

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE  
held on 10 July 2018**

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**PRESENT -**

Councillor Graham Dudley (Chairman); Councillors Humphrey Reynolds (acting Vice-Chairman), Michael Arthur MBE, Steve Bridger, Chris Frost, Rob Geleit, Tina Mountain, Martin Olney and David Reeve

Officers present: Damian Roberts (Chief Operating Officer), Rachel Jackson (Licensing, Grants and HIA Manager), Karol Jakubczyk (Planning Policy Manager) and Sandra Dessent (Democratic Services Officer)

**15 COUNCILLOR DAVID WOOD**

The Committee observed a one minute silence to mark the passing of Councillor David Wood ex-Mayor who was Vice-Chairman on the Licensing and Planning Policy Committee and also served on the Planning Committee.

**16 APPOINTMENT OF A VICE-CHAIRMAN**

With the agreement of the Committee, Councillor Humphrey Reynolds was appointed as Vice-Chairman for the meeting.

**17 QUESTION TIME**

No questions had been submitted or were asked by members of the public.

**18 DECLARATIONS OF INTEREST**

Epsom & Ewell Green Belt Study Stage 2

Councillor Tina Mountain, Other Interest: In the interests of openness and transparency Councillor Mountain declared her property was situated in a road identified in the Green Belt Study.

**19 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Licensing and Planning Policy Committee held on 7 June 2018 were agreed as a true record and signed by the Chairman.

It was noted that Minute 10 relating to the appointment of the licensing panel chairmen was to dealt with at Council on 17 July under 'Revisions to Constitution', item 5.

**20** EPSOM & EWELL GREEN BELT STUDY STAGE 2

Following on from an initial Green Belt Study presented to the Licensing and Planning Policy Committee in April 2017, the Committee received the Green Belt Study 2 report, which presented a more detailed review of the lower scoring areas of Green Belt (performance assessed against the five purposes as set out in the NPPF), as well as those sites which had been promoted through the Local Plan call for sites process.

It was noted that the introduction of the study referred to two plan periods, i.e. 2007-26 and 2015-2032. Officers confirmed that 2007-26 was the original plan period included in the existing Core Strategy and 2015-2032 was the revised plan period for the forthcoming local plan.

Clarification was sought on the status of brownfield sites and whether a similar study (to that produced in relation to the Green Belt) would be prepared focusing upon the potential housing opportunities present on brownfield sites. Members acknowledged that the Strategic Housing Land Availability Assessment (SHLAA) published in July 2017 included an assessment of existing sites and further work was being done to identify the housing potential from sites currently in non-residential use which could come forward for development in the future. It was further noted that the Master Plan would also take into account the potential to develop brownfield sites.

Accordingly the Committee agreed to the publication of the Green Belt Study Stage 2.

**21** LOCAL PLAN PROGRAMME

The Committee considered a revised Local Plan programme which detailed the process and suggested timetable to achieve the delivery of the Local Plan.

It was noted that the policies that made up the evolving local plan were a combination of substantive and emerging strategies some of which would be superseded by the National Planning Policy Framework (NPPF) for example CS7 which does not take into account the government's standard methodology for calculating objectively assessed housing need.

The Committee was informed that the personnel listed under Internal Resources was current staff levels, however it was recognised that when the new NPPF is published and officers have a clearer picture of the government's expectations, the level of resources required to achieve the delivery of the Local Plan would be reviewed.

Having considered the revised timetable, the Committee agreed to the publication of the Local Plan programme on the Council's website, with immediate effect.

**22 STATEMENT OF POLICY - LICENSING ACT 2003**

The Committee was informed that the Council was required to publish a Statement of Licensing policy at least every five years. The current policy had been in place since 11 December 2013 and it was therefore appropriate to review the policy at this time.

A statutory consultation had taken place which commenced on 19 April 2018 and ended on 24 May 2018. No responses were received.

The following amendments were agreed by the Committee:

Page 125, paragraph 4.5	Amber Zone add:  '(Town Centre except the above, <b>as shown in the map</b> , namely remaining parts of:)
Page 125, paragraph 4.5	Red Zone, add:  <b>Epsom Square (formally known as Derby Square)</b> and Oaks Square
Page 129, paragraphs 4.6 and 4.7	Where the words Licensing Committee appears add:  <b>(within the Licensing and Planning Policy Committee)</b>  Where the words Licensing Hearing Panels change to <b>Licensing sub-Committee</b>
Page 130, the Licensing Objectives	Remove the first bullet point 'The prevention of crime and disorder'

Therefore, having considered the revised Statement of Licensing Policy, the Committee agreed to recommend to Council the adoption of the policy subject to the amendments agreed by the Committee, listed above.

**23 FILM CLASSIFICATION POLICY**

In view of the forthcoming Film Festival being held in the Borough in October, the Committee were asked to consider a draft Film Classification Policy which had been developed to ensure a robust procedure was in place for dealing with requests for the classification of films.

The matter of advertising films to the general public prior to classification was discussed, particularly in light of the Council's responsibility for safeguarding

children. There were concerns that children unaware of the classification may attempt to view a film under the specified age. Members were assured that it was the responsibility of the licensee to uphold the regulations and demonstrate that adequate measures were in place to ensure that classifications were being adhered to.

Officers agreed to investigate if there was a mandatory period for publicising the classification of a film prior to public viewing, and in any event committed to confirm film classifications as far as possible in advance. It was also agreed to check that all the legal requirements had been met with regard to safeguarding children, and amend the policy if necessary.

It was also agreed to remove paragraphs 7.5 and 7.6 on page 153.

Accordingly, the Committee:

- (1) Approved the draft policy and procedure for dealing with the classification of films, subject to confirmation that all legal requirements have been met in relation to safe guarding children and advertising film classifications.
- (2) Delegated responsibility for the authorisation of films which have not already been classified by the BBFC to the Officers.
- (3) Delegated responsibility to grant exemptions from the payment of a classification fee to the Head of Housing & Community and the Licensing, Grants and HIA Manager.
- (4) Agreed to recommend to Council the;
  - Adoption of a Film Classification Policy;
  - That the Head of Housing & Community Services and the Licensing, Grants and HIA Manager be authorised to determine the classification and re-classification of films including appeals in accordance with the Policy;
  - To set the level of fee for classification of a film (subject to exemptions) at £50.00 plus £1.00 per minute of the full length of the submitted film, plus any costs associated or incurred to process the application (subject to the annual fees and charges review).

*The meeting began at 7.30 pm and ended at 8.25 pm*

COUNCILLOR GRAHAM DUDLEY (CHAIRMAN)