



**Epping Forest  
District Council**

## **FORWARD PLAN**

**FOR THE PERIOD 1 FEBRUARY 2025 TO 31 MAY 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: 14 February 2025

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>						
Organisation Performance – Quarter 3 Outturn and Priority Projects Update The Overview and Scrutiny Committee to review the 2024/25 Q3 Performance Outturn results and raise any areas for review and/or any recommendations to Cabinet.	Overview & Scrutiny Committee	26 February 2025	Non-Key  Open	Nichola Gambrill, Continuous Improvement Specialist		
Submission to Government on arrangement for Local Government Reform	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	
	Executive Briefing	24 February 2025	Open			
<b>SHAPING OUR DISTRICT Portfolio Holder: Cllr K Williamson</b>						
Biodiversity Duty - First Consideration Report The Environment Act 2021 introduced a strengthened 'biodiversity duty' requiring all public authorities in England to consider what they can do to conserve and enhance biodiversity. Public authorities are required to set out a plan confirming how they will comply with this duty and the actions they can take. Thereafter, authorities must set appropriate policies and specific objectives; and then they must take action. This report sets out how Epping Forest District Council meets the first requirement to consider what they	Cabinet	3 February 2025	Non-Key	Francesca Edmonds, Climate Change Officer	Chief Operating Officer	
	Cabinet Agenda Planning Group	6 January 2025	Open			
	Executive Briefing	20 January 2025				

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can do to conserve and enhance biodiversity.						
<b>Local Plan - Local Development Scheme</b> As part of UK Governments planning reform agenda, on 12 December 2024 the Government introduced a requirement for all Local Planning Authorities to publish an up to date Local Development Scheme (LDS) within a period of 12 weeks. The LDS is a document that sets out the proposed timetable for review of Local Plans. The EFDC LDS and supporting information will be brought to Cabinet for approval prior to publication.	Cabinet	3 February 2025	Key Raises new issues of Policy  Open	Nick Finney, Interim Implementation Team Manager	Chief Operating Officer	
	Cabinet Agenda Planning Group	6 January 2025				
	Executive Briefing	20 January 2025				
<b>South Epping Masterplan Area Masterplan and Design Code</b>	Cabinet	17 March 2025	Key Increases Financial Commitments in Future Years  Open	Nigel Richardson, Service Director (Planning Development)	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
<b>FINANCE &amp; ECONOMIC DEVELOPMENT Portfolio Holder: Cllr H Whitbread</b>						
<b>Shared Cost Additional Voluntary Contributions</b> To agree a change to the Council's Pension Discretions policy to allow a shared cost AVC scheme.	Finance & Economic Development Portfolio Holder	28 February 2025	Non-Key  Open	Angela McKeon, Corporate Business Partner - People	Chief Operating Officer	
<b>Review of Council Tax Empty &amp; 2nd Homes Premiums</b>	Cabinet	3 February 2025	Key Raises new issues of Policy	Peter Freeman, Service Manager (Revenues &	Strategic Director Corporate and	

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	Cabinet Agenda Planning Group	6 January 2025	Open	Benefits)	Section 151 Officer	
	Executive Briefing	20 January 2025				
	Overview & Scrutiny Committee	28 January 2025				
	Council	20 February 2025				
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	Open			
	Executive Briefing	20 January 2025				
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				
Local Council Tax Support Scheme 2025/26	Council	20 February 2025	Non-Key  Open	Peter Freeman, Service Manager (Revenues & Benefits)	Strategic Director Corporate and Section 151 Officer	

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Insurance Tender Extension	Cabinet	17 March 2025	Key Expenditure > £250k  Open	Karen Dawson, Insurance & Risk Lead Officer	Strategic Director Corporate and Section 151 Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
<p>Integration of Epping Library and Partners into Epping Forest District Council's Civic Offices.</p> <p>Essex County Council (ECC) and Epping Forest District Council (EFDC) have explored the opportunity to create a vibrant, community-based Library and Registration Service within the Civic Office in Epping. To this end an exciting proposition has been identified to relocate and integrate the current Epping library and Registration Service within the Civic Office. Further, three ECC partners HCRG Children Services, Blue Badge and Community Transport also wish to relocate from the current St John's Road library site to the 323 offices in the Civic building.</p> <p>Significant synergies have been identified, with EFDC and local partners already providing a range of services to residents from the Community Hub. The concept is to incorporate some of the ground floor space into a modern library and services area. This would be</p>	Cabinet	tbc	Non-Key  Open	Dawn Baird, Interim Service Manager - Business Support	Chief Operating Officer	
	Cabinet Agenda Planning Group	4 November 2024				
	Executive Briefing	18 November 2024				

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completed in a way that recognises and embraces the listed nature of the building by creating a welcoming, attractive environment.						
<b>COMMERCIAL &amp; ESTATES Portfolio Holder: Cllr T Matthews</b>						
Acquisition of Cottis Lane Multi-storey car park	Cabinet	13 January 2025	Key Expenditure > £250k	Andrew Small, Strategic Director, Corporate and Section 151 Officer	Strategic Director Corporate and Section 151 Officer	
	Executive Briefing	16 December 2024	Open			
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				
<b>TRANSFORMATION Portfolio Holder: Cllr S Patel</b>						
Adoption of Acceptable Usage Policy (AUP) Adoption of an AUP covering the usage of digital devices and access to the Council's digital systems and services.	Transformation Portfolio Holder	17 January 2025	Non-Key  Open	Matthew White, Head of ICT	Strategic Director Corporate and Section 151 Officer	
Award of Contract for Digital Device Purchase Seeking approval from Cabinet to	Cabinet	3 February 2025	Key Expenditure > £250k	Matthew White, Head of ICT	Strategic Director Corporate and	

