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EPSOM & EWELL BOROUGH COUNCIL

TOWN HALL

EPSOM

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26 July 2024

SIR OR MADAM

I hereby summon you to attend a 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, 30TH JULY, 2024 at 7.30 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 Act 1972 (as amended). 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 may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions and statements from the Public

Questions and statements from the public are not permitted at meetings of the Council. [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework sets out which Committees are able to receive public questions and statements, and the procedure for doing so.

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

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.

COUNCIL

Tuesday 30 July 2024

7.30 pm

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

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

AGENDA

1. **DECLARATIONS OF INTEREST**

To receive declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests from Members in respect of any item to be considered at the meeting.

2. **MINUTES** (Pages 5 - 12)

To confirm the Minutes of the Meeting of the Council held on 14 May 2024.

3. **MAYORAL COMMUNICATIONS/BUSINESS**

To receive such communications or deal with such business as the Mayor may decide to lay before the Council.

4. **QUESTIONS** (Pages 13 - 22)

This report sets out the questions submitted which have been accepted under FCR 12, Appendix 4 of the Constitution.

5. **CHAIRS' STATEMENTS** (Pages 23 - 32)

To receive statements from the Chairs of the Council's Policy Committees, briefing Members on current events and issues relating to the relevant Committee's area of work.

6. **ANNUAL REPORT OF THE AUDIT & SCRUTINY COMMITTEE 2023-2024** (Pages 33 - 42)

This report presents the Annual Report of the Audit and Scrutiny Committee 2023-2024 in accordance with the requirement of Paragraph 7.2 of Annex 4.6 of the Council's Operating Framework.

7. MOTIONS (Pages 43 - 60)

This report sets out notices of motions ruled in order.

8. EXCLUSION OF PRESS AND PUBLIC

9. EXTENDING TERM OF INTERIM DIRECTOR AND RECRUITMENT OF NEW S151 OFFICER (Pages 61 - 64)

In accordance with section 100B(4)(b) of the Local Government Act 1972, by reason of special circumstances, the Mayor is of the opinion that the item should be considered at the meeting as a matter of urgency.

Following the recent resignation of the current Section 151 Officer and the current interim nature of the Director of Corporate Resources this report is to ask Council to support the decision to have the current post holder continue in their role until such time as a new combined Director of Corporate Services/Section 151 Officer is explored and the permanent post/s taken up by the successful candidate(s).

The recruitment process for the new Section 151 Officer will take continue past the leaving date of the current postholder and, as the Council cannot legally operate without this statutory officer post, Council are also asked to approve the engagement of an Interim Section 151 Officer until the new role is filled and the successful candidate arrives.

**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 14 May 2024**

PRESENT -

The Mayor (Councillor Steve Bridger); The Deputy Mayor (Councillor Robert Leach); Councillors Arthur Abdulin, Chris Ames, John Beckett, Kate Chinn, Christine Cleveland, Alex Coley, Neil Dallen, Hannah Dalton, Julian Freeman, Liz Frost, Bernice Froud, Tony Froud, Rob Geleit, Shanice Goldman, Christine Howells, Graham Jones, Alison Kelly, Rachel King, James Lawrence, Jan Mason, Steven McCormick, Julie Morris, Bernie Muir, Phil Neale, Kieran Persand, Humphrey Reynolds, Kim Spickett, Chris Watson and Clive Woodbridge

Absent: Councillors Peter O'Donovan, Darren Talbot and Alan Williamson

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

1 TO ELECT THE MAYOR

It was proposed by Councillor Phil Neale, seconded by Councillor Alex Coley and resolved by the Council:

That Councillor Steve Bridger be elected Mayor for the Municipal Year 2024/25.

2 TO ELECT THE DEPUTY MAYOR

It was proposed by Councillor Neil Dallen, seconded by Councillor Shanice Goldman and resolved by the Council:

That Councillor Robert Leach be elected Deputy Mayor for the Municipal Year 2024/25.

3 VOTE OF THANKS

It was proposed by Councillor Chris Ames that a vote of thanks be recorded to the Outgoing Mayor, Councillor Rob Geleit. Accordingly, it was resolved:

That the Council place on record its high appreciation of the excellent and devoted service rendered by Councillor Rob Geleit during his term of office as Mayor.

4 OUTGOING MAYOR'S BADGE AND OUTGOING MAYORESS' BADGE

The Chief Executive, on behalf of Members of the Council, presented a Badge of Office to Councillor Rob Geleit in recognition of his services to the Office of Mayor and the Council's Badge to Ms Thomasina Tanner in recognition of her services as Mayoress. The gifts were acknowledged by Councillor Geleit who spoke of his privilege and pleasure to have been Mayor of the Borough, thanking all who had helped him during his term of office.

(The retiring Mayor, Councillor Rob Geleit, thereupon vacated the Chair and the newly elected Mayor, Councillor Steve Bridger, took the Chair)

5 DECLARATIONS OF ACCEPTANCE OF OFFICE

Councillor Steve Bridger and Councillor Robert Leach made and subscribed the Declaration of Acceptance of Office as Mayor and Deputy Mayor respectively.

The Mayor spoke in acknowledgement of his election, announcing that he had selected the following organisations to help as his chosen charities:

- Epsom and Ewell Phab
- Puffins
- Ruxley Foundation

6 DECLARATIONS OF INTEREST

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

7 MINUTES

The Minutes of the Meeting of the Council held on 16 April 2024 were agreed as a true record and the Mayor was authorised to sign them.

8 EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION

The Council received a report seeking approval of the Constitution.

Following consideration, it was resolved unanimously to:

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

9 APPOINTMENT OF COMMITTEES 2024-25

The Council considered a report seeking approval of the allocation of seats on Committees and Advisory Panels; the appointments to Committees and Advisory Panels and the appointment of Chairs and Vice-Chairs for the 2024/25 Municipal Year.

Following consideration, it was resolved unanimously that the Council:

- (1) Noted the allocation of seats based on political balance and proportionality;**
- (2) Allocated seats on the Committees and Advisory Panels in accordance with the wishes of the political groups set out in Appendix 1 to the report and detailed below;**
- (3) Appointed Chairs and Vice Chairs in light of the nominations received as set out in Appendix 1 to the report and detailed below.**
- (4) Appointed all members of Council as substitutes for their group members on committees, where the group member is unable to attend a meeting.**

Audit and Scrutiny Committee (8): Steven McCormick (**Chair**), Phil Neale (**Vice Chair**), Chris Ames, Alex Coley, Graham Jones, James Lawrence, Jan Mason, Alan Williamson.

Community and Wellbeing Committee (8): Clive Woodbridge (**Chair**), Bernice Froud (**Vice Chair**), Rob Geleit, Graham Jones, Alison Kelly, Rachel King, Humphrey Reynolds, Kim Spickett.

Environment (8): Liz Frost (**Chair**), Alan Williamson (**Vice Chair**), Arthur Abdulin, Christine Cleveland, Tony Froud, Jan Mason, Julie Morris, Kieran Persand.

Crime and Disorder Committee (5): Shanice Goldman (**Chair**), Tony Froud, Christine Howells, James Lawrence, Alan Williamson.

Licensing and Planning Policy Committee (10): Peter O'Donovan (**Chair**), Neil Dallen (**Vice Chair**), Robert Leach, Rob Geleit, Shanice Goldman, Julie Morris, Phil Neale, Kieran Persand, Humphrey Reynolds, Clive Woodbridge.

Planning Committee (10): Steven McCormick (**Chair**), Clive Woodbridge (**Vice Chair**), Kate Chinn, Neil Dallen, Julian Freeman, Jan Mason, Bernie Muir, Phil Neale, Humphrey Reynolds, Chris Watson.

Strategy and Resources Committee (8): Neil Dallen (**Chair**), Hannah Dalton (**Vice Chair**), Kate Chinn, Alex Coley, Alison Kelly, Robert Leach, Lucie McIntyre, Phil Neale.

Shareholder Sub-Committee (5): To be appointed by the Strategy and Resources Committee.

Standards and Constitution Committee (6): Hannah Dalton (**Chair**), Rachel King (**Vice Chair**), Chris Ames, John Beckett, James Lawrence, Robert Leach.

Financial Strategy Advisory Group (6): Neil Dallen (**Chair**), Hannah Dalton, Liz Frost, Alison Kelly, Peter O'Donovan, Clive Woodbridge.

Health Liaison Panel (6): Christine Cleveland (**Chair**), Liz Frost, Bernice Froud, Bernie Muir, Kim Spickett, Darren Talbot.

Human Resources Panel (6): Phil Neale (Chair), Chris Ames, Bernice Froud, Kieran Persand, Kim Spickett, Chris Watson.

