



## LICENSING AND PLANNING POLICY COMMITTEE

Thursday 23 January 2025 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](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

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- Do not stop to collect personal belongings;
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- Do not re-enter the building until told that it is safe to do so.

## Public information

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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.

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## 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](mailto: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 20 January**.

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 22 January**.

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## **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 - 16)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on **20 November 2024** (attached) and to authorise the Chair to sign them.

### **4. MINUTES OF LICENSING SUB-COMMITTEES** (Pages 17 - 52)

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

### **5. HERITAGE CHAMPION ANNUAL STATEMENT** (Pages 53 - 84)

To report to the Committee the annual statement of the Heritage Councillor Champion.

### **6. FEES AND CHARGES 2025/26** (Pages 85 - 98)

This report recommends fees and charges for which this committee is responsible, with the new charges being effective from 1 April 2025.

### **7. REVENUE BUDGET 2025/26** (Pages 99 - 104)

This report sets out budget estimates for income and expenditure for Licensing & Planning Policy services in 2025/26.

### **8. URGENT DECISIONS** (Pages 105 - 108)

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

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**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE  
held at the Council Chamber, Epsom Town Hall on 20 November 2024**

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**PRESENT -**

Councillor Peter O'Donovan (Chair); Councillor Neil Dallen (Vice-Chair); Councillors Rob Geleit, Shanice Goldman, Robert Leach, Julie Morris, Phil Neale, Kieran Persand, Humphrey Reynolds and Clive Woodbridge

In Attendance: Councillor Kate Chinn, Councillor Bernice Froud, Councillor Tony Froud, Councillor Christine Howells, Councillor James Lawrence, Councillor Steven McCormick and Councillor Bernie Muir

Officers present: Victoria Potts (Director of Environment, Housing and Regeneration), Piero Ionta (Head of Legal Services and Monitoring Officer), Justin Turvey (Head of Place Development), Ian Mawer (Planning Policy Manager), Harry Burchill (Principal Planning Policy Officer), Wai-Po Poon (Principal Planning Policy Officer), Susie Legg (Principal Planning Policy Officer), Benjamin Rafferty (Planning Officer), Tim Richardson (Democratic Services Manager), Dan Clackson (Democratic Services Officer) and Phoebe Batchelor (Democratic Services Officer)

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**26 QUESTIONS AND STATEMENTS FROM THE PUBLIC**

Three Members of the Public provided verbal statements to the Committee.

**27 DECLARATIONS OF INTEREST**

No declarations of interest were made in relation to items of business to be discussed at the meeting.

**28 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meetings of the Licensing and Planning Policy Committee held on 24 September and 17 October 2024 were agreed as a true record and signed by the Chair.

**29 PROPOSED SUBMISSION EPSOM AND EWELL LOCAL PLAN (REGULATION 19)**

The Committee received the Proposed Submission Local Plan (2022-2040).

The Planning Policy Manager suggested that a sixth recommendation be added to the report, which would, *'nominate and authorise the Head of Place*

*Development in consultation with the Chair of Licensing and Planning Policy Committee to make changes and corrections further to any typographical and grammatical errors to the Local Plan prior to Regulation 19 public consultation commencing,' to ensure that minor corrections can be made prior to the Proposed Submission Local Plan (2022-2040) going out to public consultation.*

Councillor Howells made a verbal statement to the Committee.

The following matters were considered:

- a) **Thanks.** The Chair expressed thanks to Officers for their work on producing the Local Plan documents throughout the whole Local Plan process. This thanks was echoed by several Members of the Committee. Several Members also expressed thanks to Councillor McCormick for his work as the previous Chair of the Licensing and Planning Policy Committee.
- b) **Local Plan Process.** Members of the Committee raised their frustration with the Local Plan process and the amount of time and money that has been spent due to the process set out by Central Government.
- c) **Greenbelt.** A Member of the Committee raised that if Greenbelt sites are removed from the Local Plan, it will almost certainly be rejected by the Planning Inspector. The Member continued to explain that removing Greenbelt sites from the Local Plan would affect its soundness and decrease the provision of housing in the borough.
- d) **Population Density.** A Member of the Committee raised concerns with building more housing in Epsom, as Epsom already has a population density five times the national average. The Member expressed reluctance in voting for the Local Plan.
- e) **Officers.** The Chair reminded Members to be mindful about how they speak to or about Officers in regard to their work on the Local Plan documents.
- f) **Housing.** A Member of the Committee stated that the rules set out by Central Government fail to deal with actual housing need and population growth in Epsom and Ewell. The Member expressed that Central Government also fail to allow the Council as the Local Planning Authority to insist that developers must build affordable homes. The Member highlighted that this issue is a big problem for the borough as there is a huge need for social housing, rental properties, housing for key workers, and housing for homeless people. The Member raised that the Local Plan is not solving the problems raised and that is a huge concern.
- g) **Changes to the Local Plan.** A Member of the Committee asked for confirmation that Committee Members will get an opportunity to ask for changes to Appendix 1 (the Local Plan). The Monitoring Officer and Head of Legal informed the Committee that if Members wish to make changes,

they need to propose a motion, have it seconded, and then the Committee will take a vote on that. It was advised that all opening statements were given first and then motions can be proposed if needed.

- h) **Gypsy and Traveller Sites.** A Member of the Committee raised that in paragraph 3.24 of the report, it is stated that Surrey County Council have confirmed there is no opportunity to expand or intensify the two public gypsy and traveller sites in the borough. The Member asked if Surrey County Council had provided that information in writing. The Planning Policy Manager informed the Committee that the Gypsy and Traveller liaison officer employed by SCC, had confirmed that in writing.
- i) **Non-travelling travellers.** A Member of the Committee asked if housing should be provided for travellers who have decided not to travel, instead of pitches and sites. The Planning Policy Manager explained that it is partly to do with their protected characteristics as an ethnic group, as Gypsies and Travellers are protected under the Equalities Act. The Planning Policy Manager explained that under the previous government guidance, the definition for the purpose of assessing need for Gypsies and Travellers was only those that travelled. The Planning Policy Manager explained that the Gypsy and Traveller community challenged the definition extensively and ended up in the high court, where the Government lost, so as a result, when the NPPF changes were published in December, there was also an update to the National Planning Policy for Travellers document published, and in there they have clarified the definition has been reverted back to the previous definition, so you have to include travelling and non-travelling travellers when we are assessing need. The Planning Policy Manager explained that in our Gypsy and Traveller accommodation assessment, there is a split, meaning that there is a need for 10 pitches for those that travel and 8 that don't travel.
- j) **Density.** A Member of the Committee queried why the density per hectare of Gypsy and Traveller Sites was considerably lower than the housing density per hectare. The Member continued to ask if the density of Gypsy and Traveller Sites could be raised to meet the borough need of 18 pitches, without designating a new site. The Planning Policy Manager informed the Committee that due to the cultural needs of Gypsies and Travellers, they need more space and are only living within single storey dwellings, whereas with housing, you can do 2 or 3 storeys to increase the density of dwellings, this is not possible on a traveller site.
- k) **Density figures.** A Member of the Committee asked who has determined the density figure, and whether it comes from guidance or legislation. The Planning Policy Manager explained that there was some guidance on good practice for establishing traveller sites and that is what has been reflected within the Local Plan. The Planning Policy Manager explained that it is to ensure there is enough room for the buildings, caravans, vehicles, and amenity space. The Planning Policy Manager confirmed it

would be challenging to get more pitches on the existing sites than currently set out.

