

Public Document Pack



EPSOM & EWELL BOROUGH COUNCIL

TOWN HALL

EPSOM

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

16 May 2023

SIR OR MADAM

I hereby summon you to attend the Annual meeting of the Council of the Borough of Epsom and Ewell which will be held at the Council Chamber, Epsom Town Hall, Epsom on **TUESDAY, 23RD MAY, 2023** at **7.00 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf. A link to the meeting is provided above.

Prayers will be said by the Mayor's Chaplain prior to the start of the meeting.



Chief Executive

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.

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 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 this 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 Mayor agree to discuss any other such matters on the grounds of urgency, the Council 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 not permitted at meetings of the Council. [Part 4 of the Council's Constitution](#) sets out which Committees are able to receive public questions, and the procedure for doing so.

Filming and recording of meetings:

The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting (members of the Press please contact the Press Office). Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed.

COUNCIL

Tuesday 23 May 2023

7.00 pm

**Council Chamber - Epsom Town Hall,
<https://www.youtube.com/@epsomandewellBC/playlists>**

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

AGENDA

1. TO ELECT THE MAYOR

2. TO ELECT THE DEPUTY MAYOR

- a) Vote of Thanks to the retiring Mayor
- b) Presentation of badge to the retiring Mayor and gift to the Mayoress
- c) Retiring Mayor's retiring address

The retiring Mayor will vacate the Chair and, with the consent of the Council, will leave the Hall with the Dias Party and the Deputy Mayor and Deputy Mayoress elect.

On returning to the Hall, the newly elected Mayor will take the Chair.

- d) Declaration of Acceptance of Office by the newly elected Mayor and Deputy Mayor.

3. DECLARATIONS OF INTEREST

To receive declarations of the existence and nature of any Disclosable Pecuniary Interests from Members in respect of any item to be considered at the meeting.

4. MINUTES (Pages 5 - 6)

To confirm the Minutes of the Meeting of the Council held on 18 April 2023.

5. EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION (Pages 7 - 10)

The purpose of this report is to seek the Council's approval of the Constitution.

6. **APPOINTMENT OF COMMITTEES 2023-24** (To Follow)
7. **REPRESENTATION ON EXTERNAL BODIES** (To Follow)
8. **APPOINTMENT OF INDEPENDENT PERSONS** (To Follow)
9. **CALENDAR OF MEETINGS 2023-2024** (Pages 11 - 16)

To approve a programme of ordinary meetings of the Council for the year.

**EPSOM AND EWELL****Minutes of the Meeting of the COUNCIL of the BOROUGH OF EPSOM AND EWELL held at the Council Chamber, Epsom Town Hall on 18 April 2023**

PRESENT -

The Mayor (Councillor Clive Woodbridge); The Deputy Mayor (Councillor Rob Geleit); Councillors Arthur Abdulin, John Beckett, Kate Chinn, Monica Coleman, Alex Coley, Nigel Collin, Neil Dallen, Hannah Dalton, Chris Frost, Liz Frost, Bernice Froud, David Gulland, Christine Howells, Colin Keane, Eber Kington, Jan Mason, Steven McCormick, Debbie Monksfield, Julie Morris, Bernie Muir, Barry Nash, Phil Neale, Peter O'Donovan, David Reeve, Humphrey Reynolds, Alan Sursham and Alan Williamson

Absent: Councillors Steve Bridger, Christine Cleveland, Luke Giles, Graham Jones, Lucie McIntyre, Guy Robbins, Chris Webb and Peter Webb

The Meeting was preceded by prayers led by the Mayor's Chaplain

51 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors regarding items on the agenda.

52 MINUTES

The Minutes of the Meeting of the Council held on 14 February 2023 and Extraordinary meeting held on 22 March 2023 were agreed as a true record and the Mayor was authorised to sign them.

