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EPSOM & EWELL BOROUGH COUNCIL

TOWN HALL

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02 May 2025

SIR OR MADAM

I hereby summon you to attend the Annual meeting of the Council of the Borough of Epsom and Ewell which will be held at the Council Chamber, Epsom Town Hall, Epsom on **TUESDAY, 13TH MAY, 2025 at 7.00 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf. A link to the meeting is provided above.

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



Chief Executive

EMERGENCY EVACUATION PROCEDURE

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

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

Public information

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

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

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

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

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government 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 will 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 13 May 2025

7.00 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. TO ELECT THE MAYOR

2. TO ELECT THE DEPUTY MAYOR

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

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

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

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

3. DECLARATIONS OF INTEREST

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

4. EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION (Pages 5 - 8)

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

5. APPOINTMENT OF COMMITTEES 2025-26 (Pages 9 - 16)

To note the allocation of seats on Committees and Advisory Panels, approve the appointments to Committees and Advisory Panels and the appointments of Chairs and Vice Chairs to such.

6. REPRESENTATION ON EXTERNAL BODIES (Pages 17 - 22)

This report seeks appointments to representation on external bodies.

7. CALENDAR OF MEETINGS 2025-2026 (Pages 23 - 28)

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

EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	None

Summary

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

Recommendation (s)

The Council is asked to:

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

1 Reason for Recommendation

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

2 Background

- 2.1 The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure business is conducted in an efficient, transparent, and accountable manner. Some of the content of the Constitution is required by law; the remainder is for the Council itself to determine.
- 2.2 The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to make minor changes in consultation with the Chair of the Standards and Constitution Committee. All extensive changes to the Constitution, however, must be approved by Full Council
- 2.3 A review of elements of the Constitution and Operating Framework will be undertaken by the Standards and Constitution Committee over the next year, with recommendations to Full Council for adoption at the appropriate time.

- 2.4 At the time of writing this report, the Council is scheduled to consider proposed amendments to the Constitution at its meeting of 6 May 2025. Any amendments agreed by the Council at that meeting will be incorporated into the Constitution in accordance with the decision of the Council. There are no further amendments proposed for consideration by the Council at the meeting on 13 May 2025.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 None.

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

5 Legal Implications

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

5.2 **Legal Officer's comments:** Any relevant comments are contained within the body of this report.

6 Policies, Plans & Partnerships

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

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

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

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

6.5 **Partnerships:** None.

6.6 **Local Government Reorganisation Implications:** None.

7 Background papers

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

Previous reports:

- [Report to Council, 6 May 2025](#)

Other papers:

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

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APPOINTMENT OF COMMITTEES 2025-26

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1: Nominations to Committees (to follow)

Summary

To note the allocation of seats on Committees and Advisory Panels, approve the appointments to Committees and Advisory Panels, the appointments of Chairs and Vice Chairs and arrangements for substitutes. To establish two Officer/Member Working Groups for this municipal year in advance of the first meeting of their parent Committees.

Recommendation (s)

The Council is asked to:

- (1) Note the allocation of seats based on political balance and proportionality;**
- (2) Allocate seats on the Committees, Advisory Panels and Working Groups in accordance with the wishes of the political groups set out in Appendix 1;**
- (3) Appoint Chairs and Vice Chairs in light of the nominations received as set out in Appendix 1.**
- (4) Appoint all members of the Council as substitutes for their political group members on all committees, where the appointed political group member is unable to attend a meeting.**
- (5) Establish the following Officer/Member Working Groups for this municipal year, appointing the nominated Members as set out within Appendix 1:**
 - a Constitutional Working Group, to take forward the work of the Standards and Constitution Committee, and**
 - a CIL Working Group, to take forward the work of the Strategy and Resources Committee**

1 Reason for Recommendation

- 1.1 Full Council Procedure Rule (FCR) 5, Appendix 4 of the Constitution requires the Council to appoint its committees, sub committees, advisory panels and other bodies at its Annual Meeting.