- l) **Deliverable document.** A Member of the Committee commented that the previous Local Plan document was a deliverable plan that the Council delivered on. The Member continued to state that the new Local Plan documents are also deliverable and balanced. The Member highlighted the housing shortage in the borough and made clear that there is a chronic lack of housing supply, which is hugely impacting the Council's finances. The Member expressed that the Council need to deliver more housing than the last strategy, in a way that recognises that there are particular space constraints. The Member highlighted that it is also important that the Local Plan provides a basis for economic development, with retail development, whilst also protecting the horse racing industry. The Member expressed that it is important to recognise the progression of the Plan since the Regulation 18 consultation.
- m) **Horton farm.** A Member of the Committee acknowledged that Horton Farm is a high performing greenbelt site, that has issues in terms of flooding, and provides a strong biodiversity contribution to the borough, but highlighted that it is also a site which can deliver a significant number of houses, namely affordable housing and a Gypsy and Traveller site, which no other site can provide on that scale. The Member explained that the Gypsy and Traveller site is important as it is an equalities objective, as well as a planning objective. The Member highlighted that the chances of the Plan being found sound without the Horton Farm site, is extremely small. The Member explained that it is an unfortunate compromise that the Council must make to have a chance of getting a Local Plan found sound by the Planning Inspector. The Member pointed out that including Horton Farn might protect other greenbelt sites from development.
- n) **"Unbalanced Plan".** A Member of the Committee stated that no Members appear happy with the Plan and the Plan is unbalanced and bad. The Member highlighted that paragraph 1.3 of the report says Local Plans are not just about housing, but about securing higher environmental standards. The Member stated that it is a contradiction to therefore plan to build on one of the highest performing parcels of greenbelt land in the borough. The Member expressed frustration that the plan is not balanced and will fail to achieve the housing it sets out. The Member also shared that including Horton Farm in the plan won't protect other greenbelts sites, it will do the opposite, with the Planning Inspector potentially asking for more greenbelt sites to be included.
- o) **Developers.** A Member of the Committee expressed that the Council is currently at risk from developers because the current Local Plan and its policies are inadequate and out of date. The Member explained that –this balanced plan needs to be agreed and recommended to Full Council to protect from inappropriate development. The Member highlighted that the Council has pushed back against the targets imposed by Central

Government, but the plan needs to be found sound, and it is not a viable option to start again. This comment was echoed by other Members.

p) **Feedback.** A Member of the Committee highlighted that if recommendation six was agreed, the Head of Place Development, in consultation with the Chair, would be authorised to make small changes and amendments to the Local Plan document prior to public consultation. The Member explained that they would suggest amendments and clarifications and leave the comments with Officers to action if necessary;

- Page 63 - The Member asked if it was clear that the evidence base documents have been updated. The Planning Policy Manager confirmed it is clear on the front of each document that it has been updated.
- Page 67 - The Member requested the language on transport in paragraph 1.48, needs to be stronger. The Planning Policy Manager noted the comment.
- Page 67 - The Member asked why Climate Change and Biodiversity is listed last, and request it is put further up the list. The Planning Policy Manager made clear that the bulleted list is not in order of priority or importance.
- Page 68 - The Member expressed that the Plan is not strong enough on tree planting and carbon capture. The Planning Policy Manager highlighted that there are multiple references to carbon within the Plan, and Policy S3, page 81, refers to planting trees and other vegetation where appropriate. The Planning Policy Manager explained that the wider policy is about Climate Change mitigation and adaptation, meaning the value of trees is recognised in that policy. The Member stated that the Plan could be stronger on Climate Change generally.
- Page 69 - The Member explained that it needs to be made clear and defined earlier on in the document, what Green and Blue infrastructure is. The Planning Policy Manager noted the comment.
- Page 70 - The Member expressed that under point (b) supporting creative industries, it should include more and different kinds of industries. The Planning Policy Manager noted the comment.
- Page 81 - The Member highlighted that in point (3) it states, 'planting trees and other vegetation where appropriate, as part of the landscaping scheme'. The Member stated that it is always appropriate to plant trees and vegetation as part of a landscaping scheme so the where appropriate should be removed. The Planning Policy Manager noted the comment.

- Page 85 - The Member asked what it means when it says adjoining Hook Road Car Park site as a future phase of the SGN development. The Planning Policy Manager set out that numerous options for the sites were looked at and there are multiple landowners across that site. The Southern Gas Network Sites Allocation is all under one single ownership and is subject to a live planning application. The adjoining site is owned by the Council and note currently a live planning application. The Planning Policy Manager explained that should they come forward at separate times, it doesn't prohibit the redevelopment of the adjoining site.
- Page 89 - The Member asked if the changes made to increase density to minimise the use of greenbelt, since Regulation 18, can be made clear. The Planning Policy Manager informed the Committee that the original scheme proposed for the Town Hall site was predominantly town houses with a small number of flats but now it is a flatted scheme which would deliver more dwellings in the Town Centre.
- Page 107 – The Member asked for clarification as to whether 12 or 14 dwellings will be built on SA23, as it says allocated for 12 but redevelopment of 14 dwellings granted. The Planning Policy Manager explained that there is currently two dwellings already on the site and clarified to the Committee that for Planning reporting purposes, only the net gain is reported, so the allocation is for the net which would be 12 dwellings.
- Page 120 - The Member asked why the Priest Hill site was removed and why the land next to Ewell East station had not been included in the plan. The Planning Policy Manager explained that there is a small allocation to the north of Ewell East station included in the Plan. The Planning Policy Manager continued to explain that the land at Priest Hill was promoted as being available back in Regulation 18 by the Landowner. However, it then became apparent that two rugby clubs have leases, with no break clause, on the vast majority of the land. Therefore, the Landowners would have to come to an agreement with the two rugby clubs to surrender those leases and then also find replacement accommodation. That is why the site was removed for the Local Plan.
- Page 124 - The Member highlighted that paragraph 6 of page 124 and 5.15 of page 123 contradict each other. The Planning Policy Manager noted the comment.
- Page 169 - The Member expressed that paragraph 2 has a lot of acronyms and asked if a glossary going to be included. The Planning Policy Manager confirmed that the glossary for the Plan can be found on page 203.

- Page 175 – The Member asked if Ewell High Street is still a hotspot for nitrogen dioxide, as set out in paragraph 7.71. The Planning Policy Manager confirmed that the levels are still monitored, and this would be clarified in the document.
  - Page 178 – The Member raised that the language should be stronger, for point 4), which sets out ‘losses of existing infrastructure will only be permitted where it can be clearly demonstrated, there is no longer a need for such infrastructure, or a suitable alternative is provided’. The Member suggested it says ‘in which case an alternative will be considered’ instead. The Planning Policy Manager noted the comment. The Planning Policy Manager explained that the intent of the policy is that losses of infrastructure will only be allowed where it can be demonstrated that there’s no longer a need for the infrastructure or it can be provided another way.
  - Page 180 – The Member raised that the high demand for allotments in the borough, is not made clear in the Local Plan, and suggested that there is more included regarding allotments and having them built as part of future developments. The Members suggested paragraph 8.13 is the most appropriate place to insert text about allotments. The Planning Policy Manager noted the comments.
  - Page 187 – The Member asked why a transport assessment must be done on developments of only 50 homes or more. The Member queried if there was any flexibility with that number and whether it could be lower. The Planning Policy Manager informed the Committee that the figure is set in national guidance, which Surrey County Council endorse. The Planning Policy Manager explained that the Local Plan does state that a transport statement may be required from smaller schemes.
- q) **Additional Need.** A Member of the Committee asked if relevant stakeholders’ comments on additional needs for schools, waste services, water infrastructure, will be challenged and investigated at examination stage. The Planning Policy Manager informed the Committee that if responses to the Local Plan raise concerns in relation to those matters, and potential soundness issues, they may be challenged. The Planning Policy Manager explained that if people challenge the figures and it is raised as a consideration, all those comments will get sent off to the examiner. It will then be up to the examiner to decide which matters to probe into during the examination process.
- r) **Schools.** A Member of the Committee asked if there is any provision for new schools to be built and if it had been considered by officers. The Planning Policy Manager responded to explain that the Local Plan is based on evidence, meaning if the statutory providers are telling us there

is no need for additional school capacity in the borough over the plan period, there are no provisions in the Plan for additional schools. The Planning Policy Manager explained that due to changing demographics and declining birth rates, there is no additional need for schools in the borough. The Planning Policy Manager set out that, in terms of where one could go, it could be an extension of an existing school. The Planning Policy Manager explained that the Council would need to be guided by the education authority on this.

