

LICENSING AND PLANNING POLICY COMMITTEE

Thursday 11 July 2024 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

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

The members listed below are summoned to attend the Licensing and Planning Policy Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Peter O'Donovan (Chair)
Councillor Neil Dallen (Vice-Chair)
Councillor Robert Leach
Councillor Rob Geleit
Councillor Shanice Goldman

Councillor Julie Morris
Councillor Phil Neale
Councillor Kieran Persand
Councillor Humphrey Reynolds
Councillor Clive Woodbridge

Yours sincerely



Chief Executive

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

EMERGENCY EVACUATION PROCEDURE

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

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

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live using free YouTube software.

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

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

All questions must consist of one question only and cannot consist of multiple parts. Questions and statements cannot relate to planning or licensing committees matters, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chair are defamatory, offensive, vexatious or frivolous will not be accepted. Each question or statement will be limited to 3 minutes in length.

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

Questions must be received in writing by Democratic Services by noon on the third working day before the day of the meeting. For this meeting this is **Noon, Monday 8 July**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, Wednesday 10 July**.

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

Filming and recording of meetings

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

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

Filming or recording must be overt and persons filming should not move around the room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non-handheld devices, including tripods, will not be allowed.

AGENDA

1. QUESTIONS AND STATEMENTS FROM THE PUBLIC

To take any questions or statements from members of the Public.

2. DECLARATIONS OF INTEREST

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.

3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 10)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 18 January 2024 (attached) and to authorise the Chair to sign them.

4. MINUTES OF LICENSING SUB-COMMITTEES (Pages 11 - 50)

To receive the Minutes of the meetings of the Licensing Sub-Committees held on 12 February 2024, 18 March 2024, and 10 April 2024.

5. COMMUNITY INFRASTRUCTURE LEVY MEMBER WORKING GROUP (Pages 51 - 60)

Following the approval of the Community Infrastructure Levy Spending Protocol in January 2024, this report recommends approval of updated Terms of Reference for the CIL Member Working Group and agreement to the establishment and membership of the group.

6. LOCAL VALIDATION REQUIREMENTS LIST 2024 (Pages 61 - 162)

The Local Validation Requirements List outlines the information that Epsom and Ewell Borough Council requires to be submitted to enable validation of the planning related application, including mandatory national requirements as set out in national planning policy, guidance and legislation and the local information requirements specific for Epsom and Ewell Borough Council.

The List was consulted from 25 April to 26 May 2024. Four submissions were received relating to the requirements for tree works applications and in relation to Flood Risk Assessments.

The draft List is attached at Appendix 1. it is intended as a wholesale review of the current List, including to incorporate legislative changes and to provide further detail about what and when information is required, primarily to minimise invalidation of applications and to speed up the validation process.

7. PLANNING ENFORCEMENT PLAN 2024 (Pages 163 - 216)

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.

The current Planning Enforcement Plan was approved by LPPC November 2021 and published in 2022. It includes a statement that it will be reviewed regularly, but review has been delayed to take into account additional enforcement measures which have been adopted in the Levelling Up and Regeneration Act 2023, an external audit of the Council's enforcement service which was undertaken in November 2023 and identified various recommendations for improvements, and the creation of a permanent Planning Enforcement Officer post to deal with planning enforcement following removal of the post in 2021.

The draft Planning Enforcement Plan is attached at Appendix 1. It is intended as a wholesale review of the current Enforcement Plan, including to incorporate legislative changes and audit recommendations and simplify the flow of the plan and better articulate how the council will deliver the service.

8. URGENT DECISIONS (Pages 217 - 220)

To report to the committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with the requirements of the Constitution.