

LICENSING AND PLANNING POLICY COMMITTEE

Thursday 26 May 2022 at 7.30 pm

Place: Council Chamber, EpsomTown Hall

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/3387080077359095566>

Council Chamber - Epsom Town Hall

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The members listed below are summoned to attend the Licensing and Planning Policy Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Steven McCormick (Chair)
Councillor Peter O'Donovan (Vice-Chair)
Councillor Steve Bridger
Councillor Neil Dallen
Councillor Liz Frost

Councillor Rob Geleit
Councillor Julie Morris
Councillor Barry Nash
Councillor Phil Neale
Councillor Peter Webb

Yours sincerely



Chief Executive

For further information, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

EMERGENCY EVACUATION PROCEDURE

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of the Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the Licensing and Planning Policy Committee which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 12 May 2022**.

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 24 May 2022**.

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING (Pages 7 - 10)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 26 April 2022 (attached) and to authorise the Chairman to sign them.

4. STATEMENT OF COMMUNITY INVOLVEMENT (SCI) (Pages 11 - 52)

This paper is submitted to the Licencing and Planning Policy Committee for a decision to undertake a public consultation on an updated Draft Statement of Community Involvement in line with the Council's statutory requirements.

5. PLANNING FRAMEWORK - LOCAL PLAN PREPARATION (Pages 53 - 60)

This report sets out the framework in which the new local plan will be prepared.

An up-to-date framework is presented which includes changes to the basis on which the council will prepare the local plan to reflect changes in national planning policy and the revised evidence base.

This will be what shapes the strategic direction of the spatial strategy and policies of the new Local Plan.

6. PLACE DEVELOPMENT - FUNDING ALLOCATION (Pages 61 - 66)

The Council has been successful in securing funding to enable the development of a community led masterplan for Epsom Town Centre as follows: -

- £100,000 through the LEP Regional Projects Development Fund to fund the development of an Epsom Town Centre Masterplan.
- £125,000, from The Department for Levelling Up, Housing and Communities Round 2 of the PropTech Engagement Fund to fund digital community engagement associated with the Epsom Town Centre Masterplan

In addition, as part of a Joint East Surrey bid, the Council has been successful in securing £125,000 through the LEP to provide a Shared East Surrey Economic Development Initiative.

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

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)

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)

STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

Head of Service:	Victoria Potts, Head of Place Development
Wards affected:	(All Wards);
Urgent Decision? (yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Draft Statement of Community Involvement (2022)

Summary

This paper is submitted to the Licencing and Planning Policy Committee for a decision to undertake a public consultation on an updated Draft Statement of Community Involvement in line with the Council's statutory requirements.

Recommendation (s)

The Committee is asked to:

- (1) **Approve the revised draft Statement of Community Involvement (Appendix 1 of this report) for a four-week public consultation**

1 Reason for Recommendation

- 1.1 The Council is required to prepare a Statement of Community Involvement (SCI) setting out how local communities, businesses and other interested groups can be involved when we prepare our planning policies and determine planning applications.
- 1.2 The Councils current SCI was adopted in November 2019 and since this time, new digital approaches to public consultation have emerged and gained traction as a result of the Covid-19 Pandemic. There have also been changes to legislation which has resulted in some of the content of the current SCI being out of date, such as the process for preparing a Community Infrastructure Levy (CIL) charging schedule.

- 1.3 In addition to legislative changes, there are some inconsistencies within the current SCI which have been addressed in the revised draft, for example when press notices are required to be published to publicise planning applications. This has been achieved through restructuring the document and updating the information presented to align with legislative requirements and the planning practice guidance.
- 1.4 Having an up-to-date Statement of Community Involvement is a requirement for the Local Planning Authority and ensures engagement is being undertaken in accordance with legislative requirements and good practice.
- 1.5 The four-week public consultation will be publicised on the Council's webpage, and consultation material will also be available at the Town Hall and libraries within the Borough. Key statutory consultees and those registered with the Council in having an interest in Planning Policy consultations will be notified in line with our statutory requirements.
- 1.6 Following public consultation, the document will be amended as necessary and then a summary of the comments received and an amended SCI, factoring in any material comments will be presented to the Licensing and Planning Policy Committee in July.

2 Background

- 2.1 The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. This legislation requires the Local Planning Authority (in this case the Council) to prepare a statement for how it will involve those with an interest in development in the area, including the preparation and review of the Local Plan and Supplementary Planning Documents, Neighbourhood Plans/Orders, Community Infrastructure Levy and the consideration of planning applications. It is also a requirement to update the SCI every five years.
- 2.2 The purpose of the Statement of Community Involvement is to set out how people and groups can engage with the planning system in the best way by setting out how the public, businesses and interest groups within Epsom and Ewell Borough can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process.
- 2.3 The Draft Statement of Community Involvement has been updated to provide more information on how people and organisations can get involved in the development of planning policy documents at specific (statutory) stages of their development.

- 2.4 The core changes to the document are that it has been restructured with greater use of tables to demonstrate how people can get involved at different stages of the plan making process. In addition, the document has been amended to reflect changes to the CIL regulations which have removed the need to consult on a Preliminary Draft Charging Schedule.
- 2.5 The Chapter of the SCI that relates to planning applications has been amended so that it focuses on when individuals / organisations can engage in the planning application process, notably during the statutory consultation period. The document also clarifies how the council will publicise planning applications to satisfy legislative requirements and addresses some contradictions within the current document which have resulted in queries to the Development Management Team.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

- 3.1.1 The Revised Statement of Community Involvement identifies a range of consultation methods for the development of planning policy documents to enable participation by all.

3.2 Crime & Disorder

- 3.2.1 None arising from this report

3.3 Safeguarding

- 3.3.1 None arising from this report

3.4 Dependencies

- 3.4.1 The preparation of the new Local Plan must be prepared in conformity with the adopted Statement of Community Involvement. It is therefore critical to ensure the SCI supports the preparation of the new Local Plan and is in place at the earliest opportunity in its preparation to provide a robust framework for engagement. This is also important to set out how the Council will consult on planning applications for development.

3.5 Other

- 3.5.1 None arising from this report

4 Financial Implications

- 4.1 There are no direct resource implications. Costs will be met within existing resources and budgets.
- 4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

- 5.1 There are legal issues to consider in progressing the SCI towards adoption, in relation to satisfying the necessary regulations. The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017.
- 5.2 **Legal Officer's comments:** legal considerations have been set out in the report

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- 6.2 The revised Statement of Community Involvement will upon adoption set commitments to how the Council will engage with the public at specific stages of Local Plan preparation. The Council's new Local Plan will contribute towards delivering the Council's vision and priorities in its Four-Year Plan.
- 6.3 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.4 **Climate & Environmental Impact of recommendations:** None for the purposes of this report
- 6.5 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report
- 6.6 **Partnerships:** The SCI will set out to partners including residents how they can engage with the planning process

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Statement of Community Involvement \(November 2019\)](#)

Other papers:

- None



Statement of Community Involvement

May 2022

Epsom & Ewell Borough Council

Epsom & Ewell Statement of Community Involvement
May 2022

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1.0 Introduction and Background

- 1.1 The council is committed to engaging with local people, organisations and businesses to get their views on different aspects of its work. This insight helps improve council services and is a key part of making good policy decisions. Planning directly affects the places where people live and work and meaningful public consultation and engagement on all aspects of planning is vital. It allows communities to have an input in the Planning system and by maintaining community involvement at the centre of what the council does, we can gain a real understanding of our communities' priorities. This helps the council to develop the right policies and proposals for the future.

What is a Statement of Community Involvement?

- 1.2 A Statement of Community Involvement (SCI) describes how the public, businesses and interested groups within Epsom and Ewell Borough can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process.
- 1.3 The SCI identifies how people and groups can engage with the planning system in the best way. Effective consultation enables stakeholders and the public to express their views. The SCI complements the council's broader commitment to effective consultation and engagement, access to information and openness.

Why has a new Statement of Community Involvement been produced?

- 1.4 The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. This legislation requires the Local Planning Authority (in this case the Council) to prepare a statement for how it will involve those with an interest in development in the area, including the preparation and review of the Local Plan and Supplementary Planning Documents, Neighbourhood Plans/Orders, Community Infrastructure Levy and the consideration of planning applications.
- 1.5 The Council recognises that there have been significant changes in the way communities and the Council interact. Access to the internet has increased and there has been a shift towards online virtual consultation, online meetings and visual collaboration platforms, correspondence by email and social media. However, despite these changes, there remains a significant number of people that are unable to use electronic forms of communication and access to information or prefer not to do so. As such, we will continue to ensure that

consultation materials are available in a variety of formats and that there are varied ways of participating in consultations, subject to government guidelines in place at that time.

