

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE  
held on 26 April 2022**

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**PRESENT -**

Councillor David Reeve (Chair); Councillor Steven McCormick (Vice-Chair); Councillors Steve Bridger, Monica Coleman, Chris Frost, Liz Frost (as nominated substitute for Councillor Neil Dallen), Rob Geleit, Julie Morris, Phil Neale and Clive Woodbridge

In Attendance:

Absent: Councillor Neil Dallen

Officers present: Victoria Potts (Head of Place Development), Oliver Nelson (Public Protection Manager), Paul Holliday (Principal Licensing Officer), Nicholas Tapping (Licensing Officer) and Tim Richardson (Democratic Services Manager)

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**36 QUESTION TIME**

No questions were received from members of the public.

**37 DECLARATIONS OF INTEREST**

Councillors made the following declarations of interest regarding items on the agenda:

Local Development Scheme

Councillor Chris Frost, Other Interest: In the interests of openness and transparency, Councillor Chris Frost declared that he is a member of the Epsom Civic Society.

Local Development Scheme

Councillor Liz Frost, Other Interest: In the interests of openness and transparency, Councillor Liz Frost declared that she is a member of the Epsom Civic Society.

Local Development Scheme

Councillor Steve Bridger, Other Interest: In the interests of openness and transparency, Councillor Steve Bridger declared that he is a member of the Epsom Civic Society.

## Local Development Scheme

Councillor Steven McCormick, Other Interest: In the interests of openness and transparency, Councillor Steven McCormick declared that he is a member of the Epsom Civic Society.

### 38 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Licensing and Planning Policy Committee held on 3 March 2022 were agreed as a true record and signed by the Chair.

With reference to Minute 34 c), the Committee noted that the Head of Place Development had written to Elmbridge Borough Council with regard to the implementation of its affordable housing policy in respect of housing contributions on schemes under 10 dwellings, but had not yet received a response.

### 39 TRIBUTE TO COUNCILLOR CLIVE SMITHERAM

The Chair informed the Committee that Councillor Clive Smitheram had sadly passed away earlier in the week and paid tribute to his character and many achievements. The Committee stood in a minute's silence in remembrance of Councillor Smitheram.

### 40 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

The Committee received a report requesting it to agree in principle the Draft Hackney Carriage and Private Hire Licensing Policy and to authorise public consultation.

The following matters were considered:

- a) **Requirement for notification to be in writing.** Following a question from a Member, the Principal Licensing Officer informed the Committee that the draft Policy would be updated to require notice to be given to the Council in writing in most instances.

The Committee considered that notice should not be required to be in writing where a licence holder needs to notify the Council of arrest and release, charge or conviction within 48 hours, as this may in some situations create a barrier to the notification being made. The Committee considered that if initial notice was not given in writing, this should be followed up by confirmation in writing within 7 days.

- b) **Link to Anti-Idling Policy.** The Committee considered that the Council's Anti-Idling Policy should be referenced within the Hackney Carriage and Private Hire Licensing Policy and that receipt of a fine under the Anti-Idling Policy should be included in the penalty points scheme in the Appendix to the Hackney Carriage and Private Hire Licensing Policy.

- c) **Removal of wording from paragraph 6 (e) of Appendix G.** The Committee considered that paragraph 6 (e) of Appendix G to the Policy (“Make sure that the screen is removed before a vehicle compliance test.”) should be removed.
- d) **Amendment to wording of paragraph 4.0 of Appendix H.** The Committee considered that the wording of bullet point 5, paragraph 4.0 of Appendix H should be amended to: “If any occupants are below the age of 18, there should be no alcohol carried in the passenger compartment.”
- e) **Licensing Sub-Committees.** Following a query regarding the wording of paragraph 2.9.2 of the Policy by the Chair, it was noted that Officers would look into whether the wording required amendment.
- f) **Joint warranting arrangements.** Following a question from the Chair, it was noted that Officers would seek legal clarification on the process for joint warranting arrangements with the other 11 Surrey local licensing authorities.

Following consideration, the Committee unanimously resolved to:

- (1) **Agree in principle the draft Hackney Carriage and Private Hire Licensing Policy.**
- (2) **Agree to delegate to the Head of Housing and Community in consultation with the Chair of the Licensing and Planning Policy Committee the authority to make amendments to the Draft Hackney Carriage and Private Hire Licensing Policy in accordance with the comments made by the Committee during this meeting, prior to public consultation.**
- (3) **Agree the policy be subject to public consultation with the results of the consultation and any policy modifications being brought back to the Committee prior to recommendation to full Council for adoption.**

#### 41 LOCAL DEVELOPMENT SCHEME

The Committee received a report presenting a Local Development Scheme for approval. The Local Development Scheme sets out the timetable to produce new or revised Development Plan Documents which will form the Council’s Local Development Plan over a three-year period to 2025.

The following matters were considered:

- a) **Local Plan Programme.** The Committee noted the key milestones for the Local Plan Programme as detailed in the report. These were:
  - October/November 2022 – Draft Local Plan Consultation (Regulation 18)
  - October/November 2023 – Submission Public Consultation (Regulation 19)

- December 2023 – Submission to the Secretary of State
- Winter 2024 – Estimated date of adoption

The Head of Place Development informed the Committee that the draft Local Plan would be presented to the Committee for agreement prior to consultation. This had been included in the forward plan for the Committee's meeting on 27 October 2022. Officers were confident that these milestones could be met.

- b) **Evidence base.** The Committee noted that the Head of Place Development had reviewed the evidence base for the Local Plan and had identified those which required update or replacement. A plan for the update/replacement of these documents had been produced and taken into account in the key milestones for the Local Plan Programme.

Following consideration, it was resolved:

- (1) That the Committee approved the revised Local Development Scheme (April 2022) at Appendix 1 to the report.**

#### 42 VOTE OF THANKS

The Chairman thanked Officers and Members for their work over the past year.

It was noted that this would be the Chair's last meeting as a Member of the Committee, and the Committee expressed its thanks to him for his work over the past 3 years.

*The meeting began at 7.30 pm and ended at 8.30 pm*

COUNCILLOR DAVID REEVE (CHAIR)