Nonsuch Park Joint Management Committee (3): Julian Freeman, Christine Howells, Tony Froud.

Surrey Police and Crime Panel (1): Shanice Goldman

10 REPRESENTATION ON EXTERNAL BODIES

The Council received a report seeking appointments to representation on external bodies. The following matter was considered:

- a) **Ballots.** The Council undertook a ballot for a vacancy for which the number of nominations exceeded the number of available places, as set out in the agenda. At the invitation of the Mayor, the Chief Executive informed the Council that the results of the ballot was as follows:
- **Epsom and Ewell Community Safety Partnership (1 vacancy):**
 - **Councillor Shanice Goldman 26 votes (APPOINTED)**
 - **Councillor Bernie Muir 3 votes**

Following consideration, it was resolved unanimously that the Council:

- (1) **Appointed representatives to the external bodies and inter authority partnerships set out in Appendix 1 to the report and detailed below;**
- (2) **Appointed the Member Champions set out in Appendix 1 to the report and detailed below;**
- (3) **Delegated to the Chief Executive in consultation with the Chair and Vice Chair of the Strategy and Resources Committee, the authority to determine and submit the nomination of a councillor to the vacancies advised by the Surrey Leaders' Group should more than one candidate be put forward in relation to the particular vacancy;**

(4) Noted the Officer/Member Working Groups appointed by Committees set out in Appendix 1 to the report and detailed below.

Outside bodies			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
Age Concern (Epsom and Ewell) – General Committee	C & W	2	Councillor Graham Jones Councillor Steven McCormick
Central Surrey Community Action	C & W	1	Councillor Steven McCormick
Committee of Management of Local Citizens Advice Bureau	C & W	2	Councillor John Beckett Councillor Steven McCormick
Epsom and Ewell Town Twinning Association Management Committee	S & R	2	Councillor John Beckett Councillor Rachel King
Epsom Common Association	C & W	1	Councillor Kim Spickett
Ewell Parochial Trusts	C & W	3	Councillor John Beckett Councillor Christine Cleveland Councillor Clive Woodbridge
Friends of Epsom and Ewell Parks	C & W	1	Councillor Steven McCormick
Local Government Association	S & R	1	Councillor Hannah Dalton

Joint Committees / Arrangements			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
Coast to Capital Joint Committee	S & R	1	Chair of RA Group
Epsom and Ewell	C&D	1	Chair of Crime and

Joint Committees / Arrangements			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
Community Safety Partnership			Disorder Committee
Epsom and Walton Downs Conservators Already appointed to a Term of Office (4 years, 2023 – 2027)	C & W	6	Councillor Christine Cleveland Councillor Liz Frost Councillor Bernice Froud Councillor Steven McCormick Councillor Kim Spickett Councillor Clive Woodbridge
Epsom and Walton Downs Consultative Committee	C & W	1 (+ Chairman of the Epsom and Walton Downs Conservators)	Councillor Bernice Froud
Epsom and Walton Downs Training Grounds Management Board	C & W	1 (+ Chairman of the Epsom and Walton Downs Conservators)	Councillor Neil Dallen
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL)	E	1 + Sub	Chair of Environment Committee Vice Chair of Environment Committee
South East England Councils (SEEC)	S & R	1	Relevant LGA political group office make nominations for SEEC Executive Board, based on SEEC

Joint Committees / Arrangements			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
			proportionality. Appointment subject to SEEC AGM.
Surrey Environment Partnership	E	1	Chair of Environment Committee
Surrey Climate Change Partnership	E	1	Appointment invited by Surrey Leaders Group
Surrey Leaders Group	S&R	1	Councillor Hannah Dalton

Member Champions	
	Champion
Armed Forces	Councillor Graham Jones
Alternative Transport	Councillor Tony Froud
Heritage	Councillor Kim Spickett
Mental Health	Councillor Darren Talbot

Officer/Member Working Groups appointed by Committees		
Body on which Represented	Responsible Committee	Proposed Representative (s)
Allotment Working Group	E	Appointed by Environment Committee
CIL Working Group	LPP	Appointed by Strategy & Resources Committee
Car Park Working Group	E	Appointed by the Environment Committee
Environment and Sustainability Working Group	E	Appointed by the Environment Committee
Local Plan Member Working Group	L & PP	Appointed by the Licensing and Planning Policy Committee
Standards and Constitution Working Group	S&C	Appointed by Standards and Constitution Committee

11 AUDITOR'S ANNUAL REPORT

The Council received a report presenting Grant Thornton's 2022/23 Annual Report.

Councillor Steven McCormick **MOVED** and Councillor Hannah Dalton **SECONDED** the recommendation in the report.

Upon being put the recommendations were unanimously **CARRIED**.

Accordingly, it was resolved to:

- (1) **Receive the Auditor's Annual Report;**
- (2) **Note the management responses to the auditor's recommendations at Appendix 1 to the report.**

12 CALENDAR OF MEETINGS 2024-25

The Council received a report requesting it to approve a programme of ordinary meetings of the Council for the year.

Following consideration, it was resolved unanimously:

- (1) **That the Council approved the programme of ordinary meetings for the year.**

The meeting began at 7.00 pm, ended at 7.51 pm and was adjourned from 7.36 – 7.45 pm.

COUNCILLOR STEVE BRIDGER
MAYOR

QUESTIONS

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1: Questions 1-14

Summary

This report sets out the questions submitted which have been accepted under FCR 12, Appendix 4 of the Constitution.

Recommendation (s)

The Council is asked to:

- (1) consider the questions in accordance with Standing Orders.

1 Reason for Recommendation

- 1.1 The rules regarding the submission of questions to Council are set out in Appendix 4 of the Council's Constitution (Standing Orders of the Full Council).
- 1.2 Notice of a question must be given in writing and delivered by no later than noon on the tenth clear working day before the date of the meeting at which it was intended to be considered.
- 1.3 Standing orders set out a process for questions to be put by its Members to the Mayor or the Chair of any committee, sub-committee or advisory panel.
- 1.4 The question must be relevant to some matter on which the Council has statutory powers or duties, or which affects the Borough or its inhabitants.

2 Background

- 2.1 The process and procedure for debate is set out in Appendix 4 of the Constitution. FCR 12.1 sets a period of 30 minutes for questions and their replies. A member asking a question is allowed to ask one supplementary question, which must arise from the reply given.

2.2 The table below sets out the questions submitted and accepted under FCR12. Each question will be taken in the order listed:

Question	Member	Committee
1	Julie Morris	Licensing and Planning Policy Committee
2	James Lawrence	Environment Committee
3	Alison Kelly	Community & Wellbeing Committee
4	Kate Chinn	Strategy & Resources Committee
5	Steven McCormick	Environment Committee
6	Julie Morris	Licensing and Planning Policy Committee
7	James Lawrence	Environment Committee
8	Steven McCormick	Strategy & Resources Committee
9	Steven McCormick	Community & Wellbeing Committee
10	Steven McCormick	Licensing and Planning Policy Committee
11	Steven McCormick	Licensing and Planning Policy Committee
12	Steven McCormick	Strategy & Resources Committee
13	Steven McCormick	Community & Wellbeing Committee
14	Steven McCormick	Strategy & Resources Committee

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 No comments are provided on questions.

3.2 Crime & Disorder

3.2.1 No comments are provided on questions.

3.3 Safeguarding

3.3.1 No comments are provided on questions.

3.4 Dependencies

3.4.1 No comments are provided on questions.

3.5 Other

3.5.1 No comments are provided on questions.

4 Financial Implications

4.1 No comments are provided on questions.

4.2 **Section 151 Officer's comments:** No comments are provided on questions.

5 Legal Implications

5.1 No comments are provided on questions.

5.2 **Legal Officer's comments:** No comments are provided on questions.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** No comments are provided on questions.

6.2 **Service Plans:** No comments are provided on questions.

6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on questions.

6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on questions.

6.5 **Partnerships:** No comments are provided on questions.

7 Background papers

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

Previous reports:

- None.

Other papers:

- [Appendix 4 of the Constitution of Epsom and Ewell Borough Council](#)

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QUESTION 1

Question from Councillor Julie Morris to the Chair of the Licensing and Planning Policy Committee, Councillor Peter O'Donovan.

Is it correct that with the exception of the Q and A on the website, there have been no public statements or debate (in public) relating to progress of the Local Plan since the Plan was "unpaused" in October 2023 and is the Chairman able to provide a statement now?

QUESTION 2

Question from Councillor James Lawrence to the Chair of the Environment Committee, Councillor Liz Frost.

