



**Epping Forest
District Council**

FORWARD PLAN

FOR THE PERIOD 1 AUGUST 2024 TO 30 NOVEMBER 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: 2 August 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						
Draft revised Corporate Plan	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024	Open			
	Executive Briefing	12 August 2024				
Organisation Performance - KPI Suite and Priority Project	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
	Executive Briefing	12 August 2024	Open			
North Essex Shared Services	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	Open			
	Executive Briefing	12 August 2024				
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	

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
SHAPING OUR DISTRICT Portfolio Holder: Cllr K Williamson						
Community Infrastructure Levy Approval sought to introduce Community Infrastructure Levy (CIL) Charging	Cabinet	2 September 2024	Key Significantly effects 2 or more wards Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 July 2024				
	Executive Briefing	12 August 2024				
Local Plan Masterplan Progress Report	Cabinet	7 October 2024	Key Significantly effects 2 or more wards Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	2 September 2024				
	Executive Briefing	16 September 2024				
South Epping Masterplan Area - Endorsement of Strategic Masterplan Framework and Design Code	Cabinet	7 October 2024	Key Increases Financial Commitments in Future Years Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating 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
FINANCE & ECONOMIC DEVELOPMENT Portfolio Holder: Cllr H Whitbread						
Financial Planning Framework 2025/26 to 2029/30	Cabinet	2 September 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	29 July 2024	Open			
	Executive Briefing	12 August 2024				
Quarter 1 Budget Monitoring Report (2024/25)	Cabinet	2 September 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	29 July 2024	Open			
	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	Christopher Hartgrove, Interim Director Finance / Deputy 151 Officer (Shared Services)	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	2 September 2024	Open			
	Executive Briefing	16 September 2024				
Capital Programme Update (General Fund & HRA)	Cabinet	7 October 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	2 September 2024				

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	Executive Briefing	16 September 2024	Open	Services)		
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						
Qualis Business Plan Update	Cabinet	2 September 2024	Key Significantly effects 2 or more wards	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024	Open			
	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	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	29 July 2024	Open			
	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	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	4 November 2024	Open			
	Executive Briefing	18 November 2024				
Qualis Quarterly Monitoring Report – Q3 (Year 6) 2024/25	Cabinet	17 March 2025	Key Significantly effects 2 or	Andrew Small, Strategic Director, Corporate and	Strategic Director Corporate and	

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	Cabinet Agenda Planning Group	10 February 2025	more wards Open	Section 151 Officer	Section 151 Officer	
	Executive Briefing	24 February 2025				
TRANSFORMATION Portfolio Holder: Cllr S Patel						
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 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				
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	
HOUSING & HGGT (Harlow & Gilston Garden Town) Portfolio Holder: Cllr N Bedford						
The Broadway Refurbishment Project – Tender Returns & Contract Award	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	3 June 2024				
	Executive Briefing	17 June 2024				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
Chequers B development Seeking approval to enter into contract following a successful tender process	Cabinet	7 October 2024	Key Expenditure > £250k Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	2 September 2024				
	Executive Briefing	16 September 2024				
Housing Repairs and Maintenance Policy	Cabinet	7 October 2024	Key Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	2 September 2024				
	Executive Briefing	16 September 2024				
	Communities Scrutiny Committee	24 September 2024				
COMMUNITY HEALTH & WELLBEING Portfolio Holder: Cllr K Rizvi						
MOU for the West Essex Health and Wellbeing Board	Cabinet	7 October 2024	Non-Key Open	Jennifer Gould, Strategic Director and Chief Operating Officer	Chief Operating Officer	
	Cabinet Agenda Planning Group	2 September 2024				
	Executive Briefing	16 September 2024				

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CONTRACTS DELIVERY Portfolio Holder: Cllr R Balcombe						
Persistent Organic Pollutants (POPs) Collection and Transport Contract	Contracts, Service Delivery and Improvement Portfolio Holder	Not before 1st 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	
Contract award for Processing & Selling of Dry Mixed Recycling To award contract for processing and selling of dry, mixed recycling materials	Contracts Delivery Portfolio Holder	Not before 30th August 2024	Key Expenditure > £250k Open	James Warwick, Service Director (Contracts, Partnerships and Procurement)	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				
Waste Management Operational Policies	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				

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EFDC Recycling Collections	Cabinet	11 November 2024	Key Significantly effects 2 or more wards Open	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024				
	Executive Briefing	21 October 2024				
	Place Scrutiny Committee	22 October 2024				
REGULATORY, TECHNICAL & COMMUNITY SAFETY SERVICES Portfolio Holder: Cllr P Keska						
Pavement Licence Fees	Regulatory Services Portfolio Holder	5 August 2024	Key Significantly effects 2 or more wards Open	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
Planning Advisory Service Development Management Committee Review	Council	8 August 2024	Key Significantly effects 2 or more wards Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	29 April 2024				
	Executive Briefing	13 May 2024				
	Council	8 August 2024				

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EFDC Council Wide Anti-Social Behaviour Policy	Cabinet	tbc	Key Significantly effects 2 or more wards Open			Task & Finish Panel to be set-up first
District Wide Smoke Control Area	Cabinet	11 November 2024	Key Significantly effects 2 or more wards Open	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024				
	Executive Briefing	21 October 2024				
	Place Scrutiny Committee	22 October 2024				