- s) **Car Parks.** A Member of the Committee raised concerns about having enough car parking spaces in the Town Centre, due to a lot of Car Park sites being included for development in the Plan. The Planning Policy Manager informed the Committee that a study was conducted, for the Epsom Town Centre Masterplan, which looked at the utilisation of 9 Car Parks in the Town Centre over three core days. All Vehicles coming in and out were looked at and the peak utilisation of the Car Parks was 58%. The Planning Policy Manager acknowledged that some Car Parks are busier than others and highlighted a significant surplus capacity at Hook Road Car Park at all times. Therefore, as part of the Local Plan, Hook Road is being considered as a site for development. The Planning Policy Manager explained that additional provision could be provided by a decked Car Park on the Upper High Street Car Park site.
- t) **Educational Establishments.** A Member of the Committee requested that NESCOL was added to the list of educational establishments in the borough, in paragraph 1.35 on page 65. The Planning Policy Manager confirmed that it would be added.
- u) **Affordable Housing.** A Member of the Committee asked what percentage of housing built over the Local Plan period, will be socially rented. The Planning Policy Manager stated that that it would hard to estimate, as it is dependent on how schemes come forward. The Planning Policy Manager explained that a broad estimate is that the Plan will deliver approximately 1200 affordable homes. The Planning Policy Manager explained that roughly 35% of the affordable homes built would be social rents. The Member asked if it would be roughly 400 homes. The Planning Policy Manager confirmed that the rough estimate was broadly correct.
- v) **Further protection.** A Member of the Committee requested that additional wording was added to the Local Plan to provide further protection from development for the Downs and Drift Bridge Farm sites. The Planning Policy Manager explained that Greenbelt is already the highest level of protection possible from development in planning terms. The Member confirmed they understood that but highlighted that exceptional circumstances are being cited to put forward the development of Horton Farm, so they wanted the two sites previously mentioned to be afforded further protection from development. The Member suggested that highlighting the distinguishing factors of the sites, would be sufficient. The



Member explained that both sites are neighbouring the town of Banstead and development on those sites would merge Epsom and Banstead. The Planning Policy Manager informed the Committee that there isn't any benefit to adding the additional wording. The Vice-Chair raised that if the inspector wishes to include further greenbelt parcels, they will need to come back to the Chair of LPP and Officers and ask if they would accept those inclusions. The Vice-Chair explained that it could then be set out at that stage, the arguments to say no, and the distinguishing factors. The Planning Policy Manager explained that when consulting on the Local Plan, comments will be received from site promoters, both those with sites in the plan, and those without, who will want to make compelling cases for their sites to be included. The Planning Policy Manager continued to explain that at examination stage, the inspector will consider all of the evidence before them and may wish to recommend a major modification for a site to be included in the Local Plan. The Member asked what the problem would be to include the extra words in the Plan. The Head of Place development informed the Committee that the Council would be arguing against any sites that haven't been put forward in the Plan equally, so do not want to single out sites for extra protection.

- w) **Additional sites.** A Member of the Committee asked if the Planning Policy Manager had said that the inspector might include more parcels of land in the Local Plan. The Planning Policy Manager explained that, through the examination process, the inspector may recommend the inclusion of additional sites, or publicly say the Plan is unsound as written and putting more sites in would make it sound. The Planning Policy Manager explained they were highlighting a potential risk.
- x) **Protecting Greenbelt sites.** A Member of the Committee asked if they proposed a motion to protect all Greenbelt sites, would other Members support it. The Member pleaded with the Committee to support the motion. A Member responded to explain that they do not wish to build on the Greenbelt but are acutely aware that the current housing numbers in the plan are not even close to what the Council is being asked to achieve, meaning any reduction in numbers will make the plan more unsound and less stable. The Member highlighted that taking Horton farm out is too big a risk and the Plan will likely be found unsound and leave all Greenbelt more vulnerable as a result. The Member explained that the inspector will then have free rein across all Greenbelt sites to ask they are included in the Plan.
- y) **Timetable.** A Member of the Committee asked for clarity on what to expect post consultation. The Member suggested a special LPP Committee Meeting following the end of the public consultation to establish a realistic timeline for the Local Plan to be submitted. The Member highlighted that they were conscious that residents would like the Plan to be submitted as soon as possible. The Planning Policy Manager explained that the Local Development scheme was adopted by LPP Committee in November 2023, and it clearly sets out that the Council are

looking to undertake the Regulation 19 consultation in January 2025, and then submit late May 2025. The Planning Policy Manager explained that this is generally how long it takes following the close of a consultation to process all the representations and get ready to submit. The Member asked if the timeline could be fast tracked in response to proposed changes by Central Government to the NPPF. The Chair informed the Committee that there is LPP Committee Meeting on January 23<sup>rd</sup>, 2025. The Planning Policy Manager pointed out that this will be during the consultation period. The Member asked if Full Council could be held sooner than the 10<sup>th</sup> of December and the public consultation could begin immediately following Full Council. The Chair stated that it can be decided in the future if additional Committee meetings are needed, once it is known how many responses have been received during the public consultation. The Head of Legal and Monitoring Officer informed the Committee that there is a legal requirement for the Local Development Scheme timetable to be published and any updates and changes to also be published. The Head of Legal and Monitoring Officer advised caution with changing the dates set out in the LDS since Officers who produced the LDS have given their reasons as to why the current timescales are the most expedient. Another Member highlighted that an Extraordinary Council Meeting was requested and rejected by the Mayor.

- z) **Timings.** A Member of the Committee asked if the LDS timetable could be amended by a delegated decision by the Chair of LPP and the Director of Environment, Housing & Regeneration, if there was a clear benefit to the Council in doing so. The Head of Legal and Monitoring Officer informed the Committee that it could be proposed if Members were minded, to nominate and authorise the Head of Place development to do so in consultation with the Chair. The Head of Legal and Monitoring Officer reminded members that Full Council could make changes to the LDS at that point, if necessary.
- aa) **Sport pitches.** A Member of the Committee said that the Liberal Democrats group had to balance the development on Hook Road Arena, with the need for sports facilities and pitches in the borough. The Member highlighted that they thought the enabling developments was too big or shouldn't be there at all. Another Member stated that Sport Pitches could be built on Hook Road Arena without the housing development. Another Member highlighted the importance of listening to the voice of the youth of Epsom and Ewell and explained that sport pitches are desperately needed, and Hook Road Arena is a prime location for that. The Member highlighted that the housing development project would enable the sports facilities to be built. The Member explained that this would help young people have something to positively engage with and would help reduce antisocial behaviour in the borough.
- bb) **Greenbelt Motion.** A Member of the Committee stated that removing Greenbelt from the Local Plan would protect all Greenbelt sites, not just the three sites included in the Local Plan. The Member stated that if the

Greenbelt sites are left in, the Plan could still be found unsound. Another Member stated that the risk is too great if the three Greenbelt sites are removed, and that the Plan will not be found sound, and it will cost the Council more money and time to restart the process.

- Councillor Geleit proposed the removal of sites SA33, SA34, and SA35 from the Proposed Submission Local Plan (2022-2040).

The proposal was seconded by Councillor Persand.

The Committee voted (2 for, 7 against, and 1 abstaining) against the motion.

- Councillor Goldman proposed an addition to the Proposed Submission Local Plan (2022-2040), which would state;

*'To strongly resist the development of Downs Farm and Drift Bridge Farm to preserve the Greenbelt boundaries and its five purposes. Any development of these sites would fundamentally change the purpose of the Greenbelt boundary in that part of the borough and should be aggressively resisted.'*

Councillor Goldman clarified that additional protection for both sites is needed due to the sites' proximity to the town of Banstead and in an effort to prevent neighbouring towns from merging.

The proposal was seconded by Councillor Leach.

Following discussion, the motion was withdrawn.

- Councillor Persand proposed the removal of site SA35 from the Proposed Submission Local Plan (2022-2040).

The proposal was seconded by Councillor Morris.

The Committee voted (2 for\*, 7 against, and 1 abstaining) against the motion.

*\*Councillor Persand voted for the motion.*

Following consideration, the Committee resolved;

(8 for, 2 against) to:

- (1) Recommend to Full Council that the Proposed Submission Local Plan be endorsed as being sound.**

(8 for, 2 against) to:

- (2) **Recommend to Full Council the public consultation on the Proposed Submission Local Plan commences as soon as is practicably possible for a period of 6 weeks, dates to be agreed with the Chair of Licensing and Planning Policy Committee.**

(8 for, 1 against, and 1 abstaining) to:

- (3) **Recommend to Full Council that following the six week consultation, as soon as is practicably possible, the Proposed Submission Local Plan 2022-2040 and all associated documents, together with a Statement including how the responses from previous consultations have been taken into account and a summary of the main issues raised in the publication stage responses, be submitted to the Secretary of State for independent examination under Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations.**

(8 for, 1 against, and 1 abstaining) to:

- (4) **Nominate and Authorise the Head of Place Development in consultation with the Chair of Licensing and Planning Policy Committee, once the Local Plan 2022- 2040 has been submitted for examination, to invite the examining Inspector(s) to recommend any modifications they consider to be necessary in accordance with section 20(7C) of the Planning and Compulsory Purchase Act 2004.**

(9 for, 1 against):

- (5) **Nominate and Authorise the Head of Place Development in consultation with the Chair of Licensing and Planning Policy Committee, to propose changes and corrections to the Local Plan (2022-2040) and supporting documents, including policy updates, editorial, typographical and grammatical errors, during and following the publicity period, plan submission and during examination.**

