



**Epping Forest  
District Council**

## **FORWARD PLAN**

**FOR THE PERIOD 1 OCTOBER 2024 TO 31 JANUARY 2025**

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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](#).

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Published: 10 October 2024

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>LEADER Portfolio Holder: Cllr C Whitbread</b>						
Corporate Plan 2023-27	Council	15 October 2024	Key	Paula Maginnis, Service Director (Corporate Services)	Strategic Director Corporate and Section 151 Officer	
Epping Forest District Council's review of Polling Places and Stations Local authorities are required to review their polling districts and polling places for UK parliamentary constituencies at least once every five years. In addition to compulsory reviews, local authorities may also conduct additional reviews at other points, depending on local circumstances. Epping Forest District Council's compulsory five-year review is due to be completed by the end of January 2025.	Council	17 December 2024	Non-Key  Open	Dawn Baird, Interim Service Manager - Business Support	Returning Officer	
	Local Councils Liaison Committee	21 November 2024				
<b>SHAPING OUR DISTRICT Portfolio Holder: Cllr K Williamson</b>						
Implementation of the Local Plan	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				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
West Ongar Concept Framework for endorsement	Cabinet	11 November 2024	Key Raises new issues of Policy	Nigel Richardson, Service Director (Planning Development), Peter van der Zwan, Principal Planning Officer	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
South Nazeing Concept Framework for endorsement	Cabinet	11 November 2024	Key Raises new issues of Policy	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
Infrastructure Funding Statement	Cabinet	9 December 2024	Key Significantly effects 2 or more wards	Nick Finney, Interim Implementation Team Manager, Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 November 2024	Open			
	Executive Briefing	18 November 2024				
South Epping Masterplan Area - Endorsement of Strategic Masterplan Framework and Design Code	Cabinet	tbc	Key Increases Financial Commitments in Future Years	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	tbc				
	Executive Briefing	tbc	Open			

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<b>FINANCE &amp; ECONOMIC DEVELOPMENT Portfolio Holder: Cllr H Whitbread</b>						
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				
Quarter 2 Budget Monitoring Report (2024/25)	Cabinet	11 November 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	7 October 2024				
	Executive Briefing	21 October 2024				
Draft Budget 2025/26 Includes General Fund & HRA revenue, Capital, Fees & Charges and updated MTFP (2025/26 to	Cabinet	9 December 2024	Key Expenditure > £250k	Christopher Hartgrove, Interim Director Finance / Deputy 151	Strategic Director Corporate and Section 151	

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2029/30)			Open	Officer (Shared Services)	Officer	
	Cabinet Agenda Planning Group	4 November 2024				
	Executive Briefing	18 November 2024				
Quarter 3 Budget Monitoring Report (2024/25)	Cabinet	3 February 2025	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	6 January 2025				
	Executive Briefing	20 January 2025	Open			
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				
	Executive Briefing	20 January 2025				
	Council	20 February 2025				
<b>COMMERCIAL &amp; ESTATES Portfolio Holder: Cllr T Matthews</b>						
Qualis Business Plan Update	Cabinet	11 November 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	7 October 2024				

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	Executive Briefing	21 October 2024	Open			
Qualis Quarterly Monitoring Report – Q2 (Year 5) 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				
EFDC and Qualis Partnering Agreement (Housing Repairs)	Cabinet	3 February 2025	Key Significantly effects 2 or more wards	Surjit Balu, Interim Housing and Property Director, John Taphouse, Interim Service Manager (Assets Strategy)	Chief Operating Officer	
	Cabinet Agenda Planning Group	6 January 2025	Open			
	Executive Briefing	20 January 2025				
	Communities Scrutiny Committee	14 January 2025				
Qualis Quarterly Monitoring Report – Q3 (Year 5) 2024/25	Cabinet	17 March 2025	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	10 February 2025	Open			
	Executive Briefing	24 February 2025				

