

LICENSING AND PLANNING POLICY COMMITTEE

Tuesday 24 September 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, Thursday 19th of September**.

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, Monday 23rd of September**.

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 11 July 2024 (attached) and to authorise the Chair to sign them.

4. PROPOSED REFORMS TO THE NATIONAL PLANNING POLICY FRAMEWORK AND OTHER CHANGES TO THE PLANNING SYSTEM (Pages 11 - 166)

The Government launched a consultation on changes to the National Planning Policy Framework (NPPF) on the 2nd of August 2024. Four key proposals to note are:

- 1) a change to the Standard Method for Calculating Housing Need;
- 2) alterations to national Green Belt policy;
- 3) proposals to increase planning application fees; and
- 4) proposed transitional arrangements for Local Plans;

The response has been drafted in the knowledge that the proposed changes are only being consulted on and its publication does not mean that the planning system or the NPPF has changed yet.

5. EPSOM TOWN CENTRE MASTERPLAN (Pages 167 - 418)

The purpose of this report is to seek approval to publish the Final Epsom Town Centre Masterplan. A Draft of the Town Centre Masterplan was subject to public consultation for a four-week period between the 24 November and 22 December 2023 during which 213 responses were received.

Since the Draft masterplan was published for consultation, landowners on some of the opportunity sites have commenced developing schemes for consideration through the submission of planning applications (including pre-application).

The Town Centre Masterplan will form part of the evidence base for the Local Plan (Regulation 19) and will not be a statutory planning document.

6. LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (Pages 419 - 644)

This report provides an update on the Phase 1 work undertaken to develop a Local Cycling and Walking Infrastructure Plan (LCWIP) for Epsom and Ewell Borough Council.

7. ARTICLE 4 DIRECTIONS - OFFICE BUILDINGS AND PRIMARY FRONTAGES (Pages 645 - 692)

In June 2015 the Licencing and Planning Policy Committee agreed to the introduction of an Article 4 Direction to three retail areas in the borough to prevent shops changing use to financial and professional services without the need for planning permission. The Article 4 directions were made (came into effect) in July 2015 and confirmed (made permanent) in October 2015.

In December 2015 the Licencing and Planning Policy Committee agreed to the introduction of an Article 4 Direction to withdraw permitted development rights that enable the conversion of office floorspace to residential (C3) use from 16 office buildings in the borough.

Since the Article 4 directions were confirmed (made permanent) there have been changes to the Town and County Planning (Use Classes Order) and subsequently the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (known as the GPDO). The result of these changes is that the Article 4 directions no longer serve their intended purpose. National planning policy advises that Article 4 Directions should be cancelled in such circumstances. It is recommended that the Committee approves cancelling of the Article 4 directions relating to employment office buildings and primary retail frontages under the GDPO.

8. AUTHORITY MONITORING REPORT 2023/24 (Pages 693 - 710)

The Authority Monitoring Report (AMR) is a factual report that has two purposes; to monitor progress towards new Local Development Documents and to monitor the effectiveness of key policies set out in Local Development Documents.

9. MOTION 1 REFERRED FROM FULL COUNCIL ON 30 JULY 2024 (Pages 711 - 722)

The report provides a basis for debate of the motion submitted to the meeting of Full Council on 30 July 2024 in relation to the role and function of LPPC and the arrangement of additional meetings to discuss the scope and content of the Local Plan.

10. MOTION 5 REFERRED FROM FULL COUNCIL ON 30 JULY 2024 (Pages 723 - 730)

The report provides a basis for debate to the motion submitted to the meeting of Full Council on 30 July 2024 in relation to the release of Green Belt through the Local Plan process.