Unanimously to:

- (6) **Nominate and authorise the Head of Place Development in consultation with the Chair of Licencing and Planning Policy Committee to make changes and corrections further to any typographical and grammatical errors to the Local Plan prior to Regulation 19 public consultation commencing.**

*The meeting began at 7.30 pm and ended at 9.58 pm*

COUNCILLOR PETER O'DONOVAN (CHAIR)

## MINUTES OF LICENSING SUB-COMMITTEES

<b>Head of Service:</b>	Piero Ionta, Head of Legal and Monitoring Officer
<b>Report Author</b>	Phoebe Batchelor
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	<b>Appendix 1</b> – Public Minutes - 17 July 2024 <b>Appendix 2</b> – Restricted Minutes – Agenda Item 4 – 17 July 2024 <b>Appendix 3</b> – Restricted Minutes – Agenda Item 5 – 17 July 2024 <b>Appendix 4</b> – Public Minutes – 21 August 2024 <b>Appendix 5</b> – Restricted Minutes – Agenda Item 4 – 21 August 2024 <b>Appendix 6</b> – Public Minutes – 21 November 2024 <b>Appendix 7</b> – Restricted Minutes – Agenda Item 4 – 21 November 2024 <b>Appendix 8</b> – Public Minutes – 4 December 2024 <b>Appendix 9</b> – Restricted Minutes – Agenda Item 5 – 4 December 2024

### Summary

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

### Recommendation (s)

**The Committee is asked 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.**

## **1 Reason for Recommendation**

- 1.1 The Draft Minutes of meetings of the Licensing Sub-Committees are presented to the Committee for information and to authorise their signature by the Sub-Committee Chair as a true record of the meeting.

## **2 Background**

- 2.1 CPR 10.4 of Appendix 5 of the Constitution (Standing Orders relating to the Conduct of Committees, Sub-Committees, and Advisory Panels) sets out a procedure for the signature of minutes should a committee, subcommittee or advisory panel not be scheduled or likely to meet again in the foreseeable future.
- 2.2 In such instances the minutes are presented to the parent committee or Full Council to authorise their signature as a true record, subject to the resolution of all questions of accuracy raised by members who were present at the meeting.
- 2.3 As meetings of the Licensing (Hearings) Sub-Committee and Licensing (General) Sub-Committee do not have an annual schedule (they are arranged as required) or static membership, it is necessary to present their Minutes to the Licensing and Planning Policy Committee (as parent Committee) for approval.
- 2.4 The below procedure is followed for Minutes of Licensing (Hearings) Sub-Committee and Licensing (General) Sub-Committees:
  - 2.4.1 Following each meeting of the Licensing (Hearings) Sub-Committee and Licensing (General) Sub-Committee the draft minutes will be provided by officers to all three sub-committee members for comment and agreement via email. Any questions of accuracy will be resolved to the agreement of all three members.
  - 2.4.2 Once all three members have expressed their agreement to the minutes, a copy will be provided to the next ordinary meeting of the Licensing and Planning Policy Committee to receive and authorise signature.
  - 2.4.3 Following receipt and authorisation by the Licensing and Planning Policy Committee, a hard copy of the Minutes will be provided to the Chair of the Sub-Committee for signature.
- 2.5 This report presents the draft Minutes from the meetings of the Licensing Sub-Committees held on:
  - 17 July 2024
  - 21 August 2024
  - 21 November 2024

- 4 December 2024

- 2.6 All members of each Sub-Committee meeting have expressed their agreement to the draft minutes, and any questions of accuracy raised by members of the Sub-Committee have been resolved to the satisfaction of all members of that meeting.

### 3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None arising from this report.

3.2 Crime & Disorder

3.2.1 None arising from this report.

3.3 Safeguarding

3.3.1 None arising from this report.

3.4 Dependencies

3.4.1 None arising from this report.

3.5 Other

3.5.1 None arising from this report.

### 4 Financial Implications

4.1 None for the purposes of this report.

4.2 **Section 151 Officer's comments:** None for the purposes of this report.

### 5 Legal Implications

5.1 None for the purposes of this report.

5.2 **Legal Officer's comments:** None for the purposes of this report.

### 6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** Not relevant to this report.

6.2 **Service Plans:** Not relevant to this report.

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

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

6.5 **Partnerships:** None.

## 7 **Background papers**

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

### **Other papers:**

- [Appendix 5 – Standing Orders relating to the Conduct of Committees, Sub-Committees, and Advisory Panels](#)



**Public Minutes of the Meeting of the LICENSING (GENERAL) SUB-COMMITTEE  
held at the Council Chamber, Epsom Town Hall on 17 July 2024**

---

**PRESENT -**

Councillor Shanice Goldman (Chair); Councillors Phil Neale and Clive Woodbridge

In Attendance: Licence Holder (item 5 only)

Officers present: Kate Gillman (Solicitor), Paul Holliday (Principal Licensing Officer) (item 5 only), Nicholas Tapping (Licensing Officer), Susan Vivian (Public Protection Technical Assistant) (item 5 only) and Dan Clackson (Democratic Services Officer)

---

**1 APPOINTMENT OF THE CHAIR**

The Sub-Committee unanimously elected to appoint Councillor Shanice Goldman as Chair of the meeting.

**2 DECLARATIONS OF INTEREST**

No disclosable pecuniary interests were declared by Members in respect of any item to be considered at the meeting.

**3 EXCLUSION OF PRESS AND PUBLIC**

The Sub-Committee resolved 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 involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 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 outweighed the public interest in disclosing the information.

**4 DETERMINATION OF GRANT OF PRIVATE HIRE DRIVER LICENCE**

The decision for this item is recorded in a separate (not for publication) restricted minute.

**5 DETERMINATION OF PRIVATE HIRE DRIVER WHO HAS RECEIVED 12 PENALTY POINTS ON PENALTY POINTS SCHEME**

The decision for this item is recorded in a separate (not for publication) restricted minute.

*The meeting began at 11:50, was adjourned between 11:55–12:44 and 13:19–13:57, and ended at 14:03*

COUNCILLOR SHANICE GOLDMAN (CHAIR)

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**Minutes of the Meeting of the LICENSING (GENERAL) SUB-COMMITTEE held at the Council Chamber, Epsom Town Hall on 21 August 2024**

---

**PRESENT -**

Councillor Robert Leach (Chair); Councillors Neil Dallen and Phil Neale

In Attendance: Applicant

Officers present: Paul Holliday (Principal Licensing Officer), Kate Gillman (Solicitor) and Dan Clackson (Democratic Services Officer)

---

**6 APPOINTMENT OF THE CHAIR**

The Sub-Committee unanimously elected to appoint Councillor Robert Leach as Chair of the meeting.

**7 DECLARATIONS OF INTEREST**

No disclosable pecuniary interests were declared by Members in respect of any item to be considered at the meeting.

**8 EXCLUSION OF PRESS AND PUBLIC**

The Sub-Committee resolved 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 involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 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 outweighed the public interest in disclosing the information.

**9 DETERMINATION OF GRANT OF PRIVATE HIRE DRIVER LICENCE**

The decision for this item is recorded in a separate (not for publication) restricted minute.

*The meeting began at 11.01 am, was adjourned between 11.20 am – 11.37 am, and ended at 11.37 am*

**COUNCILLOR ROBERT LEACH (CHAIR)**

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**Minutes of the Meeting of the LICENSING (GENERAL) SUB-COMMITTEE held at the Council Chamber, Epsom Town Hall on 21 November 2024**

---

**PRESENT -**

Councillor Robert Leach (Chair); Councillors Phil Neale and Clive Woodbridge

In Attendance: Licence Holder

Officers present: Paul Holliday (Principal Licensing Officer), Kate Gillman (Solicitor) and Dan Clackson (Democratic Services Officer)

---

**10 APPOINTMENT OF THE CHAIR**

The Sub-Committee elected unanimously to appoint Councillor Robert Leach as Chair of the meeting.

**11 DECLARATIONS OF INTEREST**

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

**12 EXCLUSION OF PRESS AND PUBLIC**

The Sub-Committee resolved 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 involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 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 outweighed the public interest in disclosing the information.

**13 DETERMINATION OF WHETHER PRIVATE HIRE DRIVER REMAINS FIT AND PROPER TO HOLD A LICENCE**

The decision for this item is recorded in a separate (not for publication) restricted minute.