2 Background

- 2.1 The statutory provisions contain detailed provisions as to when the Council or Committee must review the allocation of seats. Broadly this is at the Annual Meeting, after elections, or where new political groups are constituted or where members change groups.
- 2.2 The Council is asked to note that for the purposes of Regulations made under the Local Government and Housing Act 1989, Members of the Council have formed themselves into Political Groups: Residents Association (25 seats), Liberal Democrats (3 seats), Labour (3 seats), Conservative (2 seats) and Independents (2 seats). Under the Regulations, the sizes of the Groups are used as the basis for determining Group entitlements to seats on Committees.
- 2.3 Section 15 of the Local Government & Housing Act 1989 requires the allocation of seats on committees, advisory panels and certain other bodies to reflect the political make-up of the Authority.
- 2.4 The Council has a duty to make appointments to its Committees giving effect to the wishes of the political group.
- 2.5 When determining the allocation of seats, Section 15(4) Local Government & Housing Act 1989 sets out 4 rules, and requires authorities to apply them in descending order of priority:
 - Rule 1: where some or all of the Members of an authority have formed into two or more political groups, then no Committee may comprise just members from one political group.
 - Rule 2: where a majority of Members of Council are Members of one political group, that political group must have a majority of the seats on each Committee.
 - Rule 3: without being inconsistent with the first two rules, the number of seats allocated to each political group on all the Committees taken together be as near as possible proportionate to their strength on Council.
 - Rule 4: so far as is consistent with Rules 1 to 3, each political party must be allocated that number of seats on each Committee taken individually as is proportionate to their strength on the Council. However, as set out above, this is subject to the need to give the majority a majority on each Committee.

- 2.6 The Council's overriding duty to comply with 1 and 2 above, takes precedence over achieving a mathematically balanced distribution of Committee seats as described in 3 and 4. Applying those rules the table at paragraph 3.1 below sets out the allocation of seats.
- 2.7 The Council can only depart from these rules by passing a 'nem con' resolution; i.e with no Member voting against the resolution.
- 2.8 The political proportionality rules also apply to those outside bodies dealing with local government matters to which the council appoints three or more representatives.
- 2.9 Whilst the number of allocated seats on each committee is the number of seats to which they nominate, it is up to the group to nominate the members they choose; as the law does not prescribe that all nominations to their allocated seats have to be from their own political group. By way of example, this would allow the administration to nominate opposition members to take up seats within its own allocation, if it chose to do so; likewise, any opposition group may nominate any of their allocated seats to another political group if they do not wish to take up their full allocation. For the avoidance of any doubt, this rule does not extend to allowing the substitution of members once nominated and appointed by Full Council by other members of a different political group, to attend a meeting in accordance with CPR 5 and 15 of the Council's Standing Orders

3 Allocation of seats on Ordinary Committees

- 3.1 Taking into account the principles set out above, the following allocation of seats result:

Committees	Number					Committee size
	RA	LD	LAB	CON	IND	
Audit & Scrutiny	6	1	1	-	-	8
Community & Wellbeing	6	-	1	1	-	8
Environment	6	1	-	-	1	8
Licensing & Planning Policy	7	1	1	-	1	10
Planning Committee	7	1	1	1	-	10
Strategy & Resources	6	1	1	-	-	8
Financial Strategy Advisory Group	4	-	1	-	1	6

Health Liaison Panel	4	-	-	1	1	6
HR Panel	4	-	-	1	1	6
Standards & Constitution	4	1	1	-	-	6
Crime & Disorder Committee	4	1	-	1	-	6
Licensing (Hearings)	No political balance required.					
Licensing (General)						
Shareholder Sub-Committee	Appointed by Strategy and Resources Committee					5

4 Allocation of seats on Joint Arrangements

- 4.1 The Council appoints to two joint arrangements: Surrey Police & Crime Panel and Nonsuch Joint Management Committee.
- 4.2 There is one seat on the Surrey Police Crime Panel, to which a nomination has been received.
- 4.3 The Council jointly manages Nonsuch Park with the London Borough of Sutton through the Nonsuch Park Joint Management Committee and appoints 3 members to the Committee. Applying the proportionality principles, the allocation of seats to this Council is as follows:

Committee	Number					
	RA	LD	LAB	CON	IND	Total
Nonsuch Park Joint Management Committee	2	1 seat for either LD or LAB Group		0	0	3

- 4.4 The Head of Legal and Monitoring Officer has been notified that the Labour Group does not wish to submit a nomination for a seat on the Nonsuch Joint Management for 2025/26. Accordingly, the allocation of seats for 2025/27 will be Residents' Association Group: 2 seats, Liberal Democrat Group: 1 seat.