Would the Chairman please confirm:

- (a) what is the current operational status of the various tennis courts in the Borough
- (b) how much income has been raised since charges were introduced on 1st April and
- (c) what plans are there to ensure the public understands the meaning of "free tennis sessions for all ages"

QUESTION 3

Question from Councillor Alison Kelly to the Chair of the Community & Wellbeing Committee, Councillor Clive Woodbridge.

Can the council's housing and tax teams work with our social housing providers to emphasise the need for new residents to register for council tax, and is it possible to create a process that ensures residents are not in arrears by the time the council contacts them?

QUESTION 4

Question from Councillor Kate Chinn to the Chair of the Strategy & Resources Committee, Councillor Neil Dallen.

At the full council meeting on 16th Feb 2021 Cllr Monksfield tabled a motion. After an amendment the following motion was carried and accordingly the council resolved:-

This Council believes that greater digital inclusion will assist the borough in its economic recovery from the Coronavirus pandemic, which has had a devastating impact throughout the borough, particularly for the most disadvantaged residents. This Council further notes the steps already taken by the Council to support digital inclusion, including the provision of IT Training Sessions at the Community & Wellbeing Centre and the work currently being undertaken with Epsom BID to

introduce free WIFI to the town centre. The Council therefore agrees to develop a Digital Inclusion Strategy and take action as part of the Council's Build Back Better recovery plan for the Borough.

I don't believe a strategy was ever developed and I understand much of the good work and steps taken to improve digital inclusion for residents has continued and a strategy may no longer be required. However, I do note that most places I visit, cities, towns and smaller communities that have grouped together, do provide free wi-fi many of whom report a boost to their economy.

- i. What has been done to assess the delivering of digital inclusion activities for all communities in the borough
- ii. has free wi-fi been progressed for the borough in partnership with Epsom BID.

QUESTION 5

Question from Councillor Steven McCormick to the Chair of the Environment Committee, Councillor Liz Frost.

The Chalk Pit site is still causing many of our residents noise and dust nuisance with several complaints being logged daily to this council, Surrey County Council and the Environment Agency. There are planning applications in process with Surrey County Council but in the meantime, residents are experiencing regular disturbance to the unencumbered enjoyment of their homes and gardens. What actions are this council taking to address these statutory issues that this council is responsible for?

QUESTION 6

Question from Councillor Julie Morris to the Chair of the Licensing and Planning Policy Committee, Councillor Peter O'Donovan.

We missed an entire year of spending our CIL (Community Infrastructure Levy) monies to benefit our residents because the rules for spending it were rewritten and it has now taken 6 months (18th January and 11th July meetings refer) to confirm which Councillors are to be involved in deciding which projects will be taken forward, so what actions are the council proposing to ensure that we are able to offer infrastructure improvements at a faster pace in the future?

QUESTION 7

Question from Councillor James Lawrence to the Chair of the Environment Committee, Councillor Liz Frost.

In the light of the continuing disturbance to residents near the Chalk Pit, how is the council proactively looking to monitor the site for statutory noise nuisance and use

the money reserved at Strategy and Resources Committee to ensure the health and wellbeing of our residents in their own homes?

QUESTION 8

Question from Councillor Steven McCormick to the Chair of Strategy & Resources Committee, Councillor Neil Dallen.

Most recently we have seen public consultations of the SGN site regeneration plans and proposals which are most encouraging. It is noted that a state-of-the-art facility for Laine is proposed. Can this council confirm whether it will be funding this facility and where is the money coming from to do this?

QUESTION 9

Question from Councillor Steven McCormick to the Chair of Community & Wellbeing Committee, Councillor Clive Woodbridge.

A question was raised at committee on the subject of empty homes and what work is taking place and what can take place. Can an update be provided on this council's statutory vs non-statutory responsibility in this regard and what work has been done in the past year to address the issue of empty properties in Epsom & Ewell?

QUESTION 10

Question from Councillor Steven McCormick to the Chair of the Licensing and Planning Policy Committee, Councillor Peter O'Donovan.

Richmond Council has adopted a sliding scale of affordable housing contributions from smaller housing schemes, 2 or above.

Para 65 of the NPPF states : *Provision of affordable housing should not be sought for residential developments that are not major developments, other than in designated rural areas (where policies may set out a lower threshold of 5 units or fewer). To support the re-use of brownfield land, where vacant buildings are being reused or redeveloped, any affordable housing contribution due should be reduced by a proportionate amount.* We are not a designated rural area therefore to be compliant affordable housing requirements should be applied to major developments only.

Elmbridge are proposing a similar approach through their Local Plan which is at examination (but now paused for a few weeks for them to undertake additional work).

Turning to Epsom and Ewell, our own Local Plan viability assessment looked at introducing affordable housing on smaller sites (typologies 24-28) and identified that

seeking affordable housing from 2 of the typologies would not be viable based on 35% affordable housing.

Can I ask that this council Introduces some form of offsite affordable housing contribution from smaller schemes, to be set at a level that does not make the development unviable?

In addition, this council explores schemes of 2 and above at varying percentages (5 to 40%) of on and off-site affordable housing contribution into our emerging Local Plan Viability Assessment and for inclusion into our emerging Affordable housing policy.

It is the ideal time to include these extra typologies in the affordable housing policy development and Local Plan Viability Assessment.

QUESTION 11

Question from Councillor Steven McCormick to the Chair of the Licensing and Planning Policy Committee, Councillor Peter O'Donovan.

Can an update be provided on the progress made by this council to address Bio Diversity net gain policy development and updates?

QUESTION 12

Question from Councillor Steven McCormick to the Chair of Strategy & Resources Committee, Councillor Neil Dallen.

Surrey County Council are soon to start the next wave of Counter Fraud activity with focus of Single Person Discounts combined with additional scope to include a review of empty houses in the borough.

Can this council confirm that it will attend these meetings with Surrey County Council and take part in this activity, please?

QUESTION 13

Question from Councillor Steven McCormick to the Chair of Community & Wellbeing Committee, Councillor Clive Woodbridge.

At the Community and Wellbeing Committee meeting on 16th January 2024, agenda item 5 related to REVENUE BUDGET 2024/25.

Section 5 of this report highlighted a savings target of £30k following a review of the Community & Wellbeing Centre.

Can it be confirmed how this efficiency would be realised and confirmation that there are no current plans to reduce the services from this centre?

QUESTION 14

Question from Councillor Steven McCormick to the Chair of Strategy and Resources Committee, Councillor Neil Dallen.

Last year I raised a question at Surrey County Council to ask that better integration with reporting applications such as FixMyStreet be considered and progressed.

This work has now progressed and is being implemented at Surrey County Council with FixMyStreet.

Is there a way this council can also explore improving the integration of this very useful and effective application to improve the experience for our residents in reporting issues and problems to this council?

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CHAIRS' STATEMENTS

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 –Statements from Committee Chairs

Summary

To receive statements from the Chairs of the Council's Policy Committees, briefing Members on current events and issues relating to the relevant Committee's area of work.

Recommendation (s)

The Council is asked to:

- (1) consider the Statements from the Chairs of the Policy Committees in accordance with Standing Orders.**

1 Reason for Recommendation

- 1.1 Appendix 4 of the Council's Constitution (FCR 11) sets out that the Chair of each of the Policy Committees is able to submit a statement to be included as a standard item on the agenda for each meeting of Full Council (excluding the Annual Meeting and Budget Meeting). The statement will brief members on the current events and issues relating to the relevant committee's area of work.

2 Background

- 2.1 The following statements have been submitted for inclusion on the agenda for this meeting, and are attached at Appendix 1:
 - 2.1.1 Chair of the Strategy and Resources Committee, Councillor Neil Dallen.
 - 2.1.2 Chair of the Licensing and Planning Policy Committee, Councillor Peter O'Donovan.
 - 2.1.3 Chair of the Environment Committee, Councillor Liz Frost.

2.1.4 Chair of the Community and Wellbeing Committee, Councillor Clive Woodbridge.

2.2 A total period of 30 minutes will be set aside for councillors to ask questions on the statement of any Chair. The Mayor will manage questions, taking them in the order councillors indicated their wish to ask by raising their hands.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 No comments are provided on Chairs' Statements.

3.2 Crime & Disorder

3.2.1 No comments are provided on Chairs' Statements.

3.3 Safeguarding

3.3.1 No comments are provided on Chairs' Statements.

3.4 Dependencies

3.4.1 No comments are provided on Chairs' Statements.

3.5 Other

3.5.1 No comments are provided on Chairs' Statements.

4 Financial Implications

4.1 No comments are provided on Chairs' Statements.

4.2 **Section 151 Officer's comments:** No comments are provided on Chairs' Statements.

5 Legal Implications

5.1 No comments are provided on Chairs' Statements.

5.2 **Legal Officer's comments:** No comments are provided on Chairs' Statements.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** No comments are provided on Chairs' Statements.