*The meeting began at 12:03, was adjourned between 13:12 - 13:47, and ended at 13:49*

**COUNCILLOR ROBERT LEACH (CHAIR)**

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**Minutes of the Meeting of the LICENSING (GENERAL) SUB-COMMITTEE held at  
the Council Chamber, Epsom Town Hall on 4 December 2024**

---

**PRESENT -**

Councillors Neil Dallen (Chair), Rob Geleit and Robert Leach

In Attendance: Applicant

Officers present: Paul Holliday (Principal Licensing Officer), Kate Gillman (Solicitor) and Phoebe Batchelor (Democratic Services Officer)

---

**1 APPOINTMENT OF THE CHAIR**

The Sub-Committee unanimously elected to appoint Councillor Neil Dallen as Chair of the Meeting.

**2 DECLARATIONS OF INTEREST**

No disclosable pecuniary interests were declared by Members in respect of any item to be considered at the meeting.

**3 EXCLUSION OF PRESS AND PUBLIC**

The Sub-Committee resolved 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 involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 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 outweighed the public interest in disclosing the information.

**4 DETERMINATION OF PRIVATE HIRE DRIVER LICENCE APPLICATION**

The application was adjourned to be considered at a Sub-Committee Meeting on the 22<sup>nd</sup> of January 2025.

**5 DETERMINATION OF PRIVATE HIRE DRIVER LICENCE APPLICATION**

The decision for this item is recorded in a separate (not for publication) restricted minute.

*The meeting began at 11.00 am, was adjourned at 11.29-11.53 and ended at 11.55 am*

COUNCILLOR NEIL DALLEN (CHAIR)

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## HERITAGE CHAMPION ANNUAL STATEMENT

<b>Head of Service:</b>	Justin Turvey, Head of Place Development
<b>Report Author</b>	Phoebe Batchelor
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Appendix 1 – Annual Statement of the Heritage Councillor Champion

### Summary

To report to the Committee the annual statement of the Heritage Councillor Champion.

### Recommendation (s)

#### The Committee is asked to:

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

## 1 Reason for Recommendation

- 1.1 Section 8.3.1 of Annex 2.1 of the Operating Framework requires councillor champions to produce an annual statement to the relevant policy committee. This report presents the annual statement of the Heritage Councillor Champion to the committee in compliance with that requirement.

## 2 Background

- 2.1 Councillor champions are appointed annually by the Council in accordance with Annex 2.1 of the Operating Framework, to promote the cause for which they are a champion.
- 2.2 Section 8.2 of Annex 2.1 sets out that councillor champions will achieve this through:
  - i. Being outward-facing, enthusiastic, and focused on raising the profile of the area they champion.
  - ii. Developing in-depth knowledge and understanding of the issue(s) they champion.

- iii. Using their in-depth knowledge to support the relevant committee Chair(s) and Vice Chair(s).
  - iv. Represent their area both within and outside the council, in line with council policies.
  - v. Engaging relevant stakeholders to include them in the council's work.
  - vi. Acting as an advocate or spokesperson for the council's business and activities.
  - vii. Providing positive support, and on occasions, constructive challenge to officers in driving forward the council agenda on relevant issues.
  - viii. Acting as the council's representative on relevant external bodies where appointed to by the council.
  - ix. Encouraging communications and positive action over the issue(s) they represent.
- 2.3 The annual statement of the Heritage Councillor Champion, Councillor Kim Spickett, is attached at Appendix 1.
- 2.4 The statement is presented to this Committee as it falls within the committee's terms of reference.

### **3 Risk Assessment**

#### Legal or other duties

##### 3.1 Equality Impact Assessment

- 3.1.1 No comments are provided on councillor champion annual statements.

##### 3.2 Crime & Disorder

- 3.2.1 No comments are provided on councillor champion annual statements.

##### 3.3 Safeguarding

- 3.3.1 No comments are provided on councillor champion annual statements.

##### 3.4 Dependencies

- 3.4.1 No comments are provided on councillor champion annual statements.

##### 3.5 Other

- 3.5.1 No comments are provided on councillor champion annual statements.

#### 4 Financial Implications

- 4.1 No comments are provided on councillor champion annual statements.
- 4.2 **Section 151 Officer's comments:** None for the purposes of this report.

#### 5 Legal Implications

- 5.1 No comments are provided on councillor champion annual statements.
- 5.2 **Legal Officer's comments:** None for the purposes of this report.

#### 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** N/A
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** N/A
- 6.4 **Sustainability Policy & Community Safety Implications:** N/A
- 6.5 **Partnerships:** N/A

#### 7 Background papers

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

**Previous reports:**

- Representation on External bodies, report and minutes of Council meeting 14/05/2024

**Other papers:**

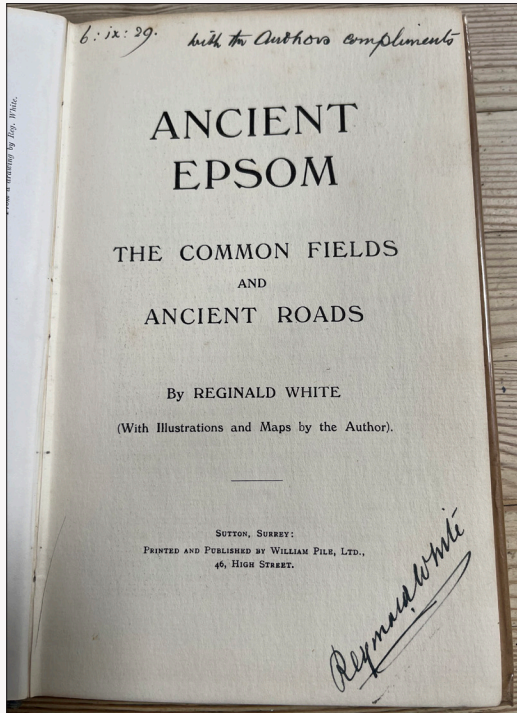
- Annex 2.1 of the Operating Framework – Further information on Councillors
- Appendix 3 of the Constitution – Terms of Reference of the Full Council and Committees

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# HERITAGE CHAMPION'S REPORT 2023 - 2024

Councillor Kim Spickett, Residents' Association of Cuddington

This document is created from notes and reports written since my first "assignment" at St Martin of Tours, in the Church Street Conservation Area of Epsom.



It is styled with a "top part" to be used as presentation slides and the "main text" to be summarised and used as slide notes. I would like to present my learnings and achievements as Epsom & Ewell Borough Heritage Champion at some point in the near future.

The "heritage" of Epsom and Ewell, "Henry VIII and All That" - needs a broader brush. Our heritage officers have made great strides in this respect. I make a point of visiting all our new public artworks, many of them worked on by young volunteers. Heritage should have something for everybody; for some it is about the built environment and preservation of it. For others, it is ancient findings. Some like industrial heritage. The next generation helping to create

these artworks have found a new way to enjoy the subject - good on 'em!

The contribution of those who worked the land, our industries, the contribution of women, veterans of the armed forces, of those incarcerated in asylums, travelling peoples, scientists and horsemen - is vast. We will always have more to do as our heritage reveals itself; as it does, I see it all with fresh eyes.

The little book (above), a gift from my husband Zig, is a favourite from my "borough books" collection. As a child, I was known as "The Bookworm" and lived in the library, but did poorly with fictional books and English literature - because I prefer a quest! Every Friday is "Heritage Day" and I make a point of going somewhere to look at something, even if at my day job, if that makes sense. I have been to other Surrey Towns to see "how they do it" by visiting heritage offerings and talking to volunteers and residents. Also, I see how children and young people enjoy the area.

To sum up on our heritage - we have plenty of it and the prospects are endless. I look forward to 2025!



# THE NEW TERM AT ST. EBBISHAM'S:

## THE “FRESHERS” PICK CLUBS AND SOCIETIES



## EPSOM & EWELL TIMES

### Heritage hot seat goes to ex art student with strange hobbies

It's true!

Alex got there first.

I only put my name on the list because it was the only thing that I had some idea about.

The next day, he called me and said “Please do it Kim.” I said I would, to the best of my ability.

**SPICKETT:**

**“I THOUGHT IT LOOKED INTERESTING”**



**COLEY:**

**“MADAM, THAT HAT IS SACRED!”**



Being a newbie local councillor and picking your committee, focus group and cause is hard. When I was asked to be a local councillor for my community, Cuddington, I refused the proposal three times. That's more times than the Queen Mother refused a marriage proposal from King George V. It was only because I didn't think I could do it. When the people where I live told me that I could, I went ahead.