- 1.6 The SCI should be reviewed at least every five years. Therefore, the document will be assessed on a regular basis to ensure it remains appropriate and effective. This will also take account of any legislative changes and any resulting requirements.

Why should I / my community get involved?

- 1.7 The Planning process seeks to promote sustainable development through managing, guiding and facilitating the building of new homes, economic growth and investment, leisure and recreation facilities, retail and provision of new infrastructure. The principal purpose of the planning system is to ensure that new development meets the social and economic needs of our communities whilst at the same time protecting the natural and built environment.
- 1.8 Planning has a direct impact on the daily lives of residents and the business community therefore, it is very important that development proposals are transparent and that you have the opportunity to have a say in the planning decisions that are made by the Council. The public has a right to get involved and the only way that the Council will understand what people's views are, is if they are told by the public.
- 1.9 There are different aspects of the Planning system that people can get involved with such as, Planning Policy Documents, Planning Applications and Neighbourhood Planning. This SCI is designed to assist you with the different aspects of the planning system and provide you with information about how and when you can get involved.
- 1.10 The SCI is reviewed regularly to ensure it is in accordance with the regulations and the Council's consultation procedures. The Council will notify those [registered](#) to receive communications from the planning policy team, that the SCI has been updated.

2.0 Getting Involved in Planning Policy

What is Planning Policy?

- 2.1 Planning Policy is the method by which the development of land and buildings is planned for, managed and controlled.
- 2.2 This is done through the creation of planning policies which are designed to guide future development in the borough, including how much development there should be and where it should go, and to aid the determination of planning applications.
- 2.3 Policies continually evolve with changing administrations, changes to legislation, lifestyles, environments and economic demands. It is the role of the Planning Policy team to develop, maintain, update and adapt policies on a local level to accommodate these changes.
- 2.4 There are various planning policy documents prepared by the council, all with different processes for preparation and public involvement. Legislation details the minimum standards for publicity and consultation. The council will always meet these requirements. The core planning policy documents prepared by the Council are:
 - i) The Local Plan (Development Plan Documents)
 - ii) Supplementary Planning Documents
 - iii) The Community Infrastructure Levy Charging Schedule
- 2.5 In Surrey, planning policies relating to minerals and waste are prepared by Surrey County Council. Planning applications for minerals and waste developments are determined by Surrey County Council. The County Council is responsible for preparing and maintaining a Minerals and Waste Plan, providing the policy framework for new operations in the County. Epsom & Ewell Borough Council engages with the County in this process. Further details about the programme for preparing these plans and opportunities for involvement in the process are published on Surrey County Council's website.

How can you get involved?

- 2.6 If you are interested in your area and would like to be involved in shaping future planned growth, then Planning Policy Documents will be relevant to you.

2.7 You can:

- Sign up to receive [notifications](#) on local plan consultations
- Read our [Local Development Scheme](#) to find out what documents are going to be produced and when
- Monitor the Council's [Planning Policy](#) webpages for updates and latest news.
- Check if a [Neighbourhood Forum](#) has been established in your area to prepare a neighbourhood plan.

Who will the Council consult on Planning Policy Documents?

- 2.8 Government [Regulations](#) require us to ensure that certain organisations (known as Specific Consultation Bodies), are consulted at key stages during the preparation of planning policy documents. These include for example neighbouring Councils, the Environment Agency, Natural England, Historic England and utility companies. The full list of Specific Consultees is provided in Appendix A.
- 2.9 In addition to consulting Specific Consultation Bodies noted above, the Planning Policy Team has a further list of organisations, bodies, businesses, consultancies, landowners, voluntary bodies and bodies representing the interests of ethnic, religious or disabled groups for example, as well as individuals, that we will consult (known as General Consultation Bodies). Examples of General Consultation bodies are contained within Appendix A.
- 2.10 The above list is not exhaustive and is amended or added to as required. In some cases, we have a degree of discretion over whether to notify certain general bodies if the topic of the document in question is not likely to be of interest or relevance to that body. We will target consultation towards those most likely to be affected.
- 2.11 Planning Policy documents, where relevant are supported by additional documents such as a Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA) and technical studies (referred to as the evidence base). The Council will only provide paper copies of the main consultation documents¹ (i.e. the Plan) and Sustainability Appraisal / Strategic Environmental Assessment for reference purposes at the Town Hall and local libraries. All evidence base reports will be publicly available on the Council's website, however should you wish to receive a hard copy of the consultation document

¹ Town and Country Planning Regulations 2012

and any evidence base document (this will be subject to staff costs of printing, postage and packaging) please contact the Planning Policy team.

Consultation Principles – Planning Policy

- 2.12 **To Inform:** The Planning Policy Team will inform people of the planning process and to provide people with the information they need to get involved at the earliest opportunity possible. The following approaches, where relevant will be used to inform people:

Statutory Requirements:

- Electronic versions of the consultation documents will be made publicly available on the Council's website.
- Hard copies of the main consultation documents for reference use will be made available during normal opening hours at libraries within the borough and the Town Hall. This information will be made available as part of any consultation.
- Consultation notifications will be sent via email (or where no email address is held a letter will be posted) to, specific consultation bodies, general consultation bodies and to anyone who has registered to receive [notifications](#) of planning policy consultations using our consultation system or who has contacted the planning policy team requesting to be notified of planning policy consultations.

- 2.13 Additional notification methods that may be used to advertise consultation:

- Advertised on the front page of the Council's website within the News section
- Consultations publicised via social media – Twitter / Facebook

- 2.14 **To Involve:** The Planning Policy Team will encourage the active participation of individuals, groups, landowners and developers in the planning process through a variety of techniques including the use of online services.

- 2.15 The Planning Policy Team, wherever possible, and where safe to do so, will undertake these consultation exercises in locations which are accessible to the local community. For example, at community halls or online and at a variety of times of the day.

- 2.16 **To Consult:** In order to understand the needs of different stakeholders, consultation methods will be as wide-ranging as possible, making the best use of new technologies and digital platforms, to actively engage and consult comprehensively.
- 2.17 **To Respond:** The Planning Policy Team will take account of all responses to consultations and will identify how views expressed in representations have been incorporated into the Council's decision-making processes.
- 2.18 Table 1 below, provides an assessment of different consultation methods that can be used in the development of planning policy documents with regards to their effectiveness. This table also provides useful information to be considered by local communities who wish to prepare Neighbourhood Plans.

Table 1 – Consultation Methods for planning policy documents

Consultation Method	Benefits	Limitations
Electronic copy of consultation document and associated documents on the Council's website	Relevant documents will be made available on the Council's website. The Council Offices in addition to local libraries, offer internet access and assistance to those who need it. There are also opportunities to respond to consultations via our online consultation portal , email, letter and using response forms.	<ul style="list-style-type: none"> Not everyone has access to the internet Not everyone is able to use the internet
Hard copies of main consultation documents and any key associated documents for reference use will be available during normal opening hours at the Town Hall and Libraries within the local planning authority area	<ul style="list-style-type: none"> Accessible location Inclusive for those who do not have access to the internet or not able to use the internet Easy to read Reaches residents on cross boundary issues 	<ul style="list-style-type: none"> Restricted opening hours Not able to take documents away
Notification emails to Specific Consultation Bodies upon	<ul style="list-style-type: none"> Direct notification 	<ul style="list-style-type: none"> Contact details may have changed

Consultation Method	Benefits	Limitations
commencement of consultation.	<ul style="list-style-type: none"> Provides accurate information 	that the Council is not aware of
Notification emails / letters to those who have registered to receive notifications through our online consultation portal .	<ul style="list-style-type: none"> Direct notification Provides accurate information People can remove their contact details at any time if they no longer wish to be kept informed 	<ul style="list-style-type: none"> Contact details may have changed that the Council is not aware of Not everyone has access to email May not be accessible for those people whose first language is not English May not be the most inclusive method for hard to reach groups
Local newspapers – the notice will provide details of where and when documents can be inspected. It will also detail how and when to respond to consultation documents	<ul style="list-style-type: none"> Can reach a wide audience Provides the public with accurate information 	<ul style="list-style-type: none"> May not be accessible for those people whose first language is not English May not be the most inclusive method for hard to reach groups
Social media	<ul style="list-style-type: none"> Effective way of reaching hard to reach including youth, people with limited time e.g. business/professional people, working people with families. Information can be accessed at anytime during the consultation period. 	<ul style="list-style-type: none"> Not everyone has access to the internet or a social media account Difficult to manage posted comments / content