5 Individual Membership of Committees

- 5.1 In accordance with the 1989 Act and the Council's Rules of Procedure, it is necessary to make appointments to each Committee so as to give effect to the wishes of the relevant Groups.
- 5.2 The final wishes of the Groups are set out in **Appendix 1** to this report.

- 5.3 After the composition of each Committee has been agreed, the Council will need to appoint the Chairs and Vice Chairs from amongst the Committee's membership.

6 Member Working Groups

- 6.1 In light of Local Government Reorganisation, Full Council at its meeting scheduled for 6 May is to be invited to adopt new Strategic Priorities for 2025-2027.
- 6.2 Should those new priorities be adopted, it shall be necessary to establish the following Officer/Member Working Groups prior to the first meeting in this new municipal year of their respective parent Committee, by way of resolving recommendation 5:
- 6.2.1 Constitutional Member Working Group (CWG), and
- 6.2.2 Community Infrastructure Levy Member Working Group (CIL MWG)
- 6.3 It is proposed that CWG shall need to meet in advance of the first meeting of Standards and Constitution Committee within this new municipal year in order to consider its Work Programme for 2025-26 so that a report may be brought to that Committee's first meeting in June. Likewise, CIL bids shall shortly start being received, with the Officer/Member Working Group due to assess those bids from June until September 2025 in accordance with the timetable set out with the adopted CIL Spending Protocol (Table shown after para 3.21 of the Protocol).
- 6.4 Details of those Members nominated to sit on both Officer/Member Working Groups are set out in Appendix 1. For expediency, their respective Terms of Reference shall remain those as settled in the last municipal year, which can be reviewed – should that be necessary – at the first meeting after this full Council meeting of the respective parent Committees.

7 Substitute Members

- 7.1 To formalise the process of substitutes, Council is asked to appoint all members of this council as substitutes for their current political group members on all committees, where the appointed political group member is unable to attend a meeting. For the avoidance of any doubt, and as noted above, a member of one political group cannot substitute a member of another political group. A substitute may attend, speak and vote at that meeting, but may only be appointed for the whole of a meeting and not for specific items on the agenda.
- 7.2 Members may only serve as substitutes where they have undertaken the necessary training required of members; and where notice of the proposed substitution has been given in accordance with CPR 16 of the Constitution.

8 Risk Assessment

Legal or other duties

8.1 Equality Impact Assessment

8.1.1 None.

8.2 Crime & Disorder

8.2.1 None.

8.3 Safeguarding

8.3.1 None.

8.4 Dependencies

8.4.1 None.

8.5 Other

8.5.1 None.

9 Financial Implications

9.1 There are no financial or manpower implications for the purposes of this report.

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

10 Legal Implications

10.1 These are contained within the body of the report.

10.2 **Legal Officer's comments:** None arising from the content of this report.

11 Policies, Plans & Partnerships

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

- Effective Council

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

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

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

11.5 **Partnerships:** None.

11.6 **Local Government Reorganisation Implications:** None.

12 Background papers

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

Previous reports:

- None.

Other papers:

- [Constitution of Epsom and Ewell Borough Council](#)
- Local Government & Housing Act 1989
- Local Government (Committees and Political Groups) Regulations 1990 (as amended)

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REPRESENTATION ON EXTERNAL BODIES

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 - Schedule of existing and recommended appointments to External Bodies, Officer/Member Working Groups and Inter-Authority Partnerships & Champions (to follow)

Summary

This report seeks appointments to representation on external bodies.

Recommendation (s)

The Council is asked to:

- (1) Appoint representatives to**
 - (i) the external bodies**
 - (ii) inter authority partnerships****listed in Appendix 1;**
- (2) Appoint the Member Champions listed in Appendix 1 ;**
- (3) Delegate 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 any of the vacancies advised by the Surrey Leaders' Group should more than one candidate be put forward in relation to the particular vacancy;**
- (4) Note the Officer/Member Working Groups appointed by Committees.**

1 Reason for Recommendation

- 1.1 The Council is asked to approve the appointments and nominations to external bodies as set out in Appendix 1.

- 1.2 The names of the bodies concerned and the proposed representatives are set out in a numbered schedule in the Appendix to this report.