Walking round committee room one, I thought to myself: “Well, I spent my early years on the Downs with Mum and Grandad and used to ride there<sup>1</sup>. North Downs Conservator. Environment is close to my heart - especially recycling. I will try that. Health Liaison - well my company produces educational materials for healthcare professionals, perhaps I can

do that. Heritage Champion - the historical stuff in my ward alone is amazing, I will get stuck into that”.

### So here I am

Enter Councillor Neil Dallen. “How do you fancy a look at St Martin of Tours?”

Blimey - a saint! Do we have his actual relics or something? I remember the horrors of school; visiting nuns showing us pictures in our religious education classes; strange fragments that looked like the stuff you find at the bottom of a vegetable rack.

Luckily, it was just the church. He is buried in Tours, France, in the cathedral Basilica. St. Martins day is still celebrated in some parts of England, on the 11th of November. It is also known as “Old Halloween”.

It is all about marking the start of winter by feasting and Merrymaking. I might just celebrate it from now on!

1. My Grandad was in the Corps of Commissionaires. He used to go after his “Toffs” at the races. I used to grab a candy floss and watch the skylarks. Later on I used to ride out there from where Epsom Riding for the Disabled is now.



# MY FIRST GIG: DREADFUL LOOKING CAR PARK, MEETING OUR HERITAGE TEAM

I got there an hour early to look around. I had been there before to look at native plants around the churchyard.

Reading the history beforehand, I went with an open mind. But this church was a beautifully dressed lady with terribly ugly shoes.



PHOTOGRAPH: ANDY SCOTT

**Heritage Category: Listed Building**

**Grade: II\* List Entry Number: 1028592**

**Date first listed: 10-Apr-1954**

**List Entry Name:**

**PARISH CHURCH OF ST MARTIN**

**Statutory Address 1:**

**PARISH CHURCH OF ST MARTIN,  
CHURCH STREET**

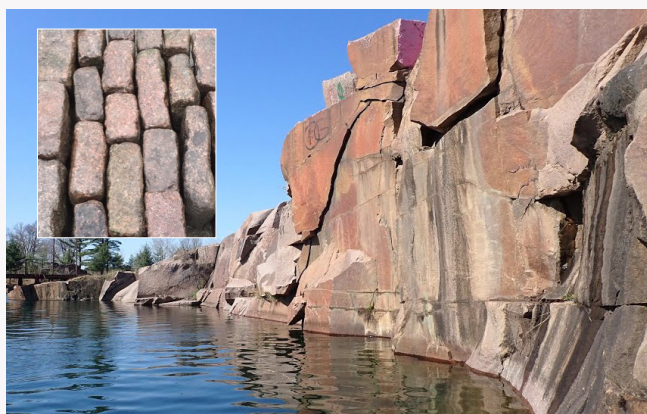
I met Neil and the Churchwarden to discuss the scale of the problem. It was one of those “Enigmas wrapped up in a riddle” that councillors find themselves faced with: who owns the dreadful looking car park? Who gives permissions for what? Which part is Surrey, which part is Epsom? Where does English Heritage come in? Do we need permission (for any changes) from the Church of England?

Luckily, I had experience of finding grants to help with this sort of thing through my local

volunteering and from my Surrey Councillor, Eber Kingston. I had already looked at a few funding sources that may help the Churchwarden, a gentleman with the thankless task of pleasing parishioners and everybody on the Parish Church Council.

## My very first fact find

I carefully documented what I could see. A musket ball lodged in the old wall around Pitt Place, some pretty masonry around the steps, a yellow grit bin full of stagnant water and under the (awful) tarmac, a rather nice natural stone edge: red granite.<sup>1</sup>

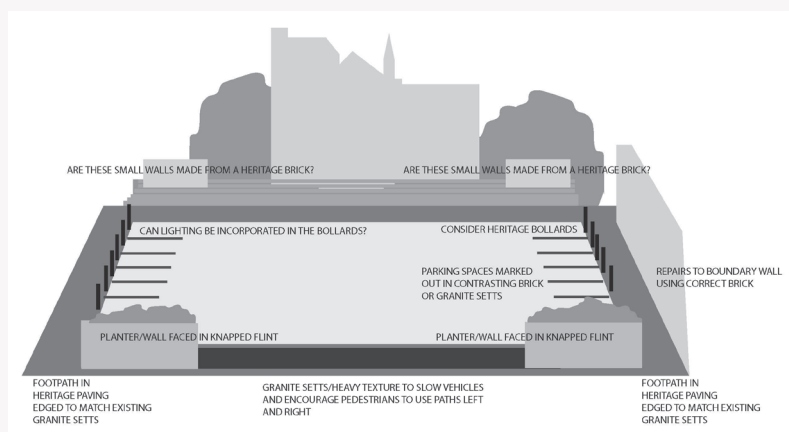


1. <https://www.buildingconservation.com/articles/rockofages/>

During my second site visit I met up with Epsom & Ewell Heritage Officer Justine Page. We agreed that the red granite should be cleaned and preserved.

Quarrying by its very nature leaves a scar on the natural landscape; re-use of such materials as a sustainability practise is highly desirable.

Traditional building materials of such merit are important items to retain in the conservation area.



So how do councils appraise conservation areas? I needed to do some research. Fortunately, I found a case study! This was a good way for me to look at what actual “improvements” meant. Ladies and gentlemen:

### The authenticity matrix

- Based on an assessment of the condition of individual elements of buildings in conservation areas

- The most visible areas of each building are photographed, and the authenticity of individual elements scored on a spreadsheet

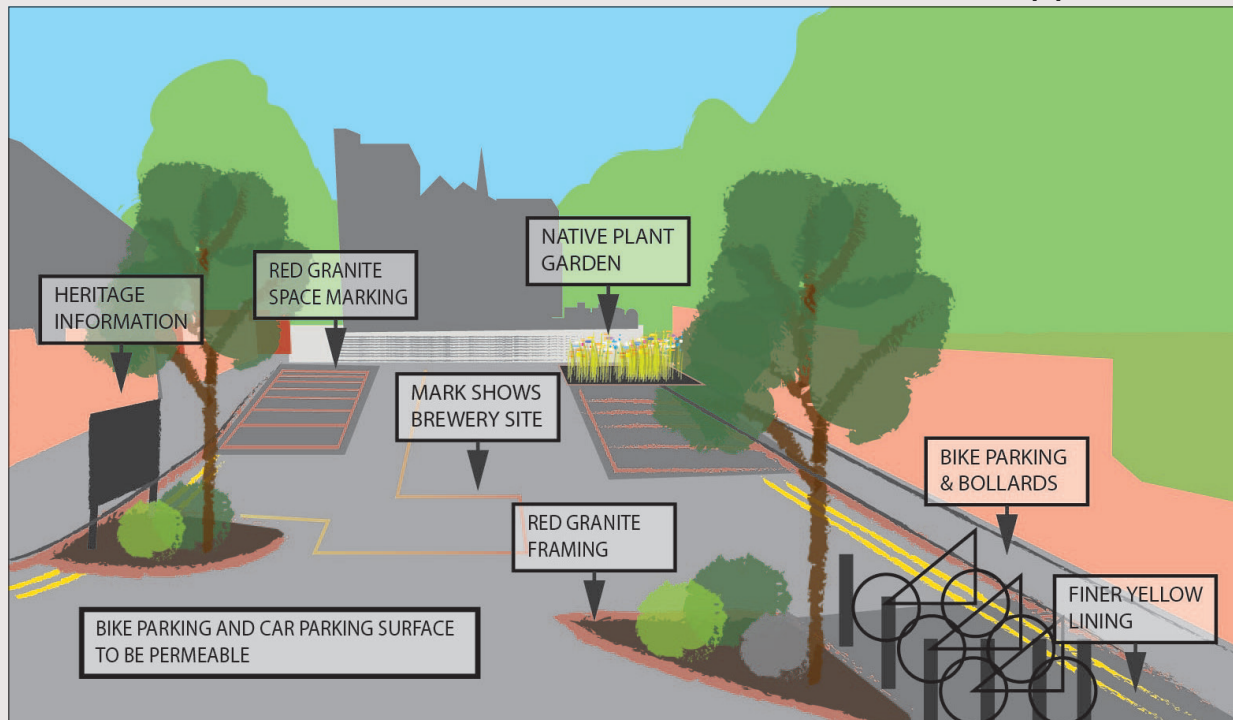
- Percentage measures of authenticity for houses, streets and areas can then be generated and compared

- The data makes a key contribution to conservation area character appraisals; these quote the resulting overall authenticity rating for each area

- Revisited every five years, the detailed figures give an accurate picture of rates and patterns of change
- The initial process takes several days in each conservation area, and occupies several members of staff, but once complete it is straightforward to maintain



## POSSIBILITIES?

Agenda Item 5  
Appendix 1

### Car parks can be pretty

Car parks are often places where visiting drivers get their first impression.