6.2 **Service Plans** No comments are provided on Chairs' Statements.

6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on Chairs' Statements.

6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on Chairs' Statements.

6.5 **Partnerships:** No comments are provided on Chairs' Statements.

7 Background papers

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

Previous reports:

- None.

Other papers:

- [Appendix 4 of the Constitution of Epsom and Ewell Borough Council](#)

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CHAIR'S STATEMENTS TO COUNCIL

Councillor Neil Dallen

Chair of the Strategy and Resources Committee

Town Hall relocation to East Street

Further to the December 2023 Full Council decision to relocate the Town Hall to 70 East Street, the planning for the Town Hall move is progressing. This includes establishing a cross-party Member working group who are considering all Member related aspects of the move, for example, Member facilities and Council Chamber options. Other officer working groups are working through the details of the relocation.

Town Hall site

The cross-party working group has met with the consultants, JLL, who are working on a number of options for the site. Members will be updated in September on this work.

Chuter Ede Grants

Grants from the Chuter Ede fund were reintroduced last year. This academic year we are once again contacting secondary schools to identify possible applicants. The grants are small and are aimed at assisting with expenses for students hoping to attend university.

Utility Site

A regeneration of the Utility Site (the old gas works) is being planned by Zenith Land to include desperately needed housing. There is an option to include new state of the art headquarters for Laine Theatre Arts and any financing of this are still being worked through.

A Members briefing was held by the developer at Epsom Methodist Church and a public consultation is under way and closes on 30th July. This is expected to be followed by Zenith submitting a planning application.

Purchase of a house in the borough

The purchase of a 5 bedroom house in the borough is progressing having been funded by the Residential Acquisition Fund, which is for this purpose. This purchase offers the council a longer-term solution to help to alleviate our temporary accommodation issues and homelessness spend.

Armed Forces celebrations

Congratulations and thanks to Cllr Graham Jones, our Armed Forces Champion, who arranged a very successful commemoration of D Day with a short ceremony at the Clock Tower on Thursday 6th June. Everything went ahead smoothly in his absence!

Next was a recognition of Armed Forces Day on 24th June with a 'Fly the Flag' ceremony in the Market Square.

More recently was the Freedom parade in Ewell when the 135 Geographic Squadron marched 'with bayonets fixed' to celebrate 75 years since their formation and take advantage of their 'Freedom of the Borough' entitlement.

Councillor Peter O'Donovan

Chair of the Licensing and Planning Policy Committee

Local Plan

Nothing to add from previous Chairman's statement. Work continues on the next more detailed version of the local plan, regulation 19, which will come to LPPC in November 2024.

Members have had 3 briefings on the what the officers have to consider when putting the plan together including;

1. Housing: need, mix, types
2. Economy: the importance of industrial sites. Could also cover Town Centres / Racehorse Industry etc.
3. Infrastructure and the Local Plan
4. The 'Environment': lack of green space identified as a problem; problems with impact of heat.
5. Design

There will be a further briefing after the summer break.

CIL

The committee agreed members of the CIL working party who will be looking at all applications for funding over the coming months.

Epsom Town Centre Master Plan.

This work will be finalised shortly and will come to an LPPC meeting in Sept/Oct 2024. It needs to be completed to form part of the evidence base to be included with the Regulation 19 version of the local plan.

Local Validation Requirements

The Council is obliged to review its Local Validation List every two years.

The Local Validation List has been updated to adopt recent legislative changes and agreed and accepted at the last LPPC meeting.

Enforcement Plan

A new enforcement plan was agreed and adopted at the last LPPC meeting. The Council's Planning Enforcement Plan outlines and explains how the enforcement service is delivered. It includes such matters as the definition of development, the principles of the enforcement service, how to report a breach, processing and prioritisation of cases, how it deals with breaches and the service standards it intends to meet.

Councillor Liz Frost

Chair of the Environment Committee

Tennis

The Wimbledon fortnight often motivates people to get out onto the tennis courts. We are keen to encourage more people to keep fit and take part in sports. Council-run tennis courts will be able to be booked at no charge during the mornings from 23rd July till 26th August. We hope this will encourage more people to play tennis and help provide activities for youngsters during the school holidays.

Working Groups

The Environment Committee has agreed the following working groups for this civic year –

- Allotments Working Group – to ensure that the allotment provision in the borough is fit for purpose, efficient and sustainable. Members consist of members of the Environment Committee with a personal interest in Allotments, regardless of party affiliation.
- Car Park Working Group – to look at the borough’s car parking provision. Membership is cross—party. The Environment Committee does not have a Labour representative; therefore, a non-Environment Committee member has been appointed.
- Environment and Sustainability Working Group – to support the delivery of the Council’s commitment to addressing climate change. Membership is cross—party. The Environment Committee does not have a Labour representative; therefore, a non-Environment Committee member has been appointed.

The working groups report their work progress and recommendations to Environment Committee.

Councillor Clive Woodbridge
Chair of the Community & Wellbeing Committee

Housing and Homelessness

Unfortunately the final year revenue outturn figures for homelessness were worse than anticipated. For the 2023/4 year as a whole the homelessness / housing budget was £440,000 over spent, mainly due to a sharp rise in the number of households in nightly paid accommodation, with the figure standing at 91 at year end, up from 78 at the end of Q3. The C&WB committee recently received a report on the Homelessness Action Plan, reviewing various initiatives taken and others planned, to try and keep these costs to a minimum. The report highlighted progress made in a number of areas, and the fact that we are now fully staffed in our housing team. But while we are successfully preventing homelessness through interventions, we are in effect running just to stand still.

Over the coming year, with the number of households in Temporary Accommodation still above 90, against a budget figure of 75, the outlook is not positive and this will remain one of the biggest - if not the biggest - cost pressures on the council. Without any improvement in those numbers we are heading for a further budget deficit, possibly of over £300,000, for housing and homelessness in 2024/5. The shortage of available and suitable accommodation in the Borough is a major constraint in addressing this issue.

More positively under the C&WB remit, the financial performance of the venues in the past year was generally positive. The Playhouse bar was £22k above budget and performances above budget by £19K, so overall the Playhouse was £39k positive against budget.

The Community and Wellbeing centre was down by £72k compared with the original budget, largely due to the demand for High Needs services not returning to pre-lockdown levels. However Meals and Wheels/Route Call/Community alarm services income was a positive of £32.5k compared to what was originally expected.

Bourne Hall revenues for venue and room hire were above budget by £40k, while the cafe, following its revamp, achieved revenues of £125k, compared with £62k the year before.

The Catering hub previously at the Community and Wellbeing Centre is now based at Bourne Hall and is generating increased revenues, with demand for outside catering growing quickly.

Arts, Culture and Heritage Strategy

The introduction of the council's Arts, Culture and Heritage strategy has proved very positive, with a number of projects and initiatives completed over the past year, aligning with the overall strategic plan and goals as a council. Highlights of 2023/4 included creation of a free digital tour of Nonsuch Gardens; Kids in Museums; the community mural in Upper High St; various co-curated arts projects; and the creation of a dog sculpture from a fallen redwood in Bourne Hall Park (the same artist is now working on four more sculptures in Horton Country Park). Looking ahead to 2024/5 we are planning another six community murals, weather permitting, including in The East Street alleyway; Stoneleigh Clarendon Close; Blenheim Road; and the Playhouse. These will be run as joint projects with community groups. For example the East Street mural will feature distinguished women from Epsom and Ewell's history and will be undertaken together with Girlguiding Epsom.

Also planned are a walking tour of Epsom; interactive sculptures in green spaces; a winter light festival in Bourne Hall; Dementia hub art classes; and a digital tour of Horton Light Railway. The Arts, Culture and Heritage officer, Lucy Buckland, now has an assistant, on a year's placement from UCA, and that will assist with delivery of these projects.

Rainbow Centre

In recent months we have gone out to the market to secure the services of a specialist sports development consultancy to help with the retendering process for the Rainbow leisure centre and after a competitive process FMG Sports and Leisure Consultancy was successful. Members have been invited to a briefing on July 31st on the process from the lead consultant, Damien Adams, who is a director of FMG. The Rainbow Centre contract with GLL expires in September 2025 and while that might seem a long time away the process is a long one and so there is a need to start now. The briefing will give councillors an opportunity to learn about the retender process and also to input into what members want a leisure service for the council to look like in future, which could for example be more than operating a leisure centre.

Epsom Playhouse

A UKSPF funding allocation of £250K will be used to remodel the downstairs bar area of Epsom Playhouse, generating more opportunities to sell refreshments during the intervals, as well as to create a more welcoming daytime space as a cafe and possible venue for arts performances and museum displays. The aim is to use the spending to generate additional income and improve the long term sustainability of the Playhouse. A lift will be installed to open up the upstairs 'Members Bar' area which is essentially unused, and which will also be refurbished, and a new mezzanine floor overlooking the atrium will be created.