Consultation Method	Benefits	Limitations
Posters / Leaflets	<ul style="list-style-type: none"> Can be used to advertise or inform local communities of planning policy consultations and where they can access further information. 	<ul style="list-style-type: none"> May not be located in places visited by all sectors of the community so not wholly inclusive. Limited information. May not be accessible for those people whose first language is not English.
Public exhibitions (online or face to face)	<ul style="list-style-type: none"> Enables people to access information on display boards Provides the opportunity to speak with Council officers for further information / discuss concerns Provides accessibility People can fill out comment forms This could be achieved by virtual exhibitions online or if possible; holding face to face exhibitions 	<ul style="list-style-type: none"> May not be attended by hard-to-reach groups May not be accessible for those people whose first language is not English Creating and updating displays is expensive and time consuming Not everyone has internet access
Council Officers attending Public Meetings	<ul style="list-style-type: none"> Reaches out to people in the local area Provides the opportunity to speak with Council Officers for further information / discuss concerns Council Officers can understand the views of the public 	<ul style="list-style-type: none"> Need to ensure there is sufficient publicity in order to have a good attendance rate to encourage a constructive / meaningful meeting Sometimes there can be too many views to be heard

Consultation Method	Benefits	Limitations
		<p>in a limited time frame</p> <ul style="list-style-type: none">• People may not want to discuss their views in a public forum• The loudest voices tend to get heard• Not fully inclusive / representative of local community• May not be accessible for those people whose first language is not English

3.0 Involvement in Local Plans

- 3.1. The **Local Plan** is the statutory plan setting out the principal policies and proposals for land use and development in the borough. It contains the overall vision and objectives, the development strategy, allocates sites for development and sets out a suite of policies used in decision making on planning matters.
- 3.2 The process for preparing the Local Plan is summarised in Table 2 which identifies each of the stages and the key opportunities for community involvement in the process.

Table 2: Statutory Stages of Local Plan Production

Key stages of production	Your opportunities for involvement
<p>Initial Evidence Gathering and Informal Engagement</p> <ul style="list-style-type: none"> • Begin initial evidence gathering process (commissioning technical studies, identifying available sites, collating data, identifying the scope of the Plan) • Formulate initial aims and objectives • Start preparing the Sustainability Appraisal Scoping Report and collating baseline data • Identify relevant environmental², economic and social objectives to inform the Sustainability Appraisal 	<ul style="list-style-type: none"> • Sign up to our planning policy consultation database to receive notifications on local plan consultations • Provide the Planning Policy Team with details of any sites you may wish to promote for development through the Call for Sites process • Provide the Planning Policy Team with any local evidence studies • Providing the Planning Policy Team with information on community facilities and key services in your local area. • Providing the Planning Policy Team with information on infrastructure capacity in your local area.

² Including climate change

Key stages of production	Your opportunities for involvement
<ul style="list-style-type: none"> Engage with consultation bodies set out in Appendix A 	<ul style="list-style-type: none"> Where appropriate, the Council will publish evidence base documents once they have been finalised.
<p>Regulation 18: Consultation</p> <p>Initial Formal Public Consultation(s)</p> <ul style="list-style-type: none"> The Council will undertake public consultation for a period of 6 weeks Engage with local communities, businesses and other interested parties Engage with consultation bodies set out in Appendix A 	<ul style="list-style-type: none"> Review the Local Plan, the supporting evidence base and identify any comments you may have. Submit a formal representation to the Council outlining your comments, support or objection. Attend any public exhibitions being held (online or face to face) <p>Please Note: All submitted representations will be made public and personal information will be removed in accordance with the Council's privacy policy, comments can be viewed by others.</p>
<p>Regulation 19: Proposed Submission Consultation</p> <p>2nd Public Consultation and final consultation before submitting Plan for Examination</p> <ul style="list-style-type: none"> The Planning Policy Team will review all the representations submitted during Regulation 18 consultation and make any changes to the Plan where justified 	<ul style="list-style-type: none"> Review the Local Plan, Sustainability Appraisal and Habitat Regulations Assessment and identify any comments you may have If you submitted a representation during the previous consultation that remains unresolved, resubmit

Key stages of production	Your opportunities for involvement
<ul style="list-style-type: none"> The Council will prepare a statement summarising how they consulted during the initial consultation(s), the key issues that came out of the consultation(s) and how these will be taken into account in amending the Plan. The Council will undertake public consultation on the revised draft Plan, Sustainability Appraisal and Habitat Regulations Assessment for a period of 6 weeks. 	<p>your representation if you wish to maintain your objection</p> <ul style="list-style-type: none"> Attend any public exhibitions (online or face to face) <p>Please Note: This is the final opportunity to submit a duly made representation.</p> <p>You should be specific as to why you consider the Plan to be unsound, what change(s) you are seeking and why it would make the document sound.</p> <p>The Planning Inspector will only consider written representations submitted during this stage as it is considered that these representations (objections) are unresolved.</p> <p>It is important to note that any representations submitted during the Regulation 18 Consultation will not be considered by the Planning Inspector.</p>
<p>Regulation 22: Submission of Local Plan</p> <p>Final Draft Plan</p> <ul style="list-style-type: none"> The Council will produce a statement setting out how it consulted throughout the development of the Plan, the issues raised and how the Plan has been amended to address relevant issues. The Council will submit the Plan and any representations submitted during Regulation 19 and the Statement of 	<ul style="list-style-type: none"> The Council will notify those registered to be notified of planning policy consultations and those who submitted representations at the Regulation 19 stage, that the Local Plan has been submitted to the Secretary of State for independent examination.

Key stages of production	Your opportunities for involvement
<p>Consultation to Secretary of State.</p> <ul style="list-style-type: none"> • The Government will appoint a Planning Inspector to examine the plan. • The Planning Inspector will set the timetable for Examination in Public. 	
<p>Examination of submitted Local Plan</p> <ul style="list-style-type: none"> • An independent Inspector assesses the submitted Local Plan to determine whether it has been prepared in line with the Duty to Cooperate and other legal requirements • The Council via the Programme Officer will write to representor's informing them of the hearing start date (at least 6 weeks in advance of commencing) • The Council can ask the Inspector to recommend main modifications to make Plan sound or comply with other legal requirements • Inspector issues a report at the end of Examination in Public • Exceptionally, the Inspector will recommend the draft Local Plan to be withdrawn if it has not been prepared in accordance with the Duty to Cooperate or it is likely to be found unsound. 	<ul style="list-style-type: none"> • The Inspector will invite participants (via the Programme Officer) to speak at the hearing sessions on those matters and issues considered relevant by the Inspector • Selected participants will receive a programme (via the Programme Officer) for hearing sessions including matters/issues and the Inspector's Guidance Note • The hearing sessions are public and anyone can observe even if they haven't been selected to participate • Further information regarding the Examination in Public process can be found within the Planning Inspectorate Procedure Guide for Local Plan Examinations (February 2021).

Key stages of production	Your opportunities for involvement
<p>Adoption</p> <ul style="list-style-type: none"> Local Plan is adopted by the Council The Council publishes a post adoption statement. 	<p>The Council will notify those registered to receive notifications through our planning policy consultation database and those who submitted representations at Regulation 19 Stage of receipt of the Inspectors Report and the date the Local Plan will be taken to Full Council for adoption.</p>
<p>Monitoring</p> <ul style="list-style-type: none"> Local Plan policies are monitored against objectives and indicators and are reported within the Council's Authority Monitoring Report. 	

4.0 Supplementary Planning Documents

- 4.1 Supplementary Planning Documents (SPDs) may cover a range of issues, both thematic and site specific, which support policies in the Local Plan. They do not set new policy or allocate land. Whilst SPDs are adopted formally by the Council and are material considerations in the determination of planning applications, they do not form part of the development plan and are not subject to independent examination.
- 4.2 The Council has produced several SPDs which can be accessed on the Council's [website](#).
- 4.3 The Council is committed to involving the community in the preparation of these documents, but the level and scope of consultation will vary according to the nature of the document being produced. The preparation of an SPD is different to preparing a Local Plan Document. The Government sets out statutory consultation requirements that the Council must follow. Key statutory stages and opportunities for community involvement are set out within Table 3 overleaf. It is recommended that Table 3 is read in conjunction with [Part 5 of the Town and Country Planning Regulations 2012](#) (as amended).

