

Epping Forest & Commons Committee  
Action Log



Number	Recommendation	Progress Update	Owner	Creation date	Target date
2022-1	<p><b>Lodges: Income Generation:</b> Members discussed vacant lodges that required investment. The Executive Director, Environment noted that a structure and aspiration were required for a long-term approach. It was requested that a business case on potential funding be brought back to the Committee regarding the costs of refurbishing lodges.</p>	<p><b>18 May 2023</b> – Verbal Update to be provided at the next meeting.</p> <p><b>13 July 2023</b> - Verbal Update to be provided at the next meeting.</p> <p><b>14 September 2023</b> – Update provided by the Director of Natural Environment at the meeting</p> <p><b>23 November 2023</b> – Information shared by Jo Hurst about ongoing work to audit income generation across different portfolios, including lodges.</p>	Bob Roberts/ Jo Hurst	21 Nov 2022	Report due in May

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		<p>Emphasis on both long-term goals and short-term opportunities for additional income.</p> <p><b>May 2024</b></p> <p>Epping Forest Lodge Residency Strategy is in place and recruitment processes still underway to potential residential roles.</p> <p>Approval of legacy maintenance funding to CSD is in initial planning stages and NE continue to work closely with CSD about destination of funds and prioritisation. Committee to be updated after majority of recruitment complete.</p>			
<b>2023-2</b>	<b>Target Operating Model Review:</b> The Director to perform a formal review of the Target Operating Model changes in Epping Forest and the Commons	<b>25 January 2024</b> – A review will be led by the Director in summer 2024 and Members will	Emily Brennan	14 Sept 2023	28 November 2024

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	in May 2024, which will include engagement with staff, Members and Verderers.	have an opportunity to feed back into this.			
<b>2023-3</b>	<b>The Warren Battery Storage Facility Introduction:</b> the Superintendent of Epping Forest, in conjunction with City Surveyor, to determine how to celebrate the good news story of the installation of a solar electricity battery storage facility at The Warren	The battery system is installed and awaiting connection to the EF electrical supply system managed by the City Surveyor. The City Surveyor has received quotations for the connection work.  <b>25 January 2024 –</b> Recommendations Approved at the last committee. <b>May 24</b> The battery storage has now been connected. (1 may) This will be promoted through various channels	Jacqueline Eggleston	14 Sept 2023	TBC

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2023-4	<b>Digital Enablement:</b> the Superintendent of the Commons to identify a solution to the lack of Wi-Fi at Coulsdon Common, which is also impacting the educational offering on site.	Update: (13/11/2023) no progress  <b>19 January 2024:</b> Contractors have been engaged to assess and price the works required. Outcome pending	Geoff Sinclair	14 Sept 2023	21 March 2024
2023-5	<b>Corporate Plan and Strategies:</b> Brief discussion on the corporate plan update and strategies for Epping Forest and other areas to be brought to the next committee.	<b>25 January 2024 –</b> Update provided, look to review delivery mechanisms, including site management plans and policies, to ensure alignment with the newly developed strategies for the natural environment.	Bob Roberts	23 November 2023	Autumn 2024
2024-6	<b>Matters Arising from 25 January 2024:</b>  1. Officers agreed to provide an update from the City Surveyor in respect of the completion date for the Warren battery storage facility. 2. The Corporate Plan and 5-Year Plan would be discussed at the forthcoming Away day		Emily Brennan	22 May 2024	

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2024-7	<b>Funding:</b> Environment team would be looking at further opportunities, such as biodiversity credits, Community Infrastructure Levy (CIL) and more general funding applications to trusts and foundations, and the resulting action plan would be presented to the Committee.		Emily Brennan	22 May 2024	
2024-8	<b>Risk Management:</b> 1. Update on forthcoming meeting with utility company in respect of the M25 Closure to be brought to the next committee 2. Declining Condition of Assets Risk - Chairman asked about the impact of new funding from the cyclical works programme on reducing the declining condition of assets risk and the Executive Director agreed to review this 3. Concerns on suitable staff and workforce planning to be considered by Executive Director 4. Director to look at Superintendent's additional workload 5. Consideration on where governance could be placed in risk register	<b>May 2024</b> 1. An update will be provided at the 22 May Committee.	Joanne Hill Bob Roberts  Bob Roberts  Emily Brennan  Bob Roberts/Emily Brennan		
2024-9	<b>Phone-In Reporting Service:</b> Officers to inform the committee when contact was due for renewal.		Bob Roberts	22 May 2024	

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<p><b>2024-10</b></p>	<p><b>Trustees Annual Financial Reporting:</b> Members requested a draft version of the Annual Report and Financial Statements be presented to the Epping Forest &amp; Commons Committee for information only, before the accounts are filed with the Charity Commission, so that any amendments can be made</p>	<p><b>May 2024</b>  The Trustees Annual Report and Financial Statements for each of the charities for 2023/24 are currently in the early stages of being prepared. It is currently envisaged that the draft versions for 2023/24 will be presented to the September 2024 committee for information providing Members with an opportunity to comment.</p>	<p>Clem Harcourt</p>	<p>March 2025</p>	
<p><b>2024-11</b></p>	<p><b>The Commons:</b>  1. Director agreed to investigate why numbers on trees do not correspond with the ancient tree form  2. Committee to receive a presentation on apprenticeships</p>		<p>Geoff Sinclair   Simon Glynn</p>	<p>22 May 2024   18 July 2024</p>	