Most of the main structural work will have to be carried out in August, when the Playhouse is less used, and so there is a tight time scale. Some of the finishing off and decorative items will be carried out as soon as possible thereafter. It is quite a complex contract which Tony Foxwell is supervising. But I believe it will make a considerable difference to the financial performance of the theatre as well as the overall visitor experience.

ANNUAL REPORT OF THE AUDIT & SCRUTINY COMMITTEE 2023-2024

Head of Service:	Andrew Bircher, Interim Director of Corporate Services
Report Author:	Will Mace, Business Assurance Manager
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Annual Report of the Audit & Scrutiny Committee 2023-2024

Summary

This report presents the Annual Report of the Audit and Scrutiny Committee 2023-2024 in accordance with the requirement of Paragraph 7.2 of Annex 4.6 of the Council's Operating Framework.

Recommendation (s)

The Council is asked to:

- (1) Receive the Annual Report of the Audit and Scrutiny Committee 2023-2024 (Appendix 1).**

1 Reason for Recommendation

- 1.1 Paragraph 7.2 of [Annex 4.6](#) of the Council's Operating Framework requires the Audit and Scrutiny Committee to report annually to the Full Council on its workings, recommendations for future work programmes and amended working methods if appropriate.
- 1.2 This report presents Council with the Annual Report of the Audit and Scrutiny Committee 2023-2024. The recommendation asks Council to receive the report.

2 Background

- 2.1 The Audit and Scrutiny Committee approved its Annual Report 2023-2024 (Appendix 1) at its meeting on 28 March 2024. The report presents an overview of the work undertaken by the Committee between April 2023 and February 2024.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None for the purposes of this report.

3.2 Crime & Disorder

3.2.1 None for the purposes of this report.

3.3 Safeguarding

3.3.1 None for the purposes of this report.

3.4 Dependencies

3.4.1 None for the purposes of this report.

3.5 Other

3.5.1 None for the purposes of this report.

4 Financial Implications

4.1 There are no financial implications in this report.

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

5 Legal Implications

5.1 There are no legal implications arising from 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 – Engaging, responsive and resilient Council.

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

6.3 **Climate & Environmental Impact of recommendations:** No specific implications.

6.4 **Sustainability Policy & Community Safety Implications:** No specific implications.

6.5 **Partnerships:** No specific implications.

7 Background papers

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

Previous reports:

- Annual Report of the Audit & Scrutiny Committee 2022-2023, 25 July 2023, Council. Online available: <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=146&MId=1482> [last accessed 15/07/2024].

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Annual Report of the Audit and Scrutiny Committee 2023-2024

1. Introduction

- 1.1. This Annual Report provides the Council with an overview of the work of the Audit and Scrutiny Committee undertaken between April 2023 and February 2024. This meeting (28 March 2024) will be included in the next year's Annual Report 2024-2025.
- 1.2. The Committee met five times between April 2023 and February 2024 and the membership has changed during this period following the Council Election in May 2023. The table below shows the members' attendance of pre- and post-election.

Member	<u>Pre-election</u> 6 April 2023 Meeting - actual attendance	<u>Post -election*</u> 4 meetings on 18 July, 28 Sept, 16 Nov and 1 Feb – actual attendance
Councillor Steve Bridger (Chair)	1	4
Councillor Nigel Collin (Vice Chair)	1	Term ended
Councillor Rob Geleit	1	Term ended
Councillor David Gulland	0	Term ended
Councillor Christine Howells	0	Term ended
Councillor Phil Neale	1	4
Councillor David Reeve	1	Term ended
Councillor Alan Sursham	1	Term ended
Councillor Chris Webb	1	Term ended
Councillor Robert Leach (Vice Chair)	N/A	4
Councillor Chris Ames	N/A	4
Councillor Rachel King	N/A	4
Councillor James Lawrence	N/A	4
Councillor Jan Mason	N/A	0
Councillor Chris Watson	N/A	4

*This meeting (28 March 2024) has not been held yet at the time of writing this report and hence its attendance has not been recorded in the above table.

- 1.3. The Committee considered and agreed its work programme for 2023-2024 in April 2023. The work programme is designed to ensure that the Committee meets its statutory and local responsibilities, and provides the Council with added value and assurance.

2. Monitoring and Improving the Council’s Governance

- 2.1. The Committee’s work programme has focused on maintaining an oversight of the Council’s framework of governance, performance, risk management, and internal control environment.
- 2.2. Governance can be defined as “comprising the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.”¹ Governance includes processes, procedures, policies, administrative systems, legal arrangements and so forth, “through which [an organisation’s] objectives are set and pursued in” their environmental context, while “ensuring that stakeholders can have confidence that their trust in that [organisation] is well founded.”²
- 2.3. To ensure good governance, the Committee has considered six reports from the Council’s independent internal audit function between April 2023 and February 2024. These reports cover audit planning for the year, internal audit’s findings with respect to individual business units’ governance arrangements, and an overall opinion on status of the Council’s governance.
- 2.4. The Head of Southern Internal Audit Partnership (SIAP) provided their annual opinion to Committee on 18 July 2023, concluding that for the year 2022-2023, the overall adequacy and effectiveness of the Council’s framework of governance, risk management and control was “reasonable”. The outcomes of 13 completed audits are as follows:³

Number and (percentage) of completed audits	Assurance Opinion - category
1 (8%)	Substantial – A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.
8 (61%)	Reasonable – There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.
4 (31%)	Limited – Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of

¹ CIPFA (2014) *International Framework: Good Governance in the Public Sector*. London: Chartered Institute of Public Finance and Accountancy, p. 8.

² The Chartered Governance Institute UK & Ireland (no date) *What is corporate governance?* Online available: <https://www.cgi.org.uk/about-us/policy/what-is-corporate-governance> [Last accessed 10/03/22].

³ See SIAP (2023) *Annual Internal Audit Report & Opinion 2022-23*, Southern Internal Audit Partnership. Online available: <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CI=157&MI=1478> [Last accessed 21/02/2024].

	governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.
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There were no ‘No’ assurance opinions given during this period, which would require immediate actions to address fundamental gaps, weaknesses or non-compliance identified.

- 2.5. 69% of the audits received a “reasonable” or “substantial” opinion. Where weaknesses and risks have been identified through internal audit review, SIAP have worked with management to “agree appropriate corrective actions and a timescale for improvement.”⁴ Progress on improvement actions are reported within each Internal Audit progress report brought to the Committee.
- 2.6. The internal audit annual opinion also underpins the Council’s Annual Governance Statement (AGS). The [2022-2023 AGS](#) was approved by the Committee on 18 July 2023. The statement presented the Council’s opinion on its governance arrangements and their effectiveness, as well as reporting on how governance improvements identified in the previous statement had been addressed, and actions to be pursued in the following year. The AGS is also reviewed by external audit and included alongside their annual audit of the Council’s finances.
- 2.7. In addition to the above, the Committee considered:
 - 2.7.1. Two corporate performance and risk reports, which updated the Committee on the progress of the objectives within the 2023-2024 annual plan, key performance indicators, the Corporate Risk Register, the policy committees’ risk registers, and AGS actions.
 - 2.7.2. The annual report on the Council’s counter-fraud and whistleblowing arrangements, and the annual report on the Council’s equality and diversity activities.
 - 2.7.3. The annual review of local [Code of Corporate Governance](#) for the Council in November 2023.
 - 2.7.4. An annual report on the Council’s activities relating to surveillance under the Regulation of Investigatory Powers Act 2000 (RIPA) for 2021.
 - 2.7.5. Two annual reviews of complaints received by the Local Government and Social Care Ombudsman (LGSCO) during 2021-2022 and 2022-2023. In addition, a new report on complaints, including those from the LGSCO and the Information Commissioner’s Office (ICO) where the

⁴ Ibid, footnote 3.

Council was found at fault, has been introduced as a standard item on every Committee meeting's agenda.

- 2.7.6. An annual review of the work undertaken by the Epsom and Ewell Community Safety Partnership.
- 2.8. The Head of Finance presented forecasts for the revenue and capital outturn for the financial year. The Committee received Quarter 1 in September 2023. With the agreement of the Committee Chair, Quarter 2 reports were deferred to enable the finance team to focus on the delayed external audit. Quarter 3 reports were brought back to the Committee in February 2024 which cover the period from 1 April to 31 December 2023.
- 2.9. Revenue monitoring identifies favourable and unfavourable variances and any mitigating actions. Capital monitoring reports focus on the core capital programme, property acquisition fund, S106 developers' contributions and Community Infrastructure Levy.
- 2.10. The Committee has also received regular external audit updates throughout the financial year.
- 2.11. As agreed at Full Council in July 2023, Financial Strategy Advisory Group (FSAG) has conducted treasury management monitoring on behalf of Audit and Scrutiny Committee throughout the year. Treasury management monitoring reports and minutes are available for members to view within the FSAG's [committee papers](#).