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delegate sign-off on award of contract to the Portfolio Holder. The contract relates to the award of contract to supply laptops to the Council for the next 5 years.	Cabinet Agenda Planning Group	6 January 2025	Open		Section 151 Officer	
	Executive Briefing	20 January 2025				
<b>HOUSING &amp; HGGT (Harlow &amp; Gilston Garden Town) Portfolio Holder: Cllr N Bedford</b>						
Council Housing Development - Chequers B, Loughton IG10 3QE Seeking approval to enter into contract following a successful tender process	Cabinet	17 March 2025	Key Expenditure > £250k  Open	Surjit Balu, Interim Housing and Property Director	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
Council Housing Development - Pyrles Lane Nursery, Loughton IG10 2NL	Cabinet	17 March 2025	Key Expenditure > £250k  Open	Lizzie Tym, Interim Head of Development	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
Contract for Energy Efficiency Retrofit to EFDC Homes Cabinet approved the proposed approach to the programme for improving the energy efficiency of EFDC's housing properties in July 2024. Following the completion of a procurement exercise, this report seeks Cabinet approval for the appointment of the contractor	Cabinet	17 March 2025	Key Expenditure > £250k  Open	John Taphouse, Interim Service Manager (Assets Strategy)	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				

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to deliver the grant funded works to bring all our homes up to EPC band C.	Communities Scrutiny Committee	14 January 2025				
Installation of PVCu Double-Glazed Windows and Doors and Specialist Maintenance Repairs 2025-30 Exterior Plas Ltd be awarded a 1-year contract renewable annually for up to a maximum of 4-further years, for the Installation of PVCu Double-Glazed Windows and Doors and Specialist Maintenance Repairs 2025-30, to Council-owned properties.	Cabinet	17 March 2025	Key Expenditure > £250k	Haydn Thorpe, Property Maintenance Operational Assets and Compliance	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025	Open			
	Executive Briefing	24 February 2025				
Parking Policy for HRA	Cabinet	tbc (May / July 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	28 April 2025	Open			
	Executive Briefing	12 May 2025				
Temporary Accommodation Policy	Cabinet	tbc (May / July 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	28 April 2025	Open			
	Executive Briefing	12 May 2025				
Rent Setting Policy Part of the HRA Business Plan	Cabinet	tbc (May / July 2025)	Key Significantly effects 2 or	Surjit Balu, Interim Housing and Property	Chief Operating Officer	



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	Cabinet Agenda Planning Group	28 April 2025	more wards	Director, Christopher Walsh, Service Manager (Housing Needs and Management)		
	Executive Briefing	12 May 2025	Open			
Options Appraisal for Operational Sites	Cabinet	tbc (May / July 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	28 April 2025	Open			
	Executive Briefing	12 May 2025				
<b>COMMUNITY HEALTH &amp; WELLBEING Portfolio Holder: Cllr K Rizvi</b>						
Driving better health outcomes through the integrated care system	Cabinet	17 March 2025	Key	Fabrizio Ferrari, Public Health Improvement Officer	Chief Operating Officer	
	Communities Scrutiny Committee	14 January 2025	Open			
<b>CONTRACTS DELIVERY Portfolio Holder: Cllr R Balcombe</b>						
EFDC Recycling Collections	Cabinet	3 February 2025	Key Significantly effects 2 or more wards	James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	6 January 2025				
	Executive Briefing	20 January 2025	Open			
	Place Scrutiny Committee	21 January 2025				

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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	Shane McNamara, Procurement and Contract Development Manager, James Warwick, Service Director (Contracts, Partnerships and Procurement)	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
	Overview & Scrutiny Committee	26 February 2025				
	Constitution Working Group	13 March 2025				
<b>TECHNICAL SERVICES Portfolio Holder: Cllr P Keska</b>						
CCTV Strategy	Cabinet	17 March 2025	Key Significantly effects 2 or more wards  Open	Mandy Thompson, Service Director - Regulatory Services	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
	Overview & Scrutiny Committee	26 February 2025				
Smoke Control Area Review	Cabinet	17 March 2025	Key Significantly effects 2 or	Mandy Thompson, Service Director -	Chief Operating Officer	

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	Cabinet Agenda Planning Group	10 February 2025	more wards Open	Regulatory Services		
	Executive Briefing	24 February 2025				
	Overview & Scrutiny Committee	26 February 2025				
EFDC Anti-Social Behaviour Policy	Cabinet	17 March 2025	Key Significantly effects 2 or more wards Open	Brian Stalabrass, Environmental Health Team Manager Commercial & Air Quality	Chief Operating Officer	
	Cabinet Agenda Planning Group	10 February 2025				
	Executive Briefing	24 February 2025				
	Overview & Scrutiny Committee	26 February 2025				
<p>Arcus new Contract - Planning System</p> <p>The existing contract with Arcus for the Planning System ends on 28 March 2025. A new contract is required to enable the continuation of the planning and Local Land Charges systems to allow for the Council to meet its Statutory Duties, and to continue to provide its planning services (including enforcement and Building Regulations), and Local Land Charges. The new contract is being sought for up to 4 years, and will cost in excess of</p>	Technical Services Portfolio Holder	Before 28 March 2025	Key Expenditure > £250k Open	Graham Courtney, Service Manager (Planning Development)	Chief Operating Officer	

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£250,000.						