



**Epping Forest
District Council**

FORWARD PLAN

FOR THE PERIOD 1 JULY 2024 TO 31 OCTOBER 2024

The Council publishes a notice for each Key Decision or decision to be made in private at least 28 days before that decision is made.

The Cabinet Forward Plan will be updated on a monthly rolling programme to coincide with the requirements of the of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Further information is provided in the [Constitution](#) – **Article 14 Decision – Making**

Epping Forest District Council's aims and key objectives are detailed in the [Corporate Plan](#).

Published: 23 July 2024

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
LEADER Portfolio Holder: Cllr C Whitbread						
Productivity Plan 2024	Cabinet	15 July 2024	Key Significantly effects 2 or more wards Open	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
Proposed new KPI Suite	Overview & Scrutiny Committee	30 July 2024	Key Open	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
Draft revised Corporate Plan	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
	Overview & Scrutiny Committee	30 July 2024				
North Essex Shared Services	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Interim Polling Districts as a result of the Boundary Review	Council	17 December 2024	Key Significantly effects 2 or more wards	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
SHAPING OUR DISTRICT Portfolio Holder: Cllr K Williamson						
South Epping Masterplan Area - Endorsement of Strategic Masterplan Framework and Design Code	Cabinet	2 September 2024	Key Increases Financial Commitments in Future Years	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024	Open			
Local Plan Implementation Report	Cabinet	7 October 2024	Key Significantly effects 2 or more wards	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	2 September 2024				
	Executive Briefing	16 September 2024	Open			
FINANCE & ECONOMIC DEVELOPMENT Portfolio Holder: Cllr H Whitbread						
Consolidation of web platform projects across Epping Forest and Colchester City Councils for a hosting provider and a delivery partner	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024	Open			

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Financial Planning Framework 2025/26 to 2029/30	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
Quarter 1 Budget Monitoring Report (2024/25)	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
Updated Medium Term Financial Plan (MTFP) 2025/26 to 2029/30 (including Budget Strategy 2025/26)	Cabinet	7 October 2024	Key Significantly effects 2 or more wards Open	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	2 September 2024				
	Executive Briefing	16 September 2024				
Capital Programme Update (General Fund & HRA)	Cabinet	7 October 2024	Key Significantly effects 2 or more wards Open	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	2 September 2024				
	Executive Briefing	16 September 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Quarter 2 Budget Monitoring Report (2024/25)	Cabinet	11 November 2024	Key Significantly effects 2 or more wards	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
Draft Budget 2025/26 Includes General Fund & HRA revenue, Capital, Fees & Charges and updated MTFP (2025/26 to 2029/30)	Cabinet	9 December 2024	Key Expenditure > £250k	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 November 2024	Open			
	Executive Briefing	18 November 2024				
Final Draft Budget 2025/26 Includes General Fund & HRA revenue, Capital, Fees & Charges and updated MTFP (2025/26 to 2029/30)	Cabinet	3 February 2025	Key Expenditure > £250k	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	6 January 2025	Open			
	Executive Briefing	20 January 2025				
	Council	20 February 2025				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
COMMERCIAL & ESTATES Portfolio Holder: Cllr T Matthews						
North Weald Airfield New Control Tower / Fire Station development and Post Google Land Sale Obligations Budget approval and contractor appointment	Council	23 July 2024	Key Expenditure > £250k Open	Darren Goodey, Service Manager (Commercial), James Warwick, Service Director (Contracts, Partnerships and Procurement)	Strategic Director Corporate and Section 151 Officer	
Regeneration and Place Based Investment Fund	Cabinet	15 July 2024	Key Significantly effects 2 or more wards Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
Qualis Quarterly Monitoring Report – 6 months transitional period to 31st March 2024	Cabinet	15 July 2024	Key Significantly effects 2 or more wards Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
Joint Venture (JV)	Cabinet	15 July 2024	Key Significantly effects 2 or more wards Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
Qualis Business Plan Update	Cabinet	2 September 2024	Key	Andrew Small, Strategic Director, Corporate and	Strategic Director Corporate and	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Cabinet Agenda Planning Group	29 July 2024	Significantly effects 2 or more wards Open	Section 151 Officer	Section 151 Officer	
	Executive Briefing	12 August 2024				
Qualis Quarterly Monitoring Report – Q1 (Year 6) 2024/25	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
Qualis Quarterly Monitoring Report – Q2 (Year 6) 2024/25	Cabinet	9 December 2024	Key Significantly effects 2 or more wards Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 November 2024				
	Executive Briefing	18 November 2024				
Qualis Quarterly Monitoring Report – Q3 (Year 6) 2024/25	Cabinet	17 March 2025	Key Significantly effects 2 or more wards Open	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
TRANSFORMATION Portfolio Holder: Cllr S Patel						
HOUSING & HGGT (Harlow & Gilston Garden Town) Portfolio Holder: Cllr N Bedford						
Approach to Housing Energy Efficiency Retrofit	Cabinet	15 July 2024	Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
Chequers B development Seeking approval to enter into contract following a successful tender process	Cabinet	2 September 2024	Key Expenditure > £250k Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
The Broadway Major Repairs Project	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
Housing Repairs Policy	Cabinet	7 October 2024	Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	2 September 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Executive Briefing	16 September 2024				
COMMUNITY HEALTH & WELLBEING Portfolio Holder: Cllr K Rizvi						
CONTRACTS DELIVERY Portfolio Holder: Cllr R Balcombe						
Terra Verde Services (TVS) Business Plan	Cabinet	15 July 2024	Key Expenditure > £250k Open	Dave Ward, Interim Managing Director - Waste Services	Chief Operating Officer	
Persistent Organic Pollutants (POPs) Collection and Transport Contract	Portfolio Holder Decision	Not before 1 September 2024	Key Significantly effects 2 or more wards Open	James Warwick, Service Director (Contracts, Partnerships and Procurement), David Marsh (Waste Management Team Manager)	Chief Operating Officer	
Adoption of Waste Strategy for Essex 2024 - 2054	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
EFDC Waste Policy Changes	Cabinet	2 September 2024	Key Significantly effects 2 or	James Warwick, Service Director (Contracts,	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Cabinet Agenda Planning Group	29 July 2024	more wards	Partnerships and Procurement)		
	Executive Briefing	12 August 2024	Open			
	Place Scrutiny Committee	2 July 2024				
REGULATORY, TECHNICAL & COMMUNITY SAFETY SERVICES Portfolio Holder: Cllr P Keska						
Planning Advisory Service Development Management Committee Review	Council	8 August 2024	Key Significantly effects 2 or more wards	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Constitution Working Group	11 July 2024	Open			
Transfer of Grounds Maintenance into Qualis Property Solutions – 12 Month Update	Place Scrutiny Committee	2 July 2024	Key Open	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
Contaminated Land Strategy Policy Document.	Cabinet	Not before 1st July 2024	Key Significantly effects 2 or more wards	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
Pavement Licence Fees	Portfolio Holder Decision	Not before 13 August 2024	Key Significantly effects 2 or more wards	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
EFDC Council Wide Anti-Social Behaviour Policy	Cabinet	2 September 2024	Key Significantly effects 2 or	Mandy Thompson, Service Director -	Chief Operating Officer	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
	Cabinet Agenda Planning Group	29 July 2024	more wards	Regulatory Services		
	Executive Briefing	12 August 2024				
	Overview & Scrutiny Committee	30 July 2024				
Customer/Digital Strategy	Cabinet	tbc	Key Significantly effects 2 or more wards	Melissa Kemp-Salt, Service Director - ICT & Transformation (Shared Services)	Strategic Director Corporate and Section 151 Officer	