3. Scrutiny activities

- 3.1. This section pertains to the scrutiny element of the Committee's responsibilities. Specifically, it is responsible for the review and scrutiny of Committee decisions and performance of the Council, including the Council's budget and associated financial reports and the Annual Governance Statement.
- 3.2. To support effective, transparent and accountable decision making at the Council, the Committee has the power to review policy committee decisions made, but not yet implemented, through the call-in procedure.
- 3.3. In the year 2023-2024 the Committee:
 - 3.3.1. Received a report in July 2023 on the Use of Delegated Powers. This report sets out the significant decisions taken by officers under delegated powers in the previous year.
 - 3.3.2. Received a report on the IT Strategy approved by the Strategy and Resources Committee in March 2023.

4. Improving Services and the Quality of Life for Local People

- 4.1. Scrutiny, again, is the topic of this section, within the context of how the Council is performing in light of its Four Year Plan, which is split into four annual plans.
- 4.2. The Committee monitors progress made against the Four Year Plan, which encapsulates how the Council will contribute to the long-term vision for Epsom and Ewell. In July 2023, the Committee reviewed the 2022-2023 [end of year report](#). The table below provides the end of year position, noting the number of key objectives that were achieved in 2022-2023. It also includes information from the last two years.

2022-2023			Previous Years	
Status	No.	%	2021-2022	2020-2021
Blue (achieved)	16	53.3%	70.3%	58.5%
Amber (slippage)	10	33.3%	10.8%	9.4%
Red (off track)	4	13.3%	18.9%	32.1%
Total	30	100%	100%	100%

- 4.3. The year-end report for 2022-2023 highlighted that 53.3% of the year's objectives had been achieved and 33.3% had been delayed. There were 13.3% of objectives that were not achieved.
- 4.4. The Committee also considered the specific update on targets which had been delayed as well as those which were not achieved. These objectives have been encapsulated in the 2023-2024 Annual Plan and/or Service Delivery Plan for progression.

5. Conclusion

- 5.1. The Audit and Scrutiny Committee has carried out limited scrutiny of the Council's performance during the past year but nevertheless wishes to record its thanks to all those who contributed to its work.

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MOTIONS

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 - Motion 1 Appendix 2 – Motion 2 Appendix 3 – Motion 3 Appendix 4 – Motion 4 Appendix 5 – Motion 5 Appendix 6 – Motions Flowchart

Summary

This report sets out notices of motions ruled in order.

Recommendation (s)

The Council is asked to:

- (1) consider the Motions in accordance with Standing Orders.

1 Reason for Recommendation

- 1.1 The rules regarding the submission of motions to Council are set out in Appendix 4 of the Council's Constitution (Standing Orders of the Full Council). Motions ruled in order must be listed on the agenda.

2 Background

- 2.1 The table below set out the Motions ruled in order:

Motion Number	Title	Proposer & Seconder	Committee	Responding Chair
1	Motion 1	Proposer: Councillor Persand Kieran	Licensing & Planning Policy	Councillor Peter O'Donovan

		Second: Councillor Muir	Bernie		
2	Motion 2	Proposer: Councillor Persand Second: Councillor Muir	Kieran Bernie	Strategy & Resources Committee, Environment Committee	Councillor Neil Dallen, Councillor Liz Frost
3	Motion 3	Proposer: Councillor Persand Second: Councillor Muir	Kieran Bernie	Environment Committee	Councillor Liz Frost
4	Motion 4	Proposer: Councillor Williamson Second: Councillor Woodbridge	Alan Clive	Environment Committee	Councillor Liz Frost
5	Motion 5	Proposer: Councillor Persand Second: Councillor Muir	Kieran Bernie	Licensing & Planning Policy	Councillor Peter O'Donovan

- 2.2 Each Motion will be taken in the order listed, with the proposer moving the motion and the seconder, seconding and confirming when they wish to exercise their right to speak.
- 2.3 Once a motion as been put, the Mayor will invite Members to decide how the motion should be dealt with. The Mayor will ask for a vote without debate, on whether the motion should be referred to an appropriate Committee for consideration (FCR 16.5). This will be on the basis of a simple majority.

- 2.4 All amendments must be in writing, proposed and seconded. The mover of the original motion will be asked if they wish to accept the proposed amendments. Those which are accepted in full or in part will result in the original motion being amended accordingly. If they are not accepted, then the amendments will be debated in accordance with Standing Orders (FCR 17).
- 2.5 FCR 14.1 sets 90 minutes to deal with all motions including amendments.
- 2.6 The process for debate is summarised in the Motions Flowchart, Appendix 6.

3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment
 - 3.1.1 No comments are provided on Motions.
- 3.2 Crime & Disorder
 - 3.2.1 No comments are provided on Motions.
- 3.3 Safeguarding
 - 3.3.1 No comments are provided on Motions.
- 3.4 Dependencies
 - 3.4.1 No comments are provided on Motions.
- 3.5 Other
 - 3.5.1 No comments are provided on Motions.

4 Financial Implications

- 4.1 No comments are provided on Motions.
- 4.2 **Section 151 Officer's comments:** No comments are provided on Motions.

5 Legal Implications

- 5.1 No comments are provided on Motions.
- 5.2 **Legal Officer's comments:** No comments are provided on Motions.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** No comments are provided on Motions.

- 6.2 **Service Plans:** No comments are provided on Motions.
- 6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on Motions.
- 6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on Motions.
- 6.5 **Partnerships:** No comments are provided on Motions.

7 Background papers

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

Previous reports:

- None

Other papers:

- [Appendix 4 of the Constitution of Epsom and Ewell Borough Council](#)



Motions to Council Request Form

Title of Motion	Motion 1
Proposer	Cllr Kieran Persand
Seconder	Cllr Bernie Muir
Motion Set out motion in full	<p>As stated in the terms of reference for the Licensing and Planning Policy Committee (LPPC), the committee and its members are, inter alia:</p> <ul style="list-style-type: none"> - To be responsible for influencing and controlling development and use of land as Local Planning Authority including: <ul style="list-style-type: none"> a. Preparation, adoption and review of the statutory Development Plan, including Local Development Documents. b. Preparation, adoption and review of Supplementary Planning Documents. <p>Its stated areas of responsibility are:</p> <ul style="list-style-type: none"> a. [To consider] Local Plan documents for public consultation (including Development Plan Documents up to Preferred Options stage and Supplementary Planning Documents up to Consultation stage). k. To consider and recommend for approval to Full Council, submission versions of Development Plan documents. <p>And to resolve:</p> <ul style="list-style-type: none"> b. Preparation and review of Local Planning Development Documents.

	<p>d. Adoption of Supplementary Planning Documents.</p> <p>e. Confirmation of Conservation Area designations.</p> <p>f. Confirmation of list of local heritage assets.</p> <p>g. Responses to consultation from the government, other authorities, external agencies, and other bodies, including transportation related consultations, where they would have a significant impact on the on the delivery of the Local Plan or on the Borough's environment.</p> <p>Ultimately, the LPPC is the committee responsible for the creation and delivery of the Local and Plan, and all relevant documents and material should be disclosed, considered, and approved by the committee and its members.</p> <p>The Local Plan documents and material include but not limited to:</p> <ol style="list-style-type: none"> 1. Housing requirement calculation 2. The decision as to whether or not to review Green Belt boundaries (NPPF para 145) If the conclusion is to review Green Belt boundaries: <ol style="list-style-type: none"> a. The detailed evidence demonstrating that all other reasonable options have been examined for meeting development need, including fully compliant Land Availability Assessment b. Decision as to whether or not to argue that the borough has exceptional circumstances for building on Green Belt, and if so, whether a robust argument can be made (NPPF para 146) 3. Spatial strategy 4. Terms of Reference and criteria for the production of any new evidence 5. The new evidence produced in support of the Local Plan
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	<ul style="list-style-type: none"> a. SFRA b. Green Belt report <ul style="list-style-type: none"> 6. Transport assessment 7. All proposed policies 8. The detailed timetable for review of Local Plan elements set out above 9. Other material / key decisions relevant to the Local Plan. 10. And any other items that can only be changed or approved through the Local Plan Process. <p>These documents should be brought before the LPPC for review and challenge. Sufficient meetings should be held to enable this to take place well in advance of the presentation of the Reg 19 Local Plan in November 2024, to ensure material adjustments can be made if necessary.</p> <p>This Council therefore agrees that the LPPC will schedule the review of all of the documents listed, in a series of meetings to be held on or before 30th September 2024. In order to debate, and agree or amend, all material decisions that are to be included in the draft Regulation 19 Local Plan to be received at the November 2024 LPPC meeting.</p>
<p>Relevant Committee(s) Motion would relate to</p>	<p>Licensing and Planning Policy Committee</p>
<p>Name of the Chairman of such Committee</p>	<p>Cllr Peter O'Donovan</p>