53 MAYORAL COMMUNICATIONS/BUSINESS

The Mayor noted that this was the last meeting of the Council in its 4 year term, reflecting upon the work undertaken and challenges faced over that period. The

Mayor expressed his thanks and gratitude to all councillors and staff, both past and present, for their work over the past 4 years and in particular for addressing the challenges created by Covid-19.

The Mayor also expressed his thanks to councillors who were not standing in the upcoming elections for all their work on behalf of the council during their term of office.

54 QUESTIONS

One question had been addressed to the Chair of the Environment and Safe Communities Committee to which a written answer had been provided and published.

A supplementary question was asked by Councillor David Gulland and a response was given by the Chair of the Environment and Safe Communities Committee, Councillor John Beckett.

55 CHAIRS' STATEMENTS

Council received written statements from the Chair of the Licensing and Planning Policy Committee and Chair of the Strategy and Resources Committee.

5 questions were asked relating to the statements and responded to by the relevant Committee Chair.

56 COUNCILLORS STATEMENTS

The Mayor provided the opportunity for any councillors who wished to make a brief statement to the Council to do so, as this was the last meeting of the 4 year term.

One statement was made, by Councillor Eber Kington.

The meeting began at 7.30 pm and ended at 7.50 pm

COUNCILLOR CLIVE WOODBRIDGE
MAYOR

EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION

Head of Service:	Andrew Bircher, Interim Director of Corporate Services
Wards affected:	(All Wards);
Appendices (attached):	None

Summary

The purpose of this report is to seek the Council's approval of the Constitution.

Recommendation (s)

The Council is asked to:

- (1) **Approve the Constitution of Epsom and Ewell Borough Council.**

1 Reason for Recommendation

- 1.1 The Council's Rules of Procedure, FCR 2, set out in Appendix 4 of the constitution, require approval of the Constitution, with or without changes at the annual meeting.

2 Background

- 2.1 The Council last amended the Constitution at its meeting of 14 February 2023, approving a completely revised core document which links to a framework of supporting documents (the council's Operating Framework). The Council agreed that the Constitution and Operating Framework would be adopted from 4 May 2023.
- 2.1 The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure business is conducted in an efficient, transparent, and accountable manner. Some of the content of the Constitution is required by law; the remainder is for the Council itself to determine.
- 2.2 The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to make minor changes in consultation with the Chair of the Standards and Constitution Committee. All extensive changes to the Constitution, however, must be approved by Full Council

- 2.3 A review of elements of the Constitution and Operating Framework will be undertaken by the Standards and Constitution Committee over the next year, with recommendations to Full Council for adoption at the appropriate time.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 None.

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

5 Legal Implications

5.1 The Council's Rules of Procedure require approval of the Constitution, with or without changes at the annual meeting.

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

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** Good Corporate Governance underpins delivering all the Council's Key Priorities.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None.

6.4 **Sustainability Policy & Community Safety Implications:** None.

6.5 **Partnerships:** None.

7 **Background papers**

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

Previous reports:

- [Council Constitution, Council, 14 February 2023](#)

Other papers:

- [Constitution of Epsom and Ewell Borough Council](#)
- [Council Operating Framework](#)

This page is intentionally left blank

CALENDAR OF MEETINGS 2023-2024

Head of Service:	Andrew Bircher, Interim Director of Corporate Services
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Calendar of meetings 2023-24

Summary

To approve a programme of ordinary meetings of the Council for the year.

Recommendation (s)

The Council is asked to:

- (1) Approve a programme of ordinary meetings for the year.**

1 Reason for Recommendation

- 1.1 In accordance with its Rule of Procedure FCR 2.1, set out in Appendix 4 of the Constitution, the Council is required to approve a programme of ordinary meetings for the year at its annual meeting.