Table 3 – SPD Key Stages of Production

Key Stages of SPD Production	How we will consult	Your opportunities for involvement
Initial Background Work The Planning Policy Team will carry out research to identify the issues and relevant policy context as part of evidence gathering.	Not applicable	Sign up to our planning policy consultation database to receive notifications of consultations.
Regulation 12 & 13: Publish the draft SPD for consultation The Planning Policy Team will undertake public consultation on the draft SPD for a period of 4 weeks.	<ul style="list-style-type: none"> Electronic versions of the consultation documents will be made publicly available on the Council's website. Hard copies of the main consultation documents 	Review the draft SPD Submit a formal representation to the Council outlining your comments, support or objection

	<p>for reference use will be made available during normal opening hours at the Town Hall and libraries within the local planning authority area.</p> <ul style="list-style-type: none"> • Consultation notifications will be sent via email to, specific consultation bodies, general consultation bodies and, to anyone who has registered to our planning policy consultation database. 	
<p>Finalise SPD</p> <p>The Planning Policy Team will review all the representations submitted during consultation and make any changes to the SPD where justified.</p> <p>The Council will produce a statement setting out how it consulted on the draft SPD, the issues raised and how the SPD has been amended to address relevant issues.</p>	Not applicable	Not applicable
<p>Regulation 14: Adoption of the SPD</p> <p>The SPD is adopted by the Council</p> <p>The Council publishes an adoption statement.</p>	<p>The Council will notify those who submitted representations of the date the SPD will be taken to Council for adoption.</p>	<p>Opportunities to speak at Council</p>

5.0 Other Policy Documents

Sustainability Appraisal Scoping Report

- 5.1 The first stage of the sustainability appraisal is to consider the scope of the appraisal process. It includes a review of other relevant plans, policies and programmes that relate to the local area; information on the present state of the local environment (the baseline); a discussion of the local sustainability issues and a series of sustainability objectives that must be considered when preparing Development Plan Documents (DPDs) such as the Local Plan.
- 5.2 Consultation will be undertaken on the draft Scoping Report. The Environmental Assessment of Plans and Programmes (SEA) Regulations (2004) require that local authorities consult:
- The Environment Agency
 - Natural England; and
 - Historic England

Neighbourhood Plans and Neighbourhood Development Orders

- 5.3 The production of Neighbourhood Development Plan is led by the local community. You and or your community may be interested in producing a 'Neighbourhood Plan' which enables your community to shape local development in your area. It is a way for communities to decide the future of the places where they live and work by having more of a say in where new homes, businesses, shops and community facilities should be placed in their local area, along with being able to allocate sites for development. Where they choose to, local people can draw up a plan or a development order:
- 5.4 Neighbourhood Plans allow communities to establish general planning policies for the development of land in their defined area. A neighbourhood plan comes into force as part of the statutory development plan once it has been approved at a local referendum. This means that the Council and planning inspectors will need to take the plan into consideration when making planning decisions.
- 5.5 Neighbourhood Development Orders (including community right to build orders) grant planning permission for a specific type of development in a particular area. This could be either a particular development or a particular class of development such as housing or retail

- 5.6 Neighbourhood Plans and Neighbourhood Development Orders can be prepared by a duly constituted 'neighbourhood forum'.
- 5.7 It is important to note the council's role is to provide advice and support to groups developing a plan. It is the Neighbourhood Forum that is responsible in creating and holding public consultation and engagement in its preparation up to submission of the final draft ('proposed submission') plan.
- 5.8 The Council has produced more detailed guidance in relation to Neighbourhood Planning for use by the community which can be accessed on our [neighbourhood planning webpage](#).
- 5.9 The stages of the Neighbourhood Plan preparation and how you can get involved are set out in the Table 4 overleaf.

Table 4: Statutory Stages of Neighbourhood Plan Production

Key stages of production	Your opportunities for involvement
Define the Neighbourhood area and establish a Neighbourhood Forum	Proposals for a new Neighbourhood Forum and Neighbourhood Area will be consulted on.
Approval of Neighbourhood area from Local Planning Authority (LPA)	N/A
Preparing the draft Plan	The Neighbourhood Forum is responsible for the preparation of the plan. This includes the gathering of evidence, consultation with the community (including residents, organisations / institutions e.g., schools, business community, interest groups) and the writing of the Plan.
Regulation 14: Pre-submission publicity and consultation	The Neighbourhood Forum is responsible for the consultation of the plan. The consultation must be publicised, so that it is brought to the attention of people living, working and undertaking business in the neighbourhood area.
Regulation 16: Submission of a Neighbourhood Plan to Epsom and Ewell Borough Council	Epsom and Ewell Borough Council will advertise and run this consultation. It will be publicised on the Council's website and the council will organise for the consultation documents to be available at locations within the designated neighbourhood area.
Examination	<p>Epsom and Ewell Borough Council will collate the responses alongside the submission documents and send them to the independent examiner.</p> <p>It is not expected that the examination will include a public hearing, although an inspector can use this forum if it is considered necessary to ensure adequate</p>

Key stages of production	Your opportunities for involvement
	<p>examination of an issue or to give a person a fair chance to put a case.</p> <p>You will therefore be contacted directly, if relevant to participate at this stage.</p>
Referendum	<p>Epsom and Ewell Borough Council is the electoral authority. Referendum documents will be compiled by the Council. These documents will be made available on the Council's website and are a regulatory requirement.</p> <p>If you are a resident within the Neighbourhood Forum area who is on the electoral register, you can vote as part of this referendum.</p>
Adoption	<p>The Council will notify those who submitted representations of the date the Neighbourhood Plan will be taken to Council for adoption.</p> <p>There will be opportunities to speak at Council.</p>

Community Infrastructure Levy

- 5.10 The CIL Regulations enable local planning authorities to raise funding for new infrastructure by levying a charge on new development within their area. The Community Infrastructure Levy (CIL) is an important mechanism for the Council and its partners to fund infrastructure provision to mitigate the impact of new development within the Borough.

Charging Schedule

- 5.11 The Community Infrastructure Levy (CIL) is a levy that local authorities can charge on developments in their area. CIL income can be used to fund additional infrastructure required to support new development including roads, schools, green spaces and community facilities.
- 5.12 The levy is charged in pounds (£) per square metre on new floorspace (measured as gross internal area) of any type of development which has a CIL rate set in the Charging Schedule (plus indexation as set out in the CIL

Regulations). The Council adopted its CIL Charging Schedule on the 29 April 2014. Each year the Council update the figures (in January) for each zone to ensure they are charged at the correct indexation. The CIL charging schedule will be reviewed in tandem with the preparation of a New Local Plan.

- 5.13 Further information regarding the operation of CIL in the borough can be found on our [website](#).
- 5.14 The stages of the preparing an updated CIL Charging Schedule are set out in Table 5 below and should be read in conjunction with Part 3 of the CIL Regulations (as amended).