Some historic towns - Devizes for example - have traditional market places that are also used as car parks. There are trees, seats, subtle lighting...perhaps all car parks should be designed to be as welcoming!

They could have trees and hedges for wildlife.

Finally, signage. Most car parks have four times the number of signs they really need.<sup>1</sup>

I had already sent my first fact find to the Churchwarden, who was about to take time off. My advice to him was to pass it to the Parish Church Council (PCC) so that they could make notes, rehash, question, pull apart...there didn't seem any point in doing any more than pointing out what I had observed and what the possibilities for funding improvements could be.

But there is always work that CAN be done, so I set about a second report that came about after a conversation with Justine about how non-permeable areas in town displace water and cause surface flooding: critical drainage. I know a bit about this from my training as a volunteer with South East Rivers' trust.

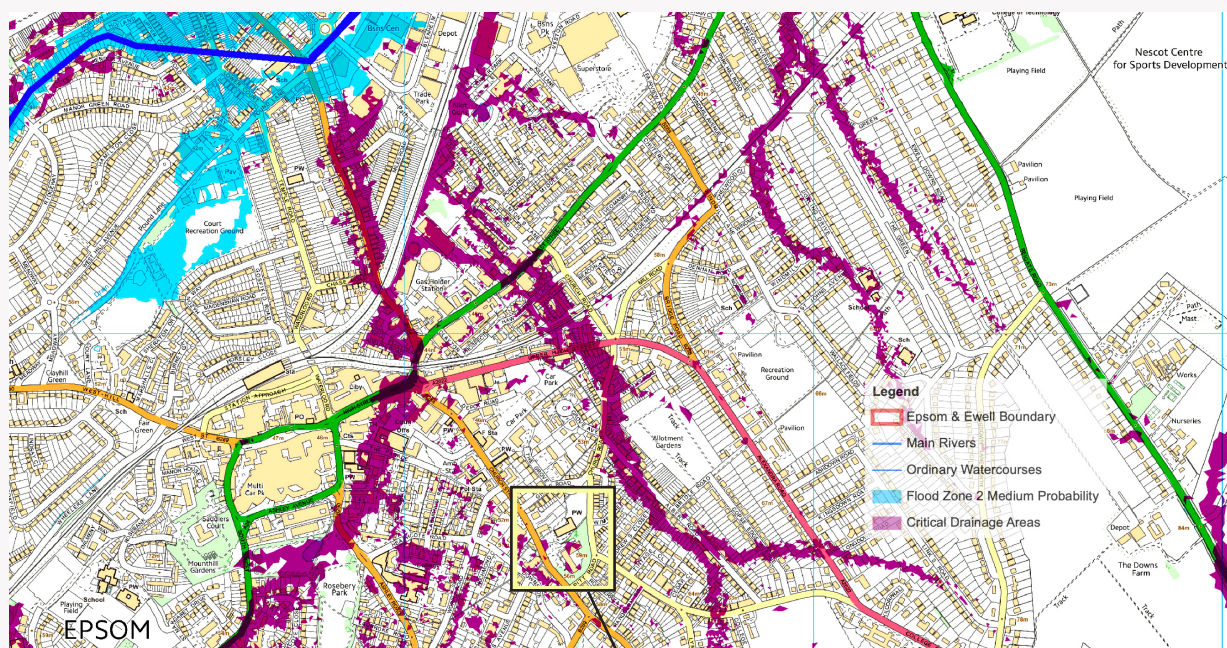
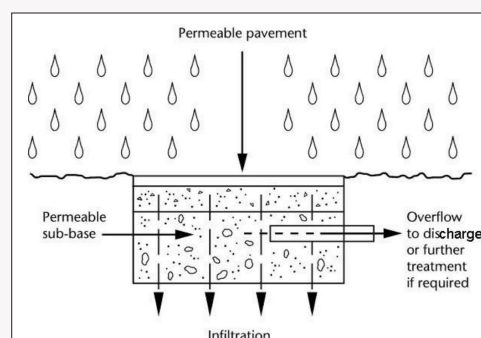


1. [https://www.designingbuildings.co.uk/wiki/Signage\\_in\\_conservation\\_areas](https://www.designingbuildings.co.uk/wiki/Signage_in_conservation_areas): retrieved 29/07/2023

# FUNDING SOURCES FOUND IN 2023 - 2024 & THE FLOODING QUESTION

[grantfinder.co.uk/funding-highlights/funds/environment/](https://grantfinder.co.uk/funding-highlights/funds/environment/)  
[govgrants.uk/non-profit-grant/environmental-funding/](https://govgrants.uk/non-profit-grant/environmental-funding/)  
[tnlcommunityfund.org.uk/funding/funding-guidance/reducing-your-environmental-footprint](https://tnlcommunityfund.org.uk/funding/funding-guidance/reducing-your-environmental-footprint)  
[goinggreen.co.uk/grants/](https://goinggreen.co.uk/grants/)  
[surreyhistoricbuildings.org.uk](https://surreyhistoricbuildings.org.uk)

These were shared with the Churchwarden. Justine suggested "permeability" as an incentive that may attract grant investment.



## ST. MARTIN OF TOURS

The church community has taken bold steps to address the challenges faced by our natural environment. The churchyard is allowed to become a meadow area, with some fine native flowers and abundant insect life.

Our borough is fortunate to have a globally rare chalk stream - The Hogsmill - in our

borough. Sadly, it suffers from pollution and has been at the centre of remedial works to protect it.

Non-permeable surfaces present a challenge; flooding in townscapes is common because of a lack of sustainable urban drainage. Road run-off - a cocktail of some 300 chemicals from vehicle fluid discharges/tyre and brake wear - gets into our waterways.

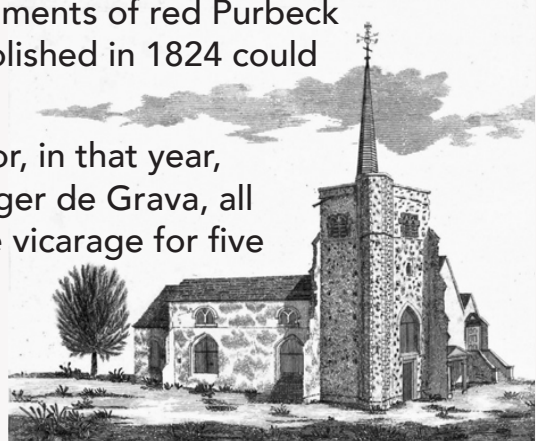


# CONCLUSION, NEXT STEPS: I HOPE THAT I WAS ABLE TO HELP THE CHURCH COMMUNITY!

The nave was probably the oldest part. Fragments of red Purbeck marble found when the north wall was demolished in 1824 could easily have been twelfth century.

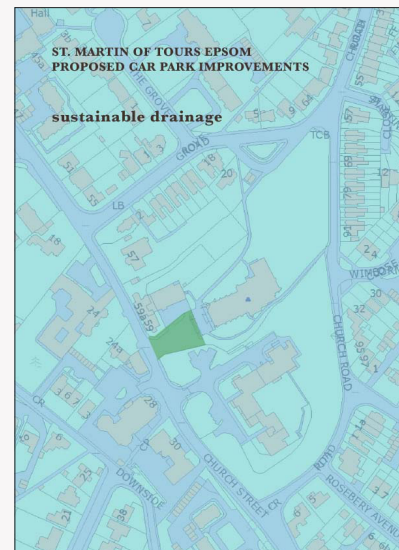
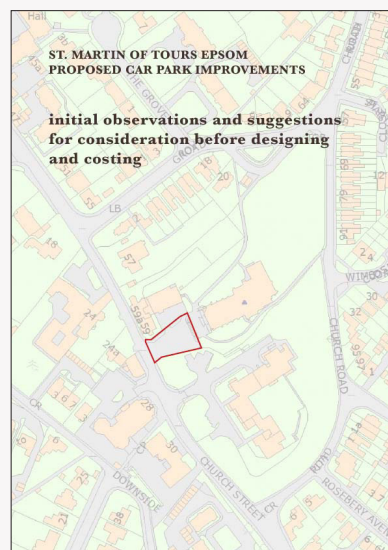
The chancel was built shortly before 1285, for, in that year, Bishop Pontissara granted to the Rector, Roger de Grava, all "oblations and obventions issuing out of the vicarage for five years" in consideration of the charges "incurred by him in its building".<sup>1</sup>

What an absolute treasure. We are so lucky to have such a beautiful place in our town.