2 Background

- 2.1 The Council is asked to approve the appointments and nominations to external bodies as set out in Appendix 1.
- 2.2 The names of the bodies concerned and the proposed representatives are set out in a numbered schedule in the Appendix to this report.

3 Member Champions

- 3.1 At its discretion, Council may designate Champions from amongst its Members to explore and represent the interests of specific issues and groups. Their role and function is set out in section 8 of [Annex 2.1 of the Council's Operating Framework](#) ("Further Information on Councillors"). It is proposed to appoint Champions as set out in Appendix 1.

4 Nominations to External Bodies as representatives of the Surrey Leaders Group

- 4.1 Currently, the Borough Council is requested annually to make nominations to a variety of external bodies as Surrey Leaders' Group (SLG) representatives. Nominations, which are made by all constituent authorities, are subsequently determined by the the SLG Appointments Panel which are then ratified at its annual meeting. It does not necessarily follow, therefore, that a nominee of this Council will be appointed to the Body concerned.
- 4.2 Appointments are usually for three years. As it currently stands, there are three positions to be filled this year which are:
- 4.3 **1x Adults and Health Select Committee** (*representatives may not be members of their own council's executive or equivalent*) (One position available for **three years** to June 2028.)
- 4.4 **1x South East Reserves Forces and Cadets Association** (One position available for **three years** to June 2028.)
- 4.5 **1x Surrey Civilian- Military Partnership Board** (One position available for **three years** to June 2028.)
- 4.6 The remit of the **Adults and Health Select Committee** (formerly the SCC Wellbeing and Health Scrutiny Board) includes the following services:
- 4.7 Statutory health scrutiny, Adult Social Care (including safeguarding), Health integration and devolution, Review and scrutiny of all health services commissioned or delivered within Surrey, Public Health, Review delivery of the Health and Wellbeing Strategy, Health and Wellbeing Board, Future local delivery model and strategic commissioning.

- 4.8 NOTE: Nominees cannot be a Member of the Council's Executive (or equivalent).
- 4.9 The **South East Reserves Forces and Cadets Association**. The South East Reserve Forces' and Cadets' Association (SE RFCA) is one of 13 RFCAs UK-wide, SERFCA is a Ministry of Defence (MOD) Crown body, responsible to the Defence Council, but separate from military chains-of-command. SE RFCA gives support to the Reserve Forces and Cadets from the Royal Navy, Army and Royal Air Force in the Counties of Berkshire, Buckinghamshire, Hampshire, the Isle of Wight, Kent, Oxfordshire, Surrey, East and West Sussex. The main roles of SERFCA are: managing the volunteer estate (Reserve and Cadet Training Centres); encouraging support for the Reserves and Cadets; supporting Cadets; providing an independent view on the state of the Reserves and Cadets, and their issues, recommending solutions through annual statutory reports to Ministers.
- 4.10 The **Surrey Civilian- Military Partnership Board**. The Surrey Civilian Military Partnership Board (SCMPB) supports the commitment made in the Armed Forces Covenant to help ensure that the armed forces community in Surrey, made up of serving and ex-service personnel and veterans as well as their families are treated fairly and not disadvantaged by their service. The SCMPB fosters closer working relationships with the armed forces and is chaired by Surrey County Council. It comprises 11 Infantry Brigade, the Lord-Lieutenant, SERFCA, Police and Crime Commissioner, borough and district councils, Surrey Fire and Rescue, Service Charities, the Diocese of Guildford and partners in health, education and business.
- 4.11 **The deadline for receipt of nominations** by the SLG is **Tuesday 3 June 2025** and it is therefore proposed that, should more than one candidate, if any, be put forward, authority be delegated to the Chief Executive, in consultation with the Chairman of the Strategy and Resources Committee, to nominate a councillor to the vacancies advised by the Surrey Leaders' Group.
- 4.12 On the basis that recommendation 3 is resolved, time will be required to review if there is more than one nominee for a vacancy so that a decision may be taken as to which Member will be submitted to SLG before their deadline. It is therefore proposed that any Member that wishes to be considered for any of the vacancies listed above must submit their nomination form along with a covering email identifying which of the vacancies that they wish to be considered for to the Democratic Services Manager by no later than 5pm on Thursday 29 May. Any prospective nominees would have been expected to have completed the appropriate nomination form by the same date, failure to do so will lead to them being excluded from the nomination process.

