

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE
held at the Council Chamber, Epsom Town Hall on 23 January 2025**

PRESENT -

Councillor Peter O'Donovan (Chair); Councillors Robert Leach, Rob Geleit, Shanice Goldman (for Agenda items 6-8), Christine Howells (as nominated substitute for Councillor Humphrey Reynolds), Julie Morris, Phil Neale and Clive Woodbridge

Absent: Councillor Neil Dallen, Councillor Kieran Persand and Councillor Humphrey Reynolds

Officers present: Justin Turvey (Head of Place Development), Sue Emmons (Chief Accountant), Anna Clements (Senior Accountant) and Phoebe Batchelor (Democratic Services Officer)

30 QUESTIONS AND STATEMENTS FROM THE PUBLIC

No questions or statements were received from Members of the Public.

31 DECLARATIONS OF INTEREST

No declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests were made by Members with respect to any items to be considered at the meeting.

32 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on **20 November 2024** and authorised the Chair to sign them.

33 MINUTES OF LICENSING SUB-COMMITTEES

The Committee received the Minutes of the meetings of the Licensing Sub-Committees held on 17 July, 21 August, 21 November, and 4 December 2024.

Following consideration, the Committee unanimously resolved to:

- (1) Receive the Minutes of the meetings of the Licensing Sub-Committees held on 17 July, 21 August, 21 November, and 4 December 2024 and authorise the Chair of the Sub-Committee meeting to sign them as a true record of that meeting.**

34 HERITAGE CHAMPION ANNUAL STATEMENT

The Committee received the annual statement of the Heritage Councillor Champion.

The following matters were considered:

- a) **Thanks.** The Committee expressed thanks to Cllr Spickett for her work as Heritage Champion and for the brilliant report she produced. These comments were echoed by the Chair.

Following consideration, the Committee unanimously resolved to:

- (1) Receive and note the annual statement of the Heritage Councillor Champion.**

35 FEES AND CHARGES 2025/26

The Committee received a report recommending the fees and charges for which the Committee is responsible, with the new charges being effective from 1 April 2025.

The following matters were considered:

- a) **Zoos.** A Member of the Committee asked if there is a Zoo in the Borough. The Senior Accountant confirmed that there is one, Hobbledown Adventure Farm Park and Zoo.
- b) **Retrospective Planning Applications.** A Member of the Committee asked why the extra charge incurred for retrospective planning applications, was not listed in the report. The Head of Place Development explained that the retrospective planning application charge is set nationally so it would not be listed in our fees and charges as it is not a local fee, but a charge set by Central Government. The Head of Place informed the Committee that, at present, the Council is unable to subject retrospective planning applications to an additional charge.

Following consideration, the Committee unanimously resolved to:

- (1) Agree the fees and charges for 2025/26 as set out at Appendices 1 and 2.**

36 REVENUE BUDGET 2025/26

The Committee received a report setting out budget estimates for income and expenditure for Licensing & Planning Policy services in 2025/26.

The following matters were considered:

- a) **Local Plan Expenditure.** A Member of the Committee asked if the Local Plan expenditure is included in the figures in the report. The Chief Accountant explained that many of the next steps in the delivery of the Local Plan are being funded by the Corporate Project Reserves and are one-off costs which don't form part of the annual revenue budget. When expenditure is incurred, it will be included in that year's revenue spend with an offsetting contribution from the Corporate Projects reserve, therefore there is no increase in net expenditure. The Chief Accountant explained that the costs associated with the staff delivering the Local Plan are included in the Draft Budget Book.
- b) **Updates on Local Plan Costs.** A Member of the Committee asked which Committee would receive an update on the costs of delivering the Local Plan. The Chief Accountant informed the Committee that Licensing and Planning Policy Committee has received update reports in the past on the expenditure of the Local Plan. The Chief Accountant explained that once Strategy and Resources have agreed the funding, it is then the responsibility of LPP Committee to consider the expenditure against the funding.

Following consideration, the Committee unanimously resolved to:

- (1) Recommend the 2025/26 service estimates for approval at the budget meeting of Full Council in February 2025.**

37 URGENT DECISIONS

The Committee received a report detailing the decision taken by the Director of Environment, Housing and Regeneration on the grounds of urgency, in compliance with the requirements of the Constitution.

Following consideration, the Committee unanimously resolved to:

- (1) Note the urgent decision taken and the reasons for that decision.**

The meeting began at 7.30 pm and ended at 7.47 pm

COUNCILLOR PETER O'DONOVAN (CHAIR)