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Motions to Council Request Form

Title of Motion	Motion 2
Proposer	Kieran Persand
Seconder	Bernie Muir
Motion Set out motion in full	<p>Horton Cemetery, the largest asylum cemetery in Europe, holds significant historical and cultural importance to our community.</p> <p>It serves as the final resting place for thousands of individuals, and their memory deserves to be respected and preserved.</p> <p>It is abhorrent that the tombstones of the dead have been removed by the current landowner – an action disrespectful to our community, the individuals that lay rest there and their families.</p> <p>Therefore, we propose the motion for the Council to:</p> <ol style="list-style-type: none"> a. Reclassify the description of Horton Cemetery from ‘amenity woodland’ to ‘sui generis’. b. Obtain an expert valuation of Horton Cemetery from the District Valuer, providing them with a full report produced by the Friends of Horton Cemetery. c. Initiate the compulsory purchase of Horton Cemetery and return it to community ownership.
Relevant Committee(s) Motion would relate to	Strategy and Resources Committee; Environment Committee
Name of the Chairman of such Committee	Cllr Neil Dallen; Cllr Liz Frost

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Motions to Council Request Form

Proposed Title of Motion	Motion 3
Proposer	Kieran Persand
Seconder	Bernie Muir
Motion Set out motion in full	Physical activity and access barriers is an important issue. Resident participation in physical activity should not be obstructed due to lack of access and cost, especially when concerned with council owned community assets. We should look to increase and maximise participation. However, it is noted the costs associated with the maintenance and upkeep of Borough's tennis courts. Therefore, we propose the motion for the Council to: <ul style="list-style-type: none"> a. Revisit the current court fees and look to lower them. b. Allow free access to people 18 and under. c. Look to provide a further discounted rate to those in receipt of low-income benefits.
Relevant Committee(s) Motion would relate to	Environment Committee
Name of the Chairman of such Committee	Cllr Liz Frost

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Motions to Council Request Form

Title of Motion	Motion 4
Proposer	Cllr Alan Williamson
Seconder	Cllr Clive Woodbridge
Motion Set out motion in full	<p>The dangers of lithium-ion batteries overheating and catching fire have been well documented, and the speed and fierceness of such fires has already proven to have devastating effects on people's lives and businesses.</p> <p>These effects also have had an impact for this Council, for example, a battery fire in one of our refuse lorries, damaged the vehicle, caused disruption to services and had a knock-on financial impact. Thankfully no one was injured.</p> <p>With increasing ownership of e-bikes and e-scooters, this is a problem that is likely to increase.</p> <p>E-bikes and e-scooters are often stored and charged in places in such as communal areas, hallways or garages where they may not be monitored and the warning signs of overheating are missed, increasing the danger of a fire, which may block the escape route or be close to other combustibles.</p> <p>Legislation to require safety standards for the batteries, chargers and their components could significantly reduce the risks of fires, injury, loss of life and loss of property.</p>

	<p>This council welcomes the news that pressure will be put on Central Government to pass a Bill to:</p> <ul style="list-style-type: none"> • introduce safety standards for lithium-ion batteries used for e-bikes and e-scooters; • introduce safety standards for conversion kits and components of the batteries; • control the disposal of such batteries. <p>As part of any Bill, this Council agrees that it will:</p> <ol style="list-style-type: none"> 1. Respond to consultations – <ul style="list-style-type: none"> • Supporting the introduction of proportional safety standards and controls • Opposing any Bill which proposes to impose additional financial burdens on Epsom & Ewell Borough Council. 2. Lobbying our MP and other interested parties, such as Surrey Fire and Rescue.
<p>Relevant Committee(s) Motion would relate to</p>	<p>Environment</p>
<p>Name of the Chairman of such Committee</p>	<p>Cllr Liz Frost</p>



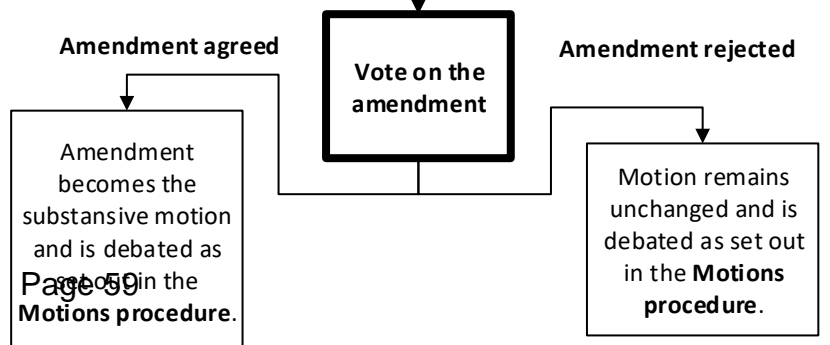
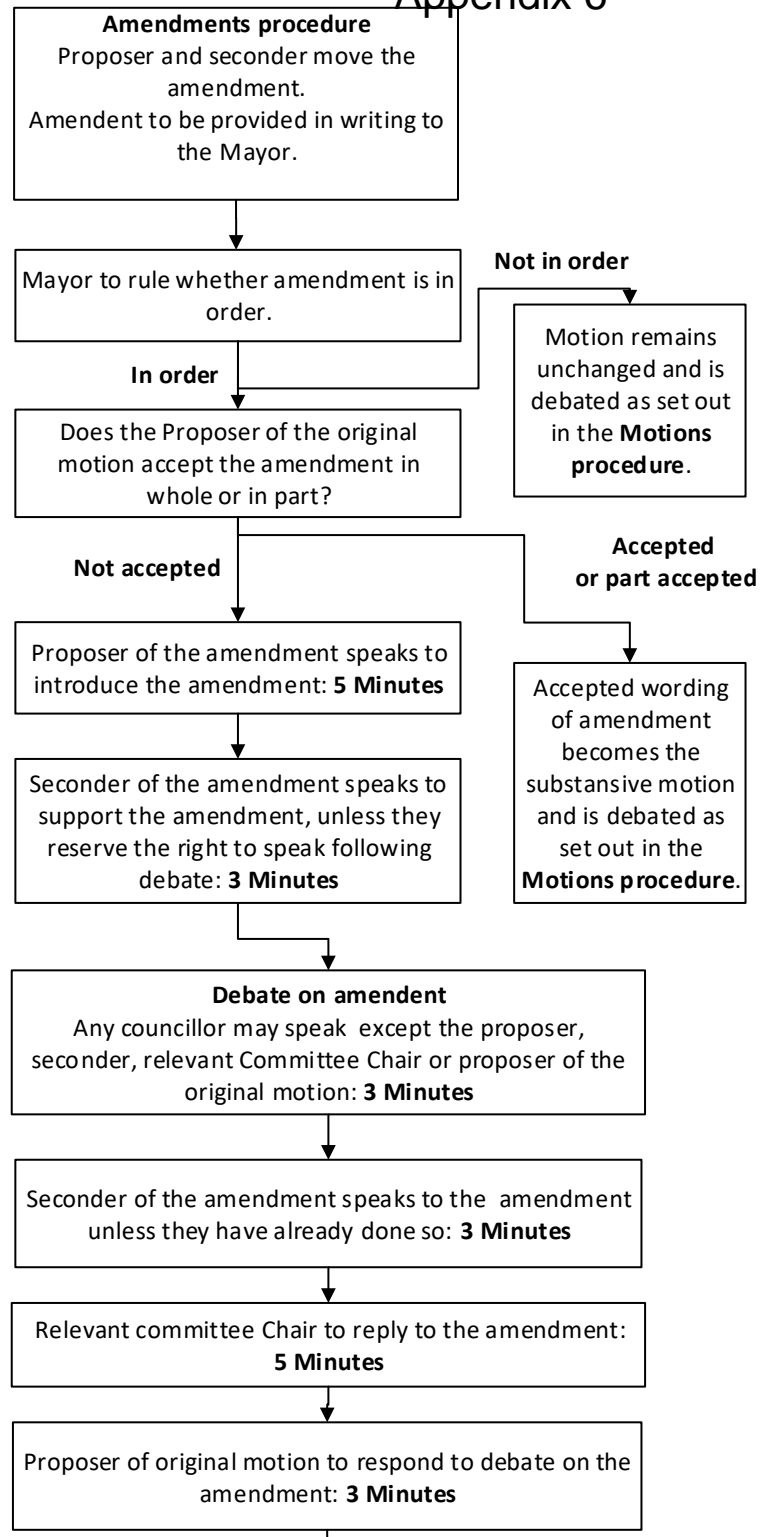
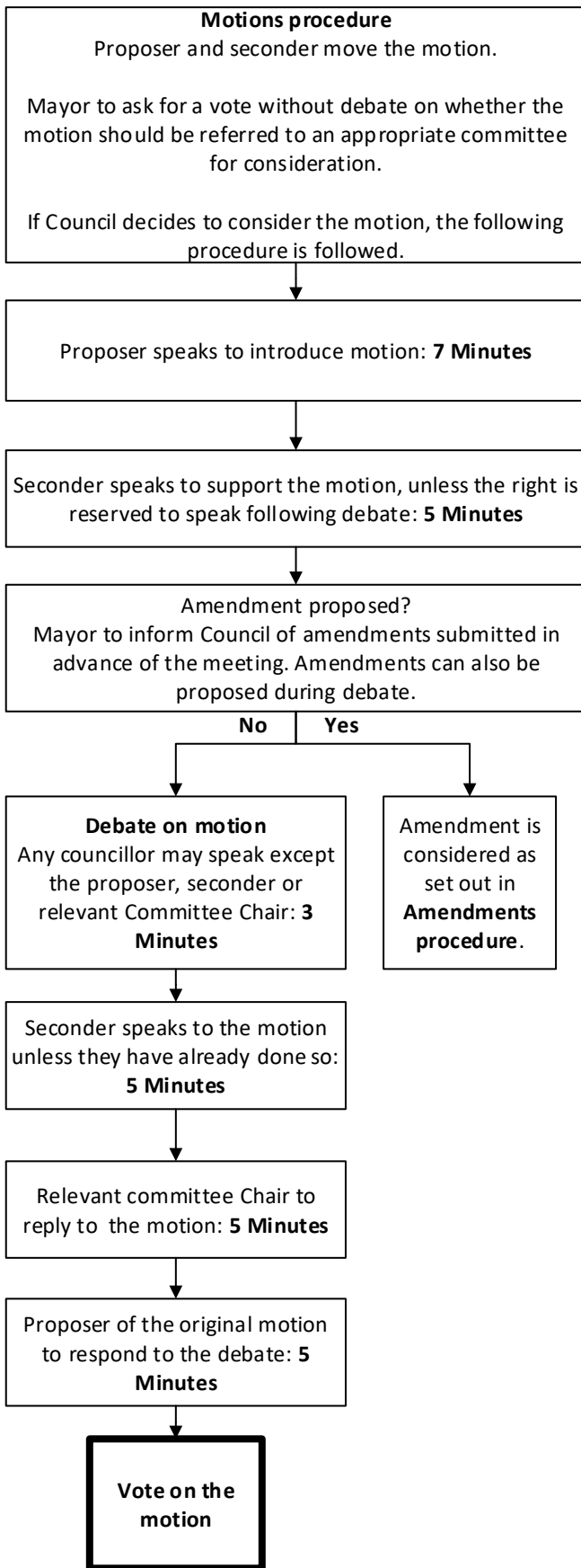
Motions to Council Request Form