5 Officer/Member Working Groups and Inter-Authority Partnerships

- 5.1 There are a number of Officer/Member Working Groups that have been established by Committees of this Council. The Council is also a party to a number of inter-authority partnerships. These are set out in Appendix 1.

6 Outside Bodies

- 6.1 The Council also nominates Members to a number of external bodies, these are set out in Appendix 1.

7 Risk Assessment

Legal or other duties

- 7.1 Equality Impact Assessment

7.1.1 None.

- 7.2 Crime & Disorder

7.2.1 None.

- 7.3 Safeguarding

7.3.1 None.

- 7.4 Dependencies

7.4.1 None.

- 7.5 Other

7.5.1 There are risks for individuals depending on the nature of the appointment being sought. For example, where Councillors are asked to become trustees of a charity, they need to ensure that they understand the personal duties that trustees owe to the charity concerned.

7.5.2 Any Councillors unsure of their status and obligations should ask the outside body for information and advice and/or seek advice from the Council's Monitoring Officer.

8 Financial Implications

- 8.1 None arising from the contents of this report.

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

9 Legal Implications

9.1 None arising from the contents of this report.

9.2 **Legal Officer's comments:** Where reference is made within paragraph 4.8 above to "*representatives may not be members of their own council's executive or equivalent*", as this Council does not have an equivalent to a Cabinet, it is interpreted to impact upon any Chair of a Committee and any member of Strategy and Resources Committee and thus restrict any Members falling within those positions being unable to be considered as a nominee from this Council for the Adults and Health Select Committee.

10 Policies, Plans & Partnerships

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

- Effective Council

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

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

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

10.5 **Partnerships:** The Council works in a number of different ways with a number of outside bodies, who undertake a wide range of activities for the benefit of the Borough and its residents and businesses. Active and engaged representatives appointed by the Council can help to build and sustain good relationships, and further that good work.

10.6 **Local Government Reorganisation Implications:** None.

11 Background papers

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

Previous reports:

- None.

Other papers:

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

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CALENDAR OF MEETINGS 2025-2026

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Calendar of meetings 2025-26

Summary

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

Recommendation (s)

The Council is asked to:

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

1 Reason for Recommendation

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

2 Background

- 2.1 A draft programme of meetings for 2025-26 was agreed by Council at its meeting of 10 December 2024. The final calendar attached to this report at Appendix 1 includes the following amendments in response to announcement of Local Government Reorganisation and anticipation that elections for Surrey Shadow Unitary authorities will be held in early May 2026:
- 2.1.1 The meeting of the Licensing and Planning Policy Committee on 17 June 2025 has been removed from the calendar as there is no scheduled business which requires consideration before the Committee's following meeting on 3 July 2025.
- 2.1.2 The meeting of the Crime & Disorder Committee in March 2026 has been rescheduled to **Tuesday 24 February 2026** from Wednesday 4 March 2026.

- 2.1.3 The meeting of the Community and Wellbeing Committee in March 2026 has been rescheduled to **Thursday 5 March 2026** from Thursday 12 March 2026.
- 2.1.4 The meeting of the Environment Committee in March 2026 has been rescheduled to **Thursday 12 March 2026** from Tuesday 17 March 2026.
- 2.1.5 The meeting of the Strategy and Resources Committee in March 2026 has been rescheduled to **Thursday 17 March 2026** from Tuesday 24 March 2026
- 2.1.6 The meeting of the Audit and Scrutiny Committee in March 2026 has been rescheduled to **Thursday 19 March 2026** from Thursday 26 March 2026.
- 2.1.7 The meeting of the Full Council in April 2026 has been rescheduled to **Tuesday 24 March 2026** from Tuesday 14 April 2026 to enable it to be held prior to the pre-election period.
- 2.1.8 The meeting of the Planning Committee in April 2026 has been rescheduled to **Thursday 23 April 2026** from Thursday 16 April due to the Easter school holidays in early April.
- 2.1.9 The Annual meeting of the Full Council in May 2026 has been rescheduled to **Tuesday 19 May 2026** from Tuesday 12 May 2026 due to the shadow unitary elections anticipated for 7 May.
- 2.2 To enable clearer forward-planning, the calendar is extended beyond the end of the Municipal year, to July 2026.
- 2.3 Dates cannot be scheduled for the Licensing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.
- 2.4 In drawing up the Calendar of Meetings for 2025-2026 (Appendix 1), the main considerations have been the need to retain certain reporting chains as far as practicable and the timing of fiscal requirements. Consideration has also been given as far as practicable to school holidays.
- 2.5 Officers anticipate that there may be a requirement for Special Meetings of the Community and Wellbeing Committee and the Strategy and Resources Committee in June 2025 to consider the award of the Leisure Centre contract, due to the ordinary committee meeting cycle not occurring at a suitable time to facilitate such. The date of Tuesday 17 June 2025 has provisionally been identified as a potential date for these Special meetings, to be confirmed in consultation with the Chairs of both committees when there is certainty over the procurement timescales.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