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<b>TRANSFORMATION Portfolio Holder: Cllr S Patel</b>						
<b>HOUSING &amp; HGGT (Harlow &amp; Gilston Garden Town) Portfolio Holder: Cllr N Bedford</b>						
Housing Repairs and Maintenance Policy	Cabinet	11 November 2024	Key	Surjit Balu, Interim Housing and Property Director, John Taphouse, Interim Service Manager (Assets Strategy)	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
	Communities Scrutiny Committee	22 October 2024				
Temporary Accommodation Policy	Cabinet	9 December 2024	Key Significantly effects 2 or more wards	Surjit Balu, Interim Housing and Property Director, Christopher Walsh, Service Manager (Housing Needs and Management)	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 November 2024	Open			
	Executive Briefing	18 November 2024				
Chequers B development Seeking approval to enter into contract following a successful tender process	Cabinet	9 December 2024	Key Expenditure > £250k	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 November 2024	Open			
	Executive Briefing	18 November				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
		2024				
Rent Setting Part of the HRA Business Plan	Cabinet	3 February 2025	Key Significantly effects 2 or more wards	Surjit Balu, Interim Housing and Property Director, Christopher Walsh, Service Manager (Housing Needs and Management)	Chief Operating Officer	
	Cabinet Agenda Planning Group	6 January 2025	Open			
	Executive Briefing	20 January 2025				
Options Appraisal for Operational Sites	Cabinet	17 March 2025	Key Significantly effects 2 or more wards	Surjit Balu, Interim Housing and Property Director, John Taphouse, Interim Service Manager (Assets Strategy)	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025	Open			
	Executive Briefing	24 February 2025				
Parking Policy for HRA	Cabinet	17 March 2025	Key Significantly effects 2 or more wards	Surjit Balu, Interim Housing and Property Director, Christopher Walsh, Service Manager (Housing Needs and Management)	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025	Open			
	Executive Briefing	24 February 2025				
<b>COMMUNITY HEALTH &amp; WELLBEING Portfolio Holder: Cllr K Rizvi</b>						



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<b>CONTRACTS DELIVERY Portfolio Holder: Cllr R Balcombe</b>						
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	
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				
	Communities Scrutiny Committee	22 October 2024				
Essex Procurement Partnership Governance Papers – Approval and Adoption EPP Collaboration Agreement, Procurement Strategy and rules, Social Value Policy	Cabinet	17 March 2025	Key Raises new issues of Policy  Open	James Warwick, Service Director (Contracts, Partnerships and Procurement), Shane McNamara, Procurement and Contract Development Manager	Chief Operating Officer	
	Constitution Working Group	13 March 2025				
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
	Overview & Scrutiny Committee	28 January 2025				

EXPECTED REPORTS	MEETING	DATE OF MEETING	KEY AND / OR EXEMPT DECISION	REPORT AUTHOR	LEAD DIRECTOR / MANAGER	NOTES / COMMENTS
<b>TECHNICAL SERVICES Portfolio Holder: Cllr P Keska</b>						
Pavement Licensing Policy	Cabinet	11 November 2024	Key Significantly effects 2 or more wards	Mandy Thompson, Service Director - Regulatory Services, David King, Licensing Manager	Chief Operating Officer	
	Cabinet Agenda Planning Group	7 October 2024	Open			
	Executive Briefing	21 October 2024				
Gambling Act 2005 Statement of Licensing Policy	Council	17 December 2024	Non-Key Open	David King, Licensing Manager	Chief Operating Officer	
District Wide Smoke Control Area	Cabinet	3 February 2025	Key Significantly effects 2 or more wards	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
	Cabinet Agenda Planning Group	6 January 2025	Open			
	Executive Briefing	20 January 2025				
	Place Scrutiny Committee	21 January 2025				
EFDC Council Wide Anti-Social Behaviour Policy	Cabinet	tbc	Key Significantly effects 2 or more wards			
	Cabinet Agenda Planning Group	tbc				
	Overview & Scrutiny Committee	tbc	Open			