Title of Motion	Motion 5
Proposer	Kieran Persand
Seconder	Bernie Muir
Motion Set out motion in full	<p>It is noted:</p> <ul style="list-style-type: none"> - Following changes to the NPPF – it has been clear that it has and will always maintain the need for the protection of Greenbelt land, and that the priority for development should be on brownfield land. (Para. 145 & 146 of NPPF). - As identified by the Council – high performing Greenbelt are (but not limited to): Horton Farm; Land Adjoining Ewell East Station; Hook Road Arena; Noble Park. <p>Therefore, we propose the motion for the Council to:</p> <ol style="list-style-type: none"> a. Retain the existing Greenbelt boundaries. b. Remove all ‘high performing’ Greenbelt land from the draft Local Plan, as permitted by paragraph 11 of the National Planning Policy Framework.
Relevant Committee(s) Motion would relate to	Cllr Peter O’Donovan
Name of the Chairman of such Committee	Licensing & Planning Policy Committee

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Council motion and amendment flowchart

**Agenda Item 7
Appendix 6**



Note:
No Member may speak more than once on a motion or more than once on an amendment unless otherwise permitted by standing orders.

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EXTENDING TERM OF INTERIM DIRECTOR AND RECRUITMENT OF NEW S151 OFFICER

Head of Service:	Jackie King, Chief Executive
Report Author:	Jackie King
Wards affected:	(All Wards);
Appendices (attached):	N/A

Summary

In accordance with section 100B(4)(b) of the Local Government Act 1972, by reason of special circumstances, the Mayor is of the opinion that the item should be considered at the meeting as a matter of urgency.

Following the recent resignation of the current Section 151 Officer and the current interim nature of the Director of Corporate Resources this report is to ask Council to support the decision to have the current post holder continue in their role until such time as a new combined Director of Corporate Services/Section 151 Officer is explored and the permanent post/s taken up by the successful candidate(s).

The recruitment process for the new Section 151 Officer will take us past the leaving date of the current postholder and, as we cannot legally operate without this statutory officer post, Council are also asked to approve the engagement of an Interim Section 151 Officer until the new role is filled and the successful candidate arrives.

Recommendation (s)

The Council is asked to:

- (1) Agree to extend the appointment of the current Interim Director of Corporate Services in post, until such time as a new permanent Director of Corporate Services/Section 151 Officer is appointed and commences in post.**
- (2) Agree to appoint an Interim Section 151 Officer from one month prior to the leaving date of the current postholder and for them to remain in post until such time as a new permanent Director of Corporate Services/Section 151 Officer is appointed and commences in post.**

1 Reason for Recommendations

- 1.1 To ensure that the existing Interim Director of Corporate Services continues in their role until such time as a permanent candidate is recruited and arrives in post.
- 1.2 To ensure that the statutory Section 151 Officer role is filled until such time as a permanent candidate is recruited and arrives in post.
- 1.3 To design and commence the process of recruitment to this hard to fill role in the most timely manner.

2 Background

- 2.1 On 6 December 2022, Council resolved to:

Agree to extend the appointment of the two Interim Directors, in post, in each case for periods of up to 9 months as from end of September 23 in order to provide management cover, pending the appointment and commencement of permanent staff in these positions.

- 2.2 Since then, the Director of Environment, Housing and Regeneration post has been filled permanently.
- 2.3 The current Council approval to extend the Interim Director of Corporate Services in post expired at the end of June 2024 so requires a further extension.
- 2.4 A recruitment process was underway for the permanent Director of Corporate Services role but this has been paused to allow for exploration of a combined Director of Corporate Services/Section 151 Officer role instead.

3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment
 - 3.1.1 None arise from this report.
- 3.2 Crime & Disorder
 - 3.2.1 None arise from this report.
- 3.3 Safeguarding
 - 3.3.1 None arise from this report.
- 3.4 Dependencies
 - 3.4.1 None arise from this report.
- 3.5 Other

3.5.1 None arise from this report.

4 Financial Implications

- 4.1 Existing staffing budgets will meet the cost of the proposed recommendations.
- 4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 Annex 3-2 set out the Officer Employment Procedure Rules that apply in this scenario.

5.2 As the role consists of the appointment of a new statutory officer, paragraph 3.1 applies, which for ease of reference states:

3.1 Where the council proposes to appoint a statutory officer or Director, the Chief Executive, in consultation with the Panel referred to in 3.2 below, will draw up a statement specifying:

i. The duties of the officer concerned.

ii. Any qualifications or qualities to be sought in the person to be appointed.

iii. Arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.

iv. Arrangements for a copy of the statement mentioned in paragraph 2.1 to be sent to any person on request.

3.2. The Chief Executive and Head of People and Organisational Development will, after consultation with the Panel, interview and select candidates for final interview by that Panel. The Panel will consist of the Chair of Strategy and Resources Committee, three other councillors trained in interview techniques (to include appropriate minority group representation).

3.3. The panel referred to in 3.2, will have the power to recommend appointments of statutory officers to Full Council, and appoint Directors directly

5.3 If Council approve recommendation 1, Human Resources will then confirm the invitation to extend the interim term of office and ensure that the basis upon which this extension is offered (as set out in this report) are set out clearly.

5.4 **Legal Officer's comments:** None arising from this report.

6 Background papers

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

Previous reports:

[Restricted report and public Minutes of meeting of Full Council, 25 July 2023](#)