Council and want Council's support regarding the contents of the emerging Local Plan.

## **2) St John's Development**

### **STATUS UPDATE: ONGOING**

Continue negotiations with EFDC towards a conclusion for the St John's Development proposal, which should provide the town with a beneficial mixed use facility on the former St John's school site.

#### **Actions:**

- Attend meetings
- Engage and negotiate with partners
- Keep residents and customers updated
- Monitor the diaries according to negotiations

**Funding:** Review and monitor costs undertakings. No discussions without costs undertakings. Manage funding through the developer. Minor expenditure through the revenue budget. Major figures to be worked through any contract.

**COMMUNITY ENGAGEMENT:** Residents have, for some years, wanted to see a conclusion to the St John's Development negotiations. Epping Town Council will continue to negotiate with Epping Forest District Council and any development partners in an attempt to secure a future for the St John's site, which would benefit Epping.

### **3) Jack Silley Pavilion, Stonards Hill Recreation Ground**

#### **STATUS UPDATE: ONGOING**

Progress the refurbishment of the Jack Silley Pavilion at Stonards Hill Recreation Ground. Progress additional ideas for the Recreation Ground as a whole, as costs, plans and funding sources evolve. Manage in relation to any progress regarding the St John's Development.

#### **Actions:**

Mindful of the early 2019 deadline for claiming the sports improvement related S106 money), progress the project

- Awaiting next stage designs
- Undertake the Procurement Process and finalise plan
- Liaise with the District Council, Essex FA and Sport England
- Consider additional/match funding
- Begin works on site

**Funding: (As of 9<sup>th</sup> May 17)** Currently £40,000 in the Stonard's Project Fund.

£225,000 S106 money to be requested on providing suitable plans.

Targeted sports funding (external)

**COMMUNITY ENGAGEMENT:** The Jack Silley Pavilion is an older building with design and vandalism issues. Residents and the local football teams welcome refurbishment and improved facilities here. Additional comments of support received through Neighbourhood Planning.

### **4) Playground refurbishment programme.**

#### **STATUS UPDATE: ONGOING**

**EPPING TOWN COUNCIL WHICH DETERMINE THE NEXT PLAYGROUND TO BE REFURBISHED. PROBABLY PARKLANDS, COOPERSALE OR LOWER SWAINES.**

Assess Council's 5 playgrounds and determine which is in most urgent need of refurbishment. Identify a rolling programme of playground refurbishments, ideally one per financial year, funds permitting.

**PLAYGROUNDS: Ivy Chimneys (Refurbished 2015), Frampton Road**

**(Refurbished 2017), Stonards Hill, Parklands in Coopersale, Lower Swaines**

**Actions:**

Town Clerk & Town Supervisor to assess playgrounds.

- Town Clerk will report back to Council with ideas and costs
- Council to decide on a preferred scheme
- Undertake Procurement
- Deliver a playground refurbishment at one location

**Funding:** Council reserves & outside funding

**COMMUNITY ENGAGEMENT:** Residents have contacted Epping Town Council requesting improvements and additional equipment at many of our recreation ground, particularly as new developments emerge close to playgrounds and playgrounds get older.

**5) War Memorial improvements**

**STATUS UPDATE: PROJECT TO BEGIN 2017.**

**WAR MEMORIALS TRUST HAVE OFFERED GUIDANCE AND SUPPORT.**

**SOME CONSERVATION PROFESSIONALS LOCATED.**

Consideration should be given to improving and enhancing the setting of the war memorial in time for the 2018 centenary celebrations.

**Actions:**

- Discuss the progress of the slip road closure in front of the war memorial with the City of London Corporation and Essex County Council Highways
- Selective re-etching and painting of the War Memorial plaque lettering
- Conservation professionals to be sourced and quotes obtained
- Town Clerk to liaise with relevant partners to deliver the improvements

**Funding:** War Memorial Fund, Council reserves, external funding available from War Memorials Trust – Town Clerk to apply

**COMMUNITY ENGAGEMENT:** Residents have contacted Epping Town Council about the condition of the war memorial lettering which is steadily worsening as time advances.

## 6) Maintain ongoing services and responsibilities.

### **STATUS UPDATE: ONGOING**

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance
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- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year and distribute to 5,500 households and businesses
- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Work towards the Local Council Award Scheme Gold Status
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Produce annual yearbook for set recipients
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Present planning applications and return Committee's objections
- Support the Mayor, Deputy Mayor and members
- Respond to all letters, emails and enquiries

- CONSIDER AN APPROPRIATE TIME FOR AN ASSESSMENT OF THE MARKET ARRANGEMENTS

**Actions:** Implement and maintain services

**Funding:** Income and expenditure budget

**COMMUNITY ENGAGEMENT:** Epping Town Council provide many essential and desired services for our community, which our community want and need.

# EPPING TOWN COUNCIL

## ACTION PLAN 2018/19

**(THIS YEAR WILL BE UPDATED AT THE END OF THE 2017 FINANCIAL YEAR, WHEN THE ACTIONS, EXPENDITURE & CIRCUMSTANCES OF 2017 ARE KNOWN)**

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## **NEIGHBOURHOOD PLANNING (HOPEFULLY CONCLUDED)**

### **1) St John's Development**

Continue negotiations with EFDC towards a conclusion for the St John's Development proposal, which should provide the town with a beneficial mixed use facility on the former St John's school site.

#### **Actions:**

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**Funding:** Review and monitor costs undertakings. No discussions without costs undertakings. Manage funding through the developer. Minor expenditure through the revenue budget. Major figures to be worked through any contract.

### **2) Jack Silley Pavilion, Stonards Hill Recreation Ground**

Progress the refurbishment of the Jack Silley Pavilion at Stonards Hill Recreation Ground. Progress additional ideas for the Recreation as a whole, as costs, plans and funding sources evolve. Manage in relation to any progress

regarding the St John's Development. Mindful of the early 2019 deadline for claiming the sports improvement related S106 money), progress the project

**Actions:**

- Deliver preferred scheme for Jack Silley Pavilion and the refurbishment of the Stonards Hill Recreation Ground
- Consider further improvements to enhance the scheme to cover the wider site
- Consider further external funding to deliver any further works
- Advertise and promote

**Funding: (As of 10<sup>th</sup> May 17)** Currently £40,000 in the Stonard's Project Fund. £225,000 S106 money to be requested on providing suitable plans.

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- Produce agendas, supporting documents and minutes
- Present planning applications and return Committee's objections
- Support the Mayor, Deputy Mayor and members
- Respond to all letters, emails and enquiries
- Prepare for elections in 2019

**Actions:** Implement and maintain services

**Funding:** Income and expenditure budget

**THIS IS A ROLLING ACTION PLAN TO BE REVIEWED ANNUALLY BY THE THREE-YEAR PLAN WORKING GROUP (NEXT REVIEW APRIL 2017)**

**Working Group: 2016-17: Cllr M Wright (Town Mayor), Cllr H Pegrum, Cllr Mrs B Scruton, Cllr G Scruton, Cllr J A Smith.**

**2017-18: Cllr L Burrows (Town Mayor)**

**Town Clerk: Beverley Rumsey**