Table 5: CIL Charging Schedule Key Stages of Production

Key stages of production	How we will consult	Your opportunities for involvement
Initial Evidence Gathering The Planning Policy Team will carry out research and evidence work to inform the proposed levy rates to be set out within the Draft Charging Schedule.	Not applicable	Sign up to our planning policy consultation database list to receive notifications of consultations.
Regulation 16: Publish the CIL Draft Charging Schedule for consultation Public Consultation The Planning Policy Team will undertake public consultation on the Draft charging Schedule for a period of 6 weeks	Statutory Requirements: The draft charging schedule, relevant evidence, statement of the representations procedure and statement of how to view hard copies will be made publicly available on the Council's website Hard copies of the draft charging schedule, relevant evidence and	Review the Draft Preliminary Charging Schedule Submit a formal representation outlining your comments, support or objection

Key stages of production	How we will consult	Your opportunities for involvement
	<p>statement of the representations procedure will be made available for inspection at the Town Hall and libraries within the planning authority area</p> <p>Send a copy of the draft charging schedule and statement of representation procedure to Local Planning Authorities (that adjoin the Charging Authority's area) and Surrey County Council and all Neighbourhood Forums within the borough</p> <p>Notification to be sent to persons who are resident or carrying on business in its area, appropriate voluntary bodies and bodies which represent the interests of persons carrying on business in the charging authority's area.</p>	
<p>Regulation 19: Submission of CIL Draft Charging Schedule to Examiner</p> <p>Final Draft Charging Schedule</p> <p>Submit CIL Draft Charging Schedule, evidence base and</p>	<p>Statutory Requirements:</p> <p>All submission documents will be electronically available on the Council's website and reference copies will be made available at the Town Hall and libraries within the planning authority area</p>	<p>The Council will notify those registered to receive notifications through our planning policy consultation database, elected Members and those who submitted representations that the CIL Draft Charging Schedule has been submitted for Examination</p>

Key stages of production	How we will consult	Your opportunities for involvement
<p>representations received during Regulation 16</p> <p>Submit statement setting out the representations made during Regulation 16 and a summary of the main issues raised by representations and how they were taken into account</p> <p>The Council will then wait for the Planning Inspector to set the timetable for the Examination of the Charging Schedule.</p>	<p>Give notice to those persons who requested to be notified of the submission of the CIL Draft Charging Schedule</p>	
<p>Regulation 25: Approval & Publication of CIL Charging Schedule</p> <p>CIL Charging Schedule is adopted by the Council and published</p>	<p>Statutory Requirements:</p> <p>Publish CIL Charging Schedule on the Council's website</p> <p>Make the CIL Charging Schedule available for inspection</p> <p>Give notice to those persons who requested to be notified of the approval of the CIL Charging Schedule</p>	<p>The Council will notify those registered to receive notifications through our planning policy consultation database, elected Members and those who submitted representations that the CIL Charging Schedule has been approved</p>

6.0 Planning Applications

- 6.1 The council is responsible for processing and determining planning applications within the borough. It is at the planning application stage where specific, detailed decisions are made about the use of land or a building. Planning applications are determined in accordance with the Development Plan unless there are material considerations that indicate otherwise. The National Planning Policy Framework represents up-to-date government planning policy and is a material consideration that must be taken into account where it is relevant to a planning application or appeal.
- 6.2 The council does not determine planning applications relating to mineral processing and waste disposal. Such proposals are determined by Surrey County Council. Further information can be found on the [Surrey County Council Website](#).

Pre-Application Advice

- 6.3 Seeking pre-application advice from the planning authority gives applicants the opportunity to discuss the principle of the development proposals with an officer. It also enables officers to identify any potential issues and provides a number of benefits:
- Providing an opportunity to better understand how an application will be judged against the policies in the development plan and other material considerations.
 - Identifying, at an early stage, where there is a need for specialist input such as with regard to listed buildings, trees, landscape, green Infrastructure and natural green space noise, health, contaminated land or archaeology.
 - Providing the opportunity to modify a proposal to make it potentially more acceptable to the council and anticipating other regulatory requirements.
 - Improving the design and quality of the finished scheme.
 - Indicating at an early stage if a proposal is unacceptable, saving the cost of pursuing a formal application.
 - Avoiding rejection at registration stage or early refusal of permission because of inadequate or insufficient information.
 - Allowing discussions on and the preparation of legal agreements, where appropriate, in advance of an application being received and for negotiations to consider land value constraints.

- 6.4 Larger and significant or complex planning applications may also require involvement of external statutory bodies such as Surrey County Council (as the Local Highway Authority and Lead Local Flood Authority), the Environment Agency, Natural England, Historic England, National Highways and water companies who operate their own pre-application advice services. The Local Planning Authority will advise if contact should be made directly with these bodies when providing their written response.
- 6.5 Under the Freedom of Information Act, the council may consider pre-application submissions, which are commercially sensitive, as confidential. A public interest test will be applied to decide whether a proposal can be deemed as confidential. Should the information fall outside of this category or a planning application is submitted on the site for a similar scheme, the information may be made available to the general public.
- 6.6 Further information on our pre-application service can be accessed on our [website](#).

Planning Performance Agreements

- 6.7 A Planning Performance Agreement (PPA) is a project management tool that the applicant and the council can use to agree timescales, actions and resources for handling particular applications. It covers the pre-application stage as well as the application and post application stages. PPAs are useful for setting out an efficient and transparent process or determining large and/or complex planning applications. They encourage joint working between the applicant and the council and can help to bring together other parties such as statutory consultees. For more information on PPAs can be accessed on our [website](#).

Pre application consultation

- 6.8 The Council considers it very important that the local community is involved in the development management process as early as possible. The Council therefore encourages applicants of major development proposals, significant or sensitive sites to engage with the local community before a planning application is submitted to ensure that issues are identified and that applicants have the opportunity to make appropriate amendments to their scheme.
- 6.9 It is important to note that pre-application consultation with the community is dependent on applicants. The council can only encourage and not require developers to involve the local community and planning applications cannot be refused if a developer refuses to involve the local community.

Publicity of planning applications

- 6.10 When a planning application is submitted to the council, it will be considered against a validation checklist to ensure the correct documents have been submitted. The local validation list is available on our [website](#). When validation is successful, a planning application will be registered and allocated to a Planning Officer.
- 6.11 Planning applications are subject to statutory consultation requirements which are primarily set out in the Town and Country Planning (Development Management Procedure) Order 2015 (as amended) and in [Planning Practice Guidance](#). The council will comply with the statutory requirements which are summarised in Table 6 overleaf for specific types of development.
- 6.12 In addition to the publicity set out in these tables the Council will also consult those bodies set out the Town and Country Planning (Development Management Procedure) Order 2015 (as amended) or [Planning Practice Guidance](#).

Table 6: Statutory Publicity Requirements for Planning Applications

Type of development	Statutory Publicity requirement
Major Development: Residential developments involving 10 or more homes, or the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development comprises 10 or more homes. Other development: 1000m ² for more floor space or site area of 1.0 hectares or more.	Details of valid application entered on statutory register Press advert Site notice and neighbour notification letter
Applications subject to Environmental Impact Assessment which are accompanied by an Environmental Statement.	Details of valid application entered on statutory register Press advert Site notice and neighbour notification letter
Application that is a departure from the Local Plan.	Details of valid application entered on

	statutory register Press advert Site notice and neighbour notification letter
Minor Development: Residential development: involving less than 10 homes. Other development: floor space is less than 1000m ² . Change of use applications.	Details of valid application entered on statutory register Site notice or neighbour notification letter
Householder developments	Details of valid application entered on statutory register Site notice or neighbour notification letter
Applications for listed building consent where works to the exterior of the building are proposed	Details of valid application entered on statutory register Press advert Site notice
Development affecting the setting of a Listed Building or affecting the character of a Conservation Area.	Details of valid application entered on statutory register Press advert Site notice

- 6.13 For developments requiring a press advertisement, advertisements are placed in the local printed press to advise of new development proposals in the area. These appear in the newspaper on a weekly basis.
- 6.14 For developments requiring a site notice to be displayed, the site notices are printed by the Council and displayed on the site for the period specified in the legislation (typically 21 days) and the first date of display is recorded by the

case officer. It is the applicant / land owners' responsibility to maintain these notices for the consultation period.

- 6.15 For developments requiring neighbour notification of an application, this is in the form of a letter giving brief details of the proposal, details of where and when the application may be seen, and the last date for comments (normally 21 days from the date of the letter). Letters are addressed to 'the occupier/owner'. Neighbour notifications are sent to any neighbouring property that shares a common boundary with the land subject to the proposed development. For major or significant schemes, the Council may, at its discretion, notify the occupiers of more properties.

Viewing / commenting on a Planning Application

- 6.16 Planning applications can be viewed on the Council's [website](#) or at the Town Hall during opening days/hours. Anyone can view and make comments on planning applications online via the planning application [search register](#).
- 6.17 Comments can also be submitted via email / post. Representations received cannot be treated in confidence and will form part of the public planning application file which (subject to the Data Protection Act) is available online, or, for inspection by appointment for 'live' files, at the Town Hall.
- 6.18 All representations that are valid planning issues, will be taken into account in the decision-making process and will be summarised. Representations should be sent into the Council before the end of the consultation period, which will be the last of the neighbour notification, site notice or press advertisement periods. Where an application is considered at Planning Committee any late representation will also be brought to the attention of the committee.