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

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

5 Legal Implications

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

6 Policies, Plans & Partnerships

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

- Effective Council

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

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

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

6.5 **Partnerships:** Dates of meetings of outside and joint bodies, such as the Epsom and Walton Downs Conservators and Nonsuch Park Joint Management Committee are agreed by those bodies, but included within the Council's calendar of meetings for reference.

6.6 **Local Government Reorganisation Implications:** The proposed calendar of meetings has been amended as noted above following the announcement of Local Government Reorganisation, postponement of Surrey County Council Elections from May 2025 and the anticipation that elections for Surrey Shadow Unitary authorities will be held in early May 2026. It may be necessary to review the dates set in the calendar once the Shadow Unitary Authorities have come into existence if clashes occur.

FCR1 of Appendix 4 and CPR4 of Appendix 5 of the Constitution provide that Extraordinary meetings of the Full Council and Special meetings of committees can be called if required. These provisions can be used to arrange additional meetings to consider matters relating to Local Government Reorganisation if there are no appropriate scheduled meetings within the calendar of meetings.

7 Background papers

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

Previous reports:

- [Calendar of meetings 2025-2026, Full Council, 10 December 2024](#)

Other papers:

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

Meetings open to the public (start time as stated, unless otherwise amended on agenda papers)	MEETINGS OF THE COUNCIL AND COMMITTEES – MAY 2025 TO JULY 2026																
			2025								2026						
	Normal Time	Weekday	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
COUNCIL	19.30 hrs	Tuesday	13a		22					9		10b	24		19a		21
AUDIT & SCRUTINY COMMITTEE	19.30 hrs	Tuesday Thursday			17		30		13			5	19				16
COMMUNITY & WELLBEING COMMITTEE	19.30 hrs	Tuesday Thursday			8			7			13		5				7
CRIME & DISORDER COMMITTEE	19.30 hrs	Tuesday Thursday						9				24					
ENVIRONMENT COMMITTEE	19.30 hrs	Tuesday Thursday		24				14			20		12			23	
EPSOM & WALTON DOWNS CONSERVATORS	18:00 hrs	Monday		23					3		TBC					TBC	
EPSOM & WALTON DOWNS CONSULTATIVE COMMITTEE	18:00 hrs	Monday						13					23				
FINANCIAL STRATEGY ADVISORY GROUP	14.00 hrs	Friday		27			26		21		30					26	
HEALTH LIAISON PANEL	19.00 hrs	Tuesday Thursday			1				20				3			30	
HUMAN RESOURCES PANEL	17.00 hrs	Tuesday								2							
LICENSING & PLANNING POLICY COMMITTEE <i>(Note: LICENSING SUB COMMITTEES arranged as required)</i>	19.30 hrs	Tuesday Thursday			3		23	16	25		22		10			16	2
NONSUCH PARK JMC	Nonsuch Mansion House at 10:00 hrs	Monday		16				13			19		23			TBC	
PLANNING COMMITTEE	19.30 hrs	Thursday	22	19	10		4	2	6	11	29	26	26	23	21	18	9
SHAREHOLDERS SUB COMMITTEE	18.30 hrs	Tuesday							18								
STANDARDS & CONSTITUTION COMMITTEE	19.30 hrs	Tuesday Thursday		26							15					25	
STRATEGY & RESOURCES COMMITTEE	19.30 hrs	Tuesday Thursday			15		25		11		27		17				14

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

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