

## LICENSING AND PLANNING POLICY COMMITTEE

Thursday 18 January 2024 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

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

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 Shanice Goldman

Councillor Julie Morris

Councillor Phil Neale

Councillor Kieran Persand

Councillor Clive Woodbridge

Yours sincerely



Chief Executive

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto: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 using free YouTube software.**

A link to the online address for this meeting is provided on the first page of this agenda. A limited number of seats will be available on a first-come first-served basis in the public gallery at the Town Hall. If you wish to observe the meeting from the public gallery, please arrive at the Town Hall reception before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto: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](mailto:democraticservices@epsom-ewell.gov.uk).

## Exclusion of the Press and the Public

There are 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. The Committee may resolve to exclude the press and public during discussion of these matters by virtue of the private nature of the business to be transacted.

## Questions and statements from the Public

Up to 30 minutes will be set aside for questions and statements from members of the public at meetings of this Committee. Any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough may ask a question or make a statement on matters within the Terms of Reference of the Committee.

All questions must consist of one question only and cannot consist of multiple parts. Questions and statements cannot relate to planning or licensing committees matters, 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 Chair are defamatory, offensive, vexatious or frivolous will not be accepted. Each question or statement will be limited to 3 minutes in length.

If you wish to ask a question or make a statement at a meeting of this Committee, please contact Democratic Services at: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk)

Questions must be received in writing by Democratic Services by noon on the third working day before the day of the meeting. For this meeting this is **Noon, 15 January**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, 17 January**.

For more information on public speaking protocol at Committees, please see [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework.

## Filming and recording of meetings

The Council allows filming, recording and photography at its public meetings. By entering the Council Chamber and using the public gallery, you are consenting to being filmed and to the possible use of those images and sound recordings.

Members of the Press who wish to film, record or photograph a public meeting should contact the Council's Communications team prior to the meeting by email at: [communications@epsom-ewell.gov.uk](mailto:communications@epsom-ewell.gov.uk)

Filming or recording must be overt and persons filming should not move around the 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-handheld devices, including tripods, will not be allowed.

## **AGENDA**

### **1. QUESTIONS AND STATEMENTS FROM THE PUBLIC**

To take any questions or statements 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 THE PREVIOUS MEETING (Pages 5 - 14)**

The Committee is asked to confirm as a true record the Minutes of the Special Meeting of the Committee held on 22 November 2023 (attached) and to authorise the Chair to sign them.

### **4. MINUTES OF LICENSING SUB-COMMITTEES (Pages 15 - 34)**

To receive the Minutes of the meetings of the Licensing Sub-Committees held on 24 August 2023, 11 December 2023 and 18 December 2023 (to follow).

### **5. REVENUE BUDGET 2024/25 (Pages 35 - 44)**

This report sets out budget estimates for income and expenditure for Licensing & Planning Policy services in 2024/25.

### **6. FEES AND CHARGES 2024/25 (Pages 45 - 60)**

This report recommends fees and charges for which this committee is responsible, with the new charges being effective from 1 April 2024.

### **7. REVISED COMMUNITY INFRASTRUCTURE LEVY INSTALEMENTS POLICY (Pages 61 - 80)**

Epsom and Ewell Borough Council adopted its Community Infrastructure Levy (CIL) charging schedule on 29 April 2014 to take effect from the 1 July 2014. This introduced a CIL charge for each square metre of floor area in new developments of eligible residential, convenience retail, student accommodation and care homes granted planning permission.

The Council's Community Infrastructure Levy Instalment Policy came into effect on 1 July 2014. The policy is now over nine years old and has therefore been reviewed following a benchmarking process with neighbouring local planning authorities.

It is recommended that the CIL instalment policy is updated to increase the thresholds for when CIL liable developments pay in instalments.

**8. COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING PROTOCOL**  
(Pages 81 - 116)

The report seeks the approval of a CIL spending protocol which will provide a framework for how the council allocates Community Infrastructure Levy funding that has been received from eligible developments in the borough to contribute towards the delivery of infrastructure.