Determining planning applications

- 6.19 Following review and analysis of all the information and submissions to a development proposal, a report is prepared on the acceptability of the development. The decision as to whether or not to grant planning permission is made either under delegated powers by the Head of Place Development, or by the Planning Committee.
- 6.20 Once a planning application is determined, a Decision Notice is issued. This is either a Notice of Refusal or a Notice of Approval and is sent to the applicant or their agent. A copy of the officer report is made available on the council's website, in addition to the Decision Notice.

- 6.21 Further information on how planning applications are determined, including statutory time limits for determining planning applications is detailed in the [planning practice guidance](#).

7.0 Appendix A – Specific and General Consultation Bodies and Duty to Co-Operate Organisations for the purposed of Plan Making

Duty to Co-operate Organisations

- 7.1 The following are organisations which Epsom and Ewell Borough Council has a duty to cooperate with in accordance with Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Where the organisation (bodies) listed cease to exist, successor bodies will be consulted:

- Surrey County Council
- Mole Valley District Council
- Elmbridge Borough Council
- Reigate and Banstead Borough Council
- London Borough of Sutton
- Royal Borough of Kingston Upon Thames
- The Environment Agency
- Historic England
- Homes England
- Clinical Commissioning Groups
- NHS England
- Highways England
- Transport for London
- Capital to Coast Local Enterprise Partnership
- Local Nature Partnership (Surrey Nature Partnership)
- Civil Aviation Authority

Specific Consultation Bodies

- 7.2 Organisations who have been identified under the requirements of the town and Country Planning (Local Planning) (England) Regulations 2012 that may have an interest in the proposals within a Development Plan Document are set out below. There is duplication with the prescribed authorities for the purposes of the Duty to Cooperate requirements as set out above. Where bodies listed cease to exist, successor bodies will be consulted:

- Surrey County Council
- Mole Valley District Council

- Elmbridge Borough Council
- Reigate and Banstead Borough Council
- London Borough of Sutton
- Royal Borough of Kingston Upon Thames
- The Coal Authority
- Homes England
- Natural England
- The Environment Agency
- Historic England
- Network Rail Infrastructure Ltd
- Highways England
- NHS Trusts and Clinical Commissioning Groups
- Utility companies including gas and electricity, sewage and water, and telecommunications operators
- Police and Crime Commissioner

General Consultation Bodies

7.3 In addition to the specific consultation bodies listed above, the council/qualifying body will involve as many people and groups as possible in preparing Development Plan Documents and Supplementary Planning Documents in the categories below:

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- bodies which represent the interests of different religious groups in the local planning authority's area,
- bodies which represent the interests of disabled persons in the local planning authority's area,
- bodies which represent the interests of persons carrying on business in the local planning authority's area.

7.4 In the context of the five categories detailed above, general consultation bodies can include:

- Local political parties / associations
- Older persons groups
- Religious groups

- Transport providers / operators
- Housing interest groups
- Gypsy and Traveller and Travelling Show people groups / organisations
- The Crown Estate
- Civic Societies
- Environmental Groups
- Youth Group, schools and colleges

8.0 Glossary

Community Infrastructure Levy (CIL)	A levy that local authorities can choose to charge on new developments in their area. The charges are based on formula relating to the size and type of new development and money can be used to fund infrastructure.
Development Plan	Documents which set out the policies and proposals for the development and use of land.
Duty to Co-operate	The National Planning Policy Framework and Localism Act 2011 places a statutory requirement on Local Planning Authorities, County Councils, and public bodies to actively engage on an on-going basis during the Local Plan preparation in the context of strategic cross boundary matters.
Evidence Base	Information gathered by the Local Planning Authority to support the Local Plan and other Development Plan Documents.
Environmental Impact Assessment (EIA)	A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.
Habitats Regulations Assessment (HRA)	Requires 'appropriate assessment' of plans and projects that are, either alone or in combination with other plans and projects, likely to have a significant impact on national and international designated sites. The designation, protection and restoration of European sites is embedded in the Conservation of Habitats and Species Regulations 2017, as amended, which are commonly referred to as the 'Habitats Regulations'. The most recent amendments (the Conservation of Habitats and Species (amendment) (EU Exit) Regulations) take account of the UK's departure from the EU.
Local Development Document	The collective term for Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and the Statement of Community Involvement (SCI)
Local Development Scheme (LDS)	Provides a project plan identifying which development plan documents will be produced and when.

National Planning Policy Framework (NPPF)	Introduced in 2012 and subsequently amended, this framework sets out the government's planning policies and how these are expected to be applied.
Neighbourhood Development Order	An order made by a local planning authority through which parish councils and neighbourhood forums can grant permission for specific development proposals or classes of development.
Neighbourhood Plans	Neighbourhood Plans are a way for communities to allocate land for new homes, shops or offices to be built, and to have a say on what those new buildings should look like and the type of infrastructure which would be provided.
Planning Policy Consultation Database	Consultation database maintained by the planning policy team which includes anyone who has requested to be consulted on the preparation of planning policy documents.
Qualifying Body	A designated neighborhood forum
Sustainability Appraisal (SA)	Process to appraise policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) that are required to be undertaken for all Development Plan Documents.
Strategic Environmental Assessment (SEA)	A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.
Supplementary Planning Documents (SPDs)	Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

PLANNING FRAMEWORK - LOCAL PLAN PREPARATION

Head of Service: Victoria Potts, Head of Place Development
Wards affected: (All Wards);
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Appendices (attached): N/A

Summary

This report sets out the framework in which the new local plan will be prepared.

An up-to-date framework is presented which includes changes to the basis on which the council will prepare the local plan to reflect changes in national planning policy and the revised evidence base.

This will be what shapes the strategic direction of the spatial strategy and policies of the new Local Plan.

Recommendation (s)

The Committee is asked to:

- (1) Agree the revised planning framework which will be the foundation for the Local Plan preparation.**
- (2) Agree the framework will be kept under review and any changes to national planning policy which have implications for the local plan preparation will be reported to the LPPC.**

1 Reason for Recommendation

- 1.1 To update members on the legal and planning framework for the Local Plan preparation.

2 Background

- 2.1 In 2016 the Council commenced the production of a new Local Plan. Several key work streams were progressed to support the Local Plan's preparation. Time has elapsed since its production, and it has been necessary to review previous studies that formed part of the evidence base to ensure they provide a robust basis for the new Local Plan. Evidence that relates to topics that do not change over time can still be relied upon, for example Green Belt Study and Landscape Studies. However, evidence that assesses needs such as housing and economic needs must be up to date to inform planning policies that are to be found sound at examination and there have been significant changes over the last few years such as Brexit and Covid together with new national planning policy that must be reflected in up-to-date evidence. It is best practice to have evidence no more than three years old at the time of examination.
- 2.2 This report sets out the key evidence base studies that are being prepared to support the new Local Plan which will supersede previous studies and the outcomes of which could lead to a different direction than has been previously reported.
- 2.3 The [14 November 2019 LPPC](#) considered a report which proposed 6 key principles for the strategic direction of the Local Plan. These were based on the information at that time. This report provides the review as per that report's second recommendation. The strategic direction for the Local Plan will now be informed by the emerging up to date evidence and will be developed through the vision, objectives, and spatial strategy for the Local Plan.
- 2.4 **Update to Planning Legal, procedural, and plan-making Framework.**
- 2.5 Legal and procedural framework.
- 2.6 There are several workstreams that relate to legal compliance for the Local Plan preparation, and these are the first test at a Local Plan examination. An overview is provided below.

Local Development scheme (LDS) – The preparation of a Local Development Scheme is compulsory. The preparation of a Local Plan must be in line with the published LDS and is a procedural test at examination into the Local Plan. The most recent LDS was agreed on 26 April by the Licensing and Planning Policy Committee.

- 2.7 **Statement of community involvement (SCI)** - The preparation of a Local Plan must conform to the Council's adopted SCI. Since the previous SCI was adopted, legislation and technology has changed. A revised SCI appears on this committee agenda which is proposed to contribute to create a sound up to date basis for preparing the Local Plan.