2 Background

- 2.1 A draft programme of meetings for 2023-24 was agreed by Council at its meeting of 6 December 2022. The final calendar attached to this report at Appendix 1, includes the following amendments:
 - 2.1.1 The inclusion of the Crime and Disorder Committee and removal of the Crime and Disorder Sub-Committee as agreed by Council on 18 February 2023.
 - 2.1.2 The meeting of the Financial Policy Panel on 20 June 2023 has been rescheduled to Tuesday 19 September 2023.
 - 2.1.3 The meeting of the Strategy and Resources Committee on 19 September has been rescheduled to Thursday 21 September 2023.
- 2.2 To enable clearer forward-planning, the calendar is extended beyond the end of the Municipal year, to July 2024.

- 2.3 Dates cannot be scheduled for the Licensing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.
- 2.4 In drawing up the Calendar of Meetings for 2023-2024 (Appendix 1), the main considerations have been the need to retain certain reporting chains as far as practicable and the timing of fiscal requirements. Consideration has also been given as far as practicable to school holidays.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 The need to preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for officers at certain points of the year, and whilst not the overriding consideration, the calendar has been devised to try and manage peaks in workload.

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

5 Legal Implications

5.1 None arising from the contents of this report.

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: Effective Council.
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None
- 6.4 **Sustainability Policy & Community Safety Implications:** None.
- 6.5 **Partnerships:** Dates of meetings of outside and joint bodies, such as the Epsom and Walton Downs Conservators and Nonsuch Park Joint Management Committee are agreed by those bodies, but included within the Council's calendar of meetings for reference.

7 Background papers

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

Previous reports:

[Calendar of meetings 2022-23, Council, 6 December 2022](#)

Other papers:

- [Constitution of Epsom and Ewell Borough Council](#)

This page is intentionally left blank

Meetings open to the public (start time as stated, unless otherwise amended on agenda papers)	MEETINGS OF THE COUNCIL AND COMMITTEES – MAY 2023 TO JULY 2024																
	Normal Time	Weekday	2023						2024								
			May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
COUNCIL	19.30 hrs	Tuesday	23a		25						12		13b		16	14a	23
AUDIT & SCRUTINY COMMITTEE	19.30 hrs	Tuesday Thursday			18			28		16			1	28			18
COMMUNITY & WELLBEING COMMITTEE	19.30 hrs	Tuesday Thursday		22					10			16					9
CRIME & DISORDER COMMITTEE	19:30 hrs	Tuesday Thursday								2				19			
ENVIRONMENT COMMITTEE	19.30 hrs	Tuesday Thursday		13					17			23			21		25
EPSOM & WALTON DOWNS CONSERVATORS	18:00 hrs	Monday		19						6		TBA					TBA
EPSOM & WALTON DOWNS CONSULTATIVE COMMITTEE	18:00 hrs	Monday							16					25			
FINANCIAL POLICY PANEL	18.00 hrs	Tuesday Thursday						19				30					20
HEALTH LIAISON PANEL	19.00 hrs	Tuesday Thursday			11					23				5			2
HUMAN RESOURCES PANEL	17.00 hrs	Tuesday Thursday			6						5						4
LICENSING & PLANNING POLICY COMMITTEE <i>(Note: LICENSING SUB COMMITTEES arranged as required)</i>	19.30 hrs	Tuesday Thursday		15				26		19		7	18		12		18 11
NONSUCH PARK JMC	Nonsuch Mansion House at 10:00 hrs	Monday		19					16			22		25			TBC
PLANNING COMMITTEE	19.30 hrs	Thursday		8	20			7	5	9	14	11	8	7	18	23	27 25
SHAREHOLDERS SUB COMMITTEE	18.30 hrs	Tuesday								21							
STANDARDS & CONSTITUTION COMMITTEE	19.30 hrs	Tuesday Thursday		29						7							4
STRATEGY & RESOURCES COMMITTEE	19.30 hrs	Tuesday Thursday			13			21		14		25		26			16

a	Annual Meeting (Mayor Making) at 19.00 hrs
b	Budget meeting (determination of Council Tax)

This page is intentionally left blank