

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE
held on 17 September 2015**

PRESENT -

Councillor Graham Dudley (Chairman); Councillor David Wood (Vice-Chairman);
Councillors Michael Arthur, Tony Axelrod, Rob Geleit, Tina Mountain, Martin Olney,
David Reeve and Clive Smitheram

In Attendance:

Absent: Councillor Humphrey Reynolds

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

13 QUESTION TIME

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

14 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Licensing and Planning Policy Committee held
on the 09 July 2015 were agreed as a true record and signed by the Chairman.

15 DECLARATIONS OF INTEREST

Declarations of Interest are recorded against the relevant item on the Agenda.

16 ORDER OF AGENDA ITEMS

The order of items was altered, item 6 (Hackney Carriage and Private Licensing
Policy Periodic Review) followed by item 7 (Parking Standards for Residential
Development Supplementary Planning Document), followed by item 4 (Adoption
of the Epsom and Ewell Development Management Policies Document) and item
5 (Article 4 Directions on Primary Retail Frontages).

**17 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY PERIODIC
REVIEW**

The Committee were asked to recommend to Council the adoption of a revised
Hackney Carriage and Private Licensing Policy.

The Committee was informed that the current Hackney Carriage and Private Hire Policy had been effective since January 2014, and it was considered necessary to propose amendments which included; removal of duplication and clarification of the right of appeal, and the dual licensing arrangements; removal of current exemption for new drivers requiring one year's driving experience, so that all applicants were required to have held a full UK/EU driving licence for a minimum of two years; the introduction of a disability awareness course and a change to the requirements for bi-annual MOT inspections for those vehicles that had a main dealer servicing plan in place.

Officers were asked to clarify the process for identifying suitable applicants who had been convicted of an offence. The Committee noted that applicants could not apply for a licence until a period of three years had lapsed from the date of conviction or in the case of a custodial sentence a period of three years from the completion of the sentence would apply. It was agreed to amend the policy to include a reference to the custodial sentence. The Committee were also informed that a compulsory condition for all applicants applying for a licence was the completion of a declaration disclosing any previous convictions.

The Committee noted an annexe detailing the penalty points system and were informed that failure to keep a vehicle in a roadworthy condition carried a maximum of twelve penalty points. However it was further noted that maximum penalty points were awarded to drivers with vehicle defects that were known to them and that discretion could be exercised for unknown minor defects.

Accordingly, subject to the amendment discussed at the meeting, it was agreed to recommend to Council the adoption of the revised Hackney Carriage and Private Licensing Policy, with effect from January 2016.

**18 PARKING STANDARDS FOR RESIDENTIAL DEVELOPMENT
SUPPLEMENTARY PLANNING DOCUMENT**

The Committee were asked to agree the Parking Standards for Residential Development Supplementary Planning Document for Public consultation for a period of six weeks.

Following the conclusion of the Development Management Policies Document examination process, Officers had prepared a draft Supplementary Planning Document that detailed new parking standards for residential development. The standards were based on detailed evidence contained in the Parking Standards Evidence Paper. The Committee noted that the proposals defined minimum standards for the borough identified under two separate zones namely Epsom Town Centre, and Elsewhere in the Borough. The Committee were advised that a robust methodology for obtaining evidence was applied and the proposed standards also took into account recent changes to national policy.

Having considered the proposals and reviewed the evidence papers, The Committee agreed to the following amendments:

- In the introduction of the Supplementary Parking Document, paragraph 1.3, amend to read as follows: 'Once adopted the SPD will be an important consideration in the determination of planning applications. It will also partially replace the Surrey County Council Vehicular and Cycle Parking Guidance 2012. Developers will be expected to comply with the standards contained in the SPD when making planning applications *for residential developments*'.
- Clarification of the minimum single garage space, (Parking Standards for Residential Development, paragraph 4.7) to include reference to measurement source, ie: internal or external.
- Front cover for Parking Standards Evidence Paper and introduction to make reference to '*...Residential Parking Standards...*'
- Officers to establish whether Revere Way is a private road, and delete if appropriate.
- The parking provision for Hudson House (parking provision in recent developments paragraph 4.32 table 11) to be clarified and amended if necessary.

Accordingly, subject to the amendments discussed at the meeting, the Committee approved the Supplementary Planning Document for Public consultation for a period of six weeks.

19 ADOPTION OF THE EPSOM AND EWELL DEVELOPMENT MANAGEMENT POLICIES DOCUMENT

The Committee were asked to recommend the adoption of the Development Management Policies Document by the Council.

The Development Management Policies Document is a key part of the Council's Local Plan. It supports the vision and objectives set out in the Borough's Core Strategy. It has been produced in accordance with national planning policy and has been examined by an Inspector representing the Secretary of State. The Council received the Inspector's report and Final Modifications in July 2015. Subject to the incorporation of the Main Modifications the Inspector found the Document sound.

The Committee was informed that following incorporation of the Main Modifications into the Development Management Policies Document, there was no scope for further amendments. The Committee reviewed the Main Modifications and final version of the Development Management Policies document and noted that Policy DM20 had been removed. Officers agreed to make reference to the removal of the Policy in the document.

Accordingly, The Committee agreed to recommend the adoption of the Epsom & Ewell Development Management Policies Document by the Council.

20 ARTICLE 4 DIRECTIONS ON PRIMARY RETAIL FRONTAGES

The Committee were requested to consider the responses received from the Article 4 Direction consultation process and agree to the immediate confirmation of the Article 4 Directions.

Following changes to the permitted development regime allowing the conversion of A1 (shops) to A2 (financial and professional services), the Council were keen to set up a mechanism to manage change in the Borough's core retail areas which could otherwise have been at risk from the changes. Following the Committee's agreement, Article 4 Directions covering identified primary retail frontages in Epsom Town Centre, Ewell Village and Stoneleigh were served on 02 July 2015. In accordance with statutory provisions, a consultation period of 21 days followed to allow landowners and other interested parties to make their views known. The consultation period ended on 23 July 2015. The Council received five responses that were detailed in the report alongside Officer's comments and suggested actions.

The Committee reviewed the responses and noted that the Secretary of State had received a copy of the Committee Minutes of 11 June 2015 and all representations received in relation to the serving of the Article 4 Directions. At the time of the meeting the Secretary of State had not commented, however it was noted that the Committee would be informed of any future developments.

Accordingly, the Committee agreed to the immediate confirmation of the Article 4 Directions.

Note: In the interests of openness and transparency Councillor Tina Mountain declared she knew a contributor to the consultation process. However it was considered that it would not be regarded sufficiently close an association so as to effect consideration of the item.

The meeting began at 7.30 pm and ended at 9.15 pm

COUNCILLOR GRAHAM DUDLEY (CHAIRMAN)