- 2.8 **SEA/SA** - Preparing a Sustainability Appraisal (SA) is a compulsory requirement under the 2004 Planning and Compulsory Purchase Act and the 2001/42/EEC European Directive. The first stage is the preparation of an SA scoping report. This is a tool to appraise planning policies and spatial options for development. It is made up of objectives, indicators and targets tailored to the key sustainability issues for Epsom and Ewell Borough. Planning policies are looked at against these to understand how they will contribute towards sustainable development of the borough.
- 2.9 The previous SA scoping was completed in 2017. This is now 5 years old. An up-to-date revised SA Scoping is critical to the Local Plan preparation as much has changed over time and we need to ensure for example, climate change and biodiversity objectives, targets and indicators are accurately reflected.
- 2.10 The Sustainability Appraisal is key evidence to develop and refine plan options and the SA report will highlight which option is the most sustainable and how it can be improved. This is therefore fundamental to inform for example, the spatial strategy and location and level of growth over the local plan period.
- 2.11 **Duty to cooperate (DTC)** - A duty to cooperate framework is being developed to agree the strategic cross boundary issues with our DTC bodies and to set out how we will work together throughout the Local Plan process. This is a new document which is fundamental to demonstrate compliance with the DTC. This will be a live document which will be kept under review and will be added to throughout the process. The discussions held with our DTC bodies and the agreed outcomes will influence the strategic direction of the Local Plan. It is the DTC compliance that is the first legal test at the Local Plan Examination.
- 2.12 National Planning Policy Framework.
- 2.13 Local Plans must meet the tests of soundness as set out in the NPPF 2021 (paragraph 35):
- a) Positively prepared – providing a strategy which, as a minimum, seeks to meet the area’s objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development.
 - b) Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence.
 - c) Effective – deliverable over the plan period and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground.

- d) Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant.
- 2.14 The NPPF sets out the overarching plan-making framework. A key point to note is the requirement for strategic policies to look ahead over a minimum 15-year period from adoption. It is for this reason that the new Local Plan period has been amended to 2022-2040.
- 2.15 Where there is large scale development such as a significant extension to an existing town, the Local Plan vision should look at least 30 years ahead to take account of the likely timescale for delivery. Officers will advise members as evidence base emerges to inform the horizon for the vision.
- 2.16 Up to date and robust evidence base is critical to be able to demonstrate the Local Plan is 'sound'. Below is therefore a summary of key evidence base being prepared.
- 2.17 **Land Availability Assessment (LAA)** -This assesses all sites for all uses. A key part of this is to ensure we have considered all sites and left no stone unturned. The recent call for sites forms one small part of this assessment. The LAA is used to support evidence on housing supply and site allocations and fundamentally is a key part of the evidence underpinning the housing requirement and spatial options. Only sites that can be demonstrated as being deliverable¹ or developable² are appropriate for allocation. The LAA will supersede the SHLAA 2017 which just considered housing sites.
- 2.18 **Housing and Economic Development Needs Assessment (HEDNA)** - The core component of this work is to provide an integrated assessment of future housing needs, (including breakdown by type, tenure, and size) the scale of future economic growth and the quantity of land and floorspace required for employment development across the borough, predominantly office, industrial and warehousing. This study will help to the Council to plan for both housing and employment and its findings will be used to inform any decisions around redevelopment of existing employment sites, alongside other relevant evidence. This will supersede the Strategic Housing Market Assessment (SHMA) 2016.

¹ To be considered deliverable, sites for housing should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years

² To be considered developable, sites should be in a suitable location for housing development with a reasonable prospect that they will be available and could be viably developed at the point envisaged.

- 2.19 **Viability Study** -The role for the viability assessment is primarily at the plan making stage. Viability assessment should not compromise sustainable development but should be used to ensure that policies are realistic, and that the total cumulative cost of all relevant policies will not undermine deliverability of the plan.
- 2.20 It is the responsibility of plan makers to create realistic, deliverable policies.
- 2.21 This study will therefore help to inform policy requirements, for example the scale of development required on brownfield sites to bring them forward for redevelopment, and affordable housing thresholds which should be set at a level that takes account of affordable housing and infrastructure needs and allows for the planned types of sites and development to be deliverable, without the need for further viability assessment at the decision-making stage.
- 2.22 This study will not assess the detailed viability of every site. The requirement at the plan-making stage is to use site typologies. In some circumstances more detailed assessment may be necessary for key sites on which the delivery of the plan relies. This will emerge as the Local plan preparation progresses.
- 2.23 **Climate Change Study (CCS)** – this study is aimed at exploring how climate change objectives, both in respect of mitigation and adaptation, might most effectively be addressed through the emerging Local Plan. There is a particular focus on identifying how the Local Plan might respond to climate change through setting a spatial strategy, i.e., by allocating sites and assigning a quantum of development / mix of uses to each. However, there is also a focus on how the Local Plan can respond through setting development management policy, i.e., policy to guide decisions on planning applications
- 2.24 **Epsom TC Masterplan**- The Town Centre Masterplan report appears elsewhere on the agenda for the meeting and will be a key piece of evidence to inform the Councils Local Plan by identifying development options for specific key town centre sites and identifying how the wider town centre could be improved in the context of placemaking. This evidence will be used to inform the Local Plan spatial strategy, site allocations and their policies including matters such as land uses and scale of development.
- 2.25 Existing evidence base which will continue to be relied upon and, where appropriate added to, include:
- Green Belt Study (2017 / 2018) - add further site assessments where necessary.
 - Landscape Character Assessment Study (2015)
 - SFRA (2018) - to add a sequential test and where relevant Level 2 Flood Risk Assessments
 - Retail study - updated and recently published

- Emerging Gypsy and Traveller Accommodation Assessment – anticipated publication next couple of months

2.26 National Design Guide

2.27 In October 2019 the Government published the National Design Guide and the document was subsequently updated in January 2021. The document forms part of the planning practice guidance and outlines and illustrates the Government's priorities for well-designed places in the form of ten characteristics which reflect the governments priorities:

- Context – enhances the surroundings
- Identify – attractive and distinctive
- Built form – a coherent pattern of development
- Movement – accessible and easy to move around
- Nature – enhanced and optimised
- Public space – safe, social, and inclusive
- Uses – mixed and integrated
- Homes and buildings – functional, healthy, and sustainable
- Resources – efficient and resilient
- Lifespan – made to last

2.28 In terms of density of development, the National Design Guide states that:

- well-designed places do not need to copy their surroundings in every way. It is appropriate to introduce elements that reflect how we live today, to include innovation or change such as increased densities, and to incorporate new sustainable features or systems. (Para 44)
- the appropriate density will result from the context, accessibility, the proposed building types, form, and character of the development (para 66)
- higher densities are dependent upon accessibility to public transport and essential facilities (para 79)

2.29 Following the publication of the National Design Guide, the government published the National Model Design Code to provide detailed guidance on the production of design codes, guides, and policies to promote successful design. It expands on the ten characteristics of good design set out in the National Design Guide. This will all therefore inform strategic design policies and where appropriate specific site allocation policies.

2.30 Conclusion

2.31 The above in combination provides the framework for the local Plan preparation. The Local Plan vision, objectives, strategy, and policies will be developed to respond to the findings of evidence base in order for the Local Plan to be considered sound. It is worth noting that this could lead to a different strategic directive for the Local Plan than has been reported in previous years, namely between 2017-2019.

- 2.32 Members will be kept apprised of key evidence as it emerges through the Local Plan working group and the final recommendations will be in the form of a draft Local Plan (Regulation 18 in the Autumn 2022).
- 2.33 It should be noted that this report provides a summary of key evidence to support the direction of the Local Plan. However, there is other evidence that is required to demonstrate a sound Local Plan for example, Infrastructure Delivery Plan, Open space sport recreation study, transport assessment.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

- 3.1.1 None arising from this report

3.2 Crime & Disorder

- 3.2.1 None arising from this report.

3.3 Safeguarding

- 3.3.1 None arising from this report.

3.4 Dependencies

- 3.4.1 The preparation of the Local Plan must confirm to primary and secondary legislation and national planning policy. Therefore, a sound Local Plan is dependent on it being prepared on a robust basis and procedurally compliant as is set out in this report.

3.5 Other

- 3.5.1 None arising from this report

4 Financial Implications

- 4.1 There are no direct financial implications as a result of this report. Local Plan funding has already been secured in terms of staffing within the Planning Policy Team and funding for specialist external support in the preparation of technical evidence base documents.

- 4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 There are no direct legal implications as a result of this report. The Local Plan must and will be prepared within the legal planning framework.

5.2 **Legal Officer's comments:** none arising from the contents of this report

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

6.2 The new Local Plan will contribute towards delivering the Council's visions and objectives identified in its four-year plan.

6.3 **Service Plans:** The matter is included within the current Service Delivery Plan.

6.4 **Climate & Environmental Impact of recommendations:**

6.5 The Local Plan itself has a role in implementing a few key objectives that are set out in our climate change action plan.

