



EPSOM & EWELL BOROUGH COUNCIL

TOWN HALL

EPSOM

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

02 December 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, 10TH DECEMBER, 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 matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions of Schedule 12A of the Local Government Act 1972 (as amended). The Council is likely to 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

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

2. MINUTES (Pages 7 - 16)

To confirm the Minutes of the Meeting of the Council held on 30 July 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. PETITION FOR COUNCIL DEBATE (Pages 17 - 22)

Following the trigger for a full Council debate being reached, this report sets out the details of the Petition and the procedure for its debate.

5. QUESTIONS (Pages 23 - 28)

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

6. ANNUAL GOVERNANCE STATEMENT 2023-2024 (Pages 29 - 52)

The Annual Governance Statement ("Statement") is an important document which provides assurance concerning the Council's governance arrangements, both financial and non-financial. It is prepared on an annual basis for inclusion in the Statement of Accounts.

The Statement was taken to Audit & Scrutiny Committee for approval in July 2024, as per its terms of reference. The Statement has been brought to Full Council to ensure all Members are conversant with its contents. Please note the information within the Statement is accurate as of 1 July 2024 (as per its production timeline).

7. CONTRACT STANDING ORDERS - PROCUREMENT ACT UPDATE (Pages 53 - 106)

On 24 February 2025, the biggest changes to public sector procurement for over a decade will take effect with the issue of the Procurement Act 2023. The legislation, brought in after Brexit, has a significant impact on how the council undertakes its procurement.

As a result of these changes the Contract Standing Orders ('CSOs'), which form part of the council's Constitution, have been reviewed and updated to ensure that the council will comply with the latest legislation.

This report provides background information to the CSOs and the new Act, their purpose and the key changes.

The report also recommends updates identified through the review which do not directly relate to the new Act.

8. CALENDAR OF MEETINGS 2025-2026 (Pages 107 - 112)

This report presents the extended Municipal Calendar of ordinary meetings from May 2025 to July 2026.

9. BOURNE HALL WINDOWS PHASE 2 (Pages 113 - 124)

This report seeks approval of capital budget to fund phase 2 of replacement of windows at Bourne Hall. Approval is being sought ahead of the usual capital programme cycle, due to be brought to Council in February 2025, to enable the scheme to be coordinated with phase 1 of the windows replacement, being funded by UK Shared Prosperity Funding, so that cost savings may be realised through undertaking works concurrently.

10. URGENT DECISIONS (Pages 125 - 128)

To report to the Council a decision taken by the Director of Environment, Housing and Regeneration on the grounds of urgency, in compliance with the requirements of the Constitution.

11. COMMITTEE DECISIONS TAKEN IN ACCORDANCE WITH URGENCY PROCEDURE (Pages 129 - 132)

This report provides the Council with notification of committee decisions taken in accordance with the urgency procedure contained in Annex 4.6 of the Operating Framework.

12. MOTIONS (Pages 133 - 140)

This report sets out notices of motions ruled in order.

13. PROPOSED SUBMISSION EPSOM AND EWELL LOCAL PLAN (Pages 141 - 556)

The purpose of this report is to present the Proposed Submission Local Plan (2022-2040) to Full Council with the recommendation that public consultation be undertaken as soon as practically possible and in accordance with our Local Development Scheme (the Local Plan timetable).

The Licencing and Planning Policy Committee on the 20 November 2024 agreed to recommend to Full Council that; the Proposed Submission Local Plan be endorsed as being sound; public consultation should commence on the document as soon as is practically possible for a period of six weeks and that the plan should be submitted for independent examination as soon as is practically possible.

The Regulation 19 consultation is the second consultation stage on the Local Plan prior to the document being submitted for examination by a Planning Inspector appointed by the Secretary of State. The Regulation 19 consultation seeks representations on legal compliance and the four tests of soundness set out in the National Planning Policy Framework (NPPF).

14. EXCLUSION OF PRESS AND PUBLIC (Pages 557 - 558)

The Council is asked to consider whether it wishes to pass a resolution to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

15. APPOINTMENT OF PANEL MEMBERS TO THE IRP (Pages 559 - 564)

This report has not been published because the meeting is likely to be closed to the press and public in view of the nature of the business to be transacted/nature of the proceedings. The report deals with information relating to an individual and the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

16. APPOINTMENT OF SECTION 151 OFFICER (To Follow)