6.6 **Sustainability Policy & Community Safety Implications:**

6.7 The Local Plan itself has a role in delivering sustainable development.

6.8 **Partnerships:**

6.9 The Council has a duty to cooperate with relevant stakeholders in the preparation of the Local Plan.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- 14 November 2019 -Growth and Housing Strategy

PLACE DEVELOPMENT - FUNDING ALLOCATION

Head of Service: Victoria Potts, Head of Place Development
Wards affected: (All Wards);
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Appendices (attached): N/A

Summary

The Council has been successful in securing funding to enable the development of a community led masterplan for Epsom Town Centre as follows: -

- £100,000 through the LEP Regional Projects Development Fund to fund the development of an Epsom Town Centre Masterplan.
- £125,000, from The Department for Levelling Up, Housing and Communities Round 2 of the PropTech Engagement Fund to fund digital community engagement associated with the Epsom Town Centre Masterplan

In addition, as part of a Joint East Surrey bid, the Council has been successful in securing £125,000 through the LEP to provide a Shared East Surrey Economic Development Initiative.

Recommendation (s)

The Committee is asked to:

- (1) **Agree to delegate authority to the Head of Place Development to use the allocation of £100,000 awarded to the Council through the LEP Regional Projects Development Fund for the development of an Epsom Town Centre Masterplan.**
- (2) **Agree to delegate authority to the Head of Place Development to use the allocation of £125,000 awarded to the Council through The Department for Levelling Up, Housing and Communities Round 2 of the PropTech Engagement Fund digital community engagement for the Epsom Town Centre Masterplan**

- (3) Agree to delegate authority to the Head of Place Development to use the allocation of £125,000 to the four East Surrey local authorities through the LEP to provide a Shared East Surrey Economic Development Initiative.**

1 Reason for Recommendation

- 1.1 Epsom and Ewell Borough Council is required to comply with the terms and conditions for spending the funding as it has been awarded for the development of an Epsom Town Centre Masterplan, digital community engagement for the Epsom Town Centre Masterplan, and a Shared East Surrey Economic Development Initiative.

2 Background

2.1 Epsom Town Centre Masterplan

- 2.2 The Council is faced with some difficult decisions about how it can plan to accommodate growth to meet central government policy. There are several potential development opportunities within Epsom Town Centre that could come forward separately in isolation, promoted by each respective landowner/developer.

- 2.3 The development opportunities in Epsom Town Centre have the potential to significantly contribute towards accommodating growth but presently, there is not an up-to-date document to guide development in the Town Centre. The Town Centre Masterplan provides the opportunity plan comprehensively for development to ensure that there is a coordinated approach to address the following: -

- The parameters for development of the sites that have been submitted through the Local Plan Call for Sites for development (Utilities, Ashley Centre, UCA)
- The facilities and infrastructure that would be needed to support the development of key sites (parking, retail, social, community, transport)
- Environmental Improvements to the town centre that could be facilitated through development proposals (through development itself, CIL and S106)
- Key principles for retention, enhancement or development of areas that would not be subject to major development proposals

- 2.4 The masterplan will be a key part of the Local Plan 2022-2040 evidence base and will inform the emerging Local Plan's Strategy in relation to potential likely housing delivery and infrastructure requirements.

- 2.5 The Council was successful in securing £100,000 through the LEP Regional Projects Development Fund to fund the development of the masterplan.
- 2.6 The early consultation will be undertaken between June and September with the feedback informing the preparation of a master plan by the end of the year. This will inform the Local Plan and its spatial strategy which will include another opportunity for more formal public consultation on the plan for Epsom and Town centre and the rest of the borough.
- 2.7 PropTech Engagement Fund Round 2
- 2.8 The Planning for the Future White Paper published in August 2020 set out the government's aspiration for a digital-first approach to modernise the planning process, encouraging digital innovation across planning services. One element of this is to support local planning authorities to use digital tools to support a new civic engagement process for local plans, making it easier for people to understand what is being proposed and make it easier for people to feed in their views into the system through social networks and via their phones. The purpose is to make the planning system more accountable and democratic and offer alternative routes to engage alongside traditional forms of engagement.
- 2.9 The Department for Levelling Up, Housing and Communities has been providing local planning authorities with the opportunity to trial digital services through their PropTech Engagement Funds. The selected projects should aim to demonstrate how digital citizen engagement can support the following:
- Incentivise communities to positively engage in planning conversations.
 - Engage a more representative range of citizens in decision-making.
 - Inform the community on trade-offs and outcomes through development.
 - Establish meaningful baseline data and, where possible, integrate digital and traditional engagement best practice.
- 2.10 The Council submitted a bid through the PropTech Engagement Fund to enable the Masterplan for Epsom Town Centre to be developed in conjunction with the community, enabling residents and businesses to shape the future of Epsom Town Centre. This will also help the Council to understand more about the capabilities of digitisation, and to support the learning and development of planning officers which could then be used in the preparation of the Local Plan.

- 2.11 The Council was successful in securing the full fund allowance of £125,000. While the Masterplan will be developed in conjunction with this initiative, the Masterplan will be consulted on using more traditional methods to ensure that all sections of the community can inform and shape this.

2.12 Shared East Surrey Economic Development Initiative

- 2.12 Even before the challenges presented by COVID-19 and Brexit, there have been concerns that, despite its clear economic advantages, the East Surrey sub-regional economy was not meeting its full growth potential and has been losing ground in terms of productivity.

- 2.13 The East Surrey four local authorities have been successful in securing funding from the LEP to develop an initiative focussing on aligning economic development activity area to enable it to fulfil its growth potential, create a shared regional identity, enhance the service offer to the business community and communicate this new proposition effectively to businesses and stakeholders.

- 2.14 A successful bid for £125,000 was submitted to the LEP for the following areas of work to support economic development across the sub-region:

- Transport study
- Primary business research
- Deliberative workshops
- Place branding and marketing
- Advocacy

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None arising from this report.

3.2 Crime & Disorder

3.2.1 None arising from this report.

3.3 Safeguarding

3.3.1 None arising from this report.

3.4 Dependencies

3.4.1 The preparation of an Epsom Town Centre Masterplan is dependent on utilising the funding that has been awarded. It will form a key part of the Local Plan evidence base to inform the strategy around how Epsom Town Centre will change over the next 15 years.

3.4.2 The coordination of potential development opportunity sites within Epsom Town Centre with the necessary supporting infrastructure is dependent on developing a strategic and cohesive masterplan.

3.4.3 The successful bids from the LEP to develop the Epsom Town Centre Masterplan and the PropTech Engagement Fund are intrinsically linked enabling the masterplan to be developed in conjunction with the community, enabling residents and businesses to shape the future of Epsom Town Centre.

3.4.4 The Shared East Surrey Economic Development Initiative is dependent on working collaboratively with other East Surrey local authority partners and businesses.

3.5 Other

3.5.1 None arising from this report.

4 Financial Implications

4.1 Financial implications are set-out in the body of the report. The funding has been awarded and must be utilised in accordance with the terms and conditions of the respective awards.

Section 151 Officer's comments: The proposals in this report are fully externally funded. With no additional funding required from the Council, the proposed workstreams can be considered and determined by Licensing & Planning Policy Committee.

5 Legal Implications

5.1 There are no direct legal implications. The funding must be spent for the purposes that it has been awarded.

5.2 **Legal Officer's comments:** none arising from this report

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- 6.2 The Masterplan will contribute towards delivering the Council's Vision and objectives identified in its Four-Year Plan.
- 6.3 The digital consultation enabled by the PropTech Engagement Fund supports the Council's Smart and Connected key theme
- 6.4 The Shared East Surrey Economic Development Initiative will support the Council's Opportunity & Prosperity key theme
- 6.5 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.6 **Climate & Environmental Impact of recommendations:**
- 6.7 The masterplan itself has a key role in identifying how Epsom Town Centre can change over the next 15 years having regard to climate and environmental objectives.
- 6.8 **Sustainability Policy & Community Safety Implications:**
- 6.9 The masterplan has a role in identifying how Epsom Town Centre can achieve sustainable development.
- 6.10 **Partnerships:**
- 6.11 The Council will work with the community and multiple stakeholders on the preparation of the masterplan including key partners and stakeholders such as landowners and the County Council.
- 6.12 The Shared East Surrey Economic Development Initiative is dependent on working collaboratively with other East Surrey local authority partners and businesses.

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- None