## PARISH CHURCH OF ST MARTIN, CHURCH STREET:

Two reports with illustrations, one initial fact find and further research into grants to renovate the car park to something more akin to a listed building and a conservation area, have been produced by me and passed to the churchwarden, PCC and EEBC Heritage.



The contents of these cover ways to finance such a project. I hope that stakeholders take some of what I have suggested on board! If you would like a copy, please let me know and I will make them available to you.

Our heritage officers have boundless enthusiasm and invaluable knowledge. I would encourage all our councillors to engage with them; they have innovative and creative approaches to the less pretty areas of

our borough - every place has them and they are wasted opportunities if we don't pay attention to them.

## With thanks

Councillor Dallen, for passing the opportunity my way. To Justine and Lucy for being such a great support to a newbie LC.

I would like to mention the late Peter Reed, editor of the Epsom and Ewell History Explorer website. Without his hard work, doing any of this would be impossible!

# THE MYSTERY CHIMNEY, OLD STABLES, PINTS & PIETY

Hang on - this is the church again!

The building in front is the old Pagdens, Epsom's very own brewery. In this photograph, it is being pulled down, although some of the buildings behind were thankfully preserved. It had a window where ale was sold and the handsome lion on the wall is said to be from Nonsuch Palace<sup>1</sup>.

Thankfully, we have another brewery...



## THE JOLLY COOPERS & FUZZCHAT BREWERY:

**Heritage Category: Unlisted**

**Built 1859 (recorded)**

**C17th stabling on site**

**STAMFORD GREEN ROAD**

A new outlet - The Ewell Tap (not on a church forecourt this time) had opened in the village, a second venue for an enterprising young company - Fuzzchat Brewery. Over a weekend pint with my husband and the owner of Fuzzchat, we chatted all things heritage. "Would you come and look at this old chimney? We don't know what it is for. Some of our buildings are really old too".

I said that I would love to. I arranged to meet Lucy Buckland there, run late on an appointment and forgot...she was very gracious but I will never live that one down. Sorry Lucy!

When we caught up, she was as mystified as I was. So I went for lunch at the Coopers and



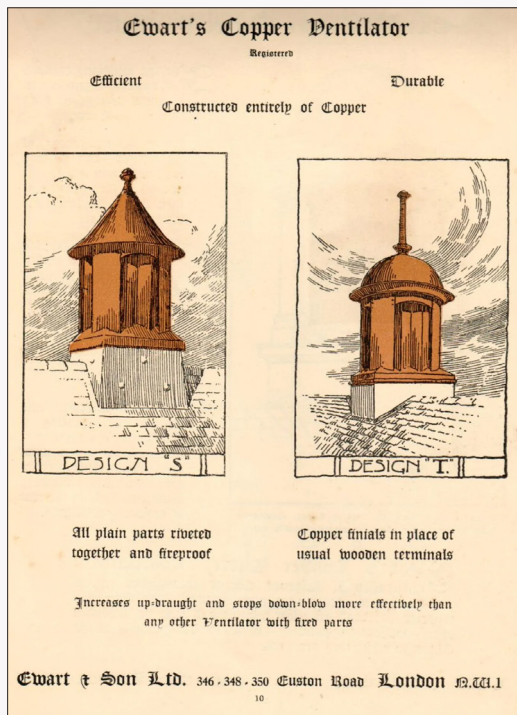
took photographs.

Built in 1859 it is a half mile walk from the town centre, on the edge of Epsom Common - the nearest pub to the wells that once made Epsom a spa town. 'Fuzzchat', is the name given to someone who is born on Epsom Common; Councillor Bridger told me that he believes it was a slur term for poor children born out of wedlock.

So - the mystery chimney; it wasn't a chimney at all, but a roof vent, possibly made in the blacksmith forge that once formed part of what was a popular coach stop.

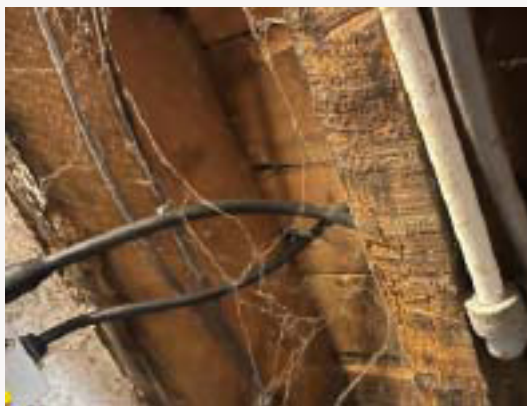
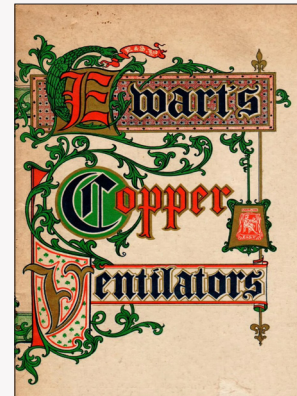


# Agenda Item 5 Appendix 1



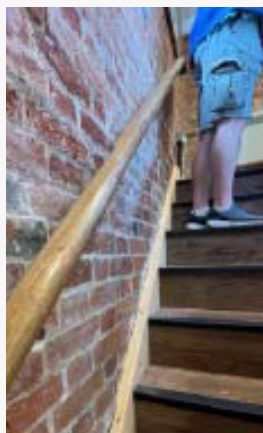
Of course, it could be an "off the peg": this catalogue is from around 1920.

After the let down of it not being a hiding place for Cavaliers to post secret messages: "Do you want to see inside the old buildings?" Yes please!

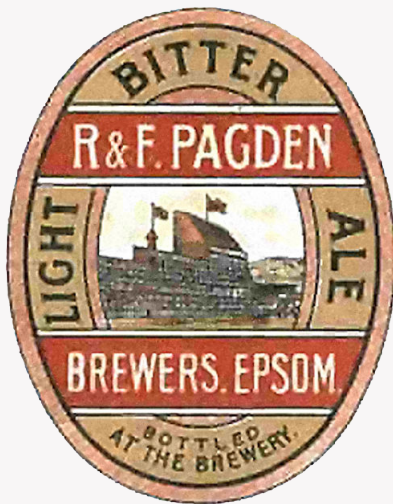


The cellar, accessible from the bar area, is in good condition with original floor beams still visible. Wooden shuttering can also be seen.

The brickwork is attractive and well preserved. Was the brick made locally in Kiln Lane at Stones Brickworks? Perhaps somebody I meet on my travels will be able to tell me.



More about brickworks later! They played a huge part in my own family history, the town I now live in and have a connection to our local waterways.



A "Messuage lying on the E side of Church St, Epsom, with the brewhouse, chambers, cellars, vaults, stables yards" appeared on a mortgage deed of 1708.

Pagden's Brewery is no more - but a pint after church is available just across the street. As for Fuzzchat - it is a short walk from St Martin's sister, Christchurch.

The label (pictured) shows the grandstand on the North Downs.

I'm still sore about that chimney...

## Future projects

A series of history walks that take in some rather lovely pub visits! I hope to bring together history of place, industrial history, the old coaching routes, people of note including royalty, including some nice lunches.

In the local magazine for Cuddington Ward, The Cuddingtonian, I make a public health statement by encouraging walking. Two years ago, my heart was stopped and restarted; some defect or another had sat undetected in baby Kim and came back to bite her shortly after her 62nd birthday - oh dear. Walking (and swimming) was recommended by the professor who put the clock right again. Since then, I have remained healthy and I want you all to remain that way too. We are not all gym bunnies, so I think the wonderful walks in Epsom and Ewell are the way to go.

A recent local walking project has proved its worth, saving lives in other ways. Do keep an eye on <https://www.wepoweron.co.uk> - this is a men's walking group that meets on Epsom Downs.

**EPSOM COMMON SSSI**

THE JOLLY COOPERS, WHEELERS LANE with, just visible, parts of the successors of the cottage, garden and stabling on this site that date from at least the 17th century.

A site of special scientific interest, our common combines natural and industrial heritage with two marvellous pubs to visit! There is a wonderful guide book, created by the Epsom Common Association at [https://epsomcommon.org.uk/Epsom%20Common%20\(003\).pdf](https://epsomcommon.org.uk/Epsom%20Common%20(003).pdf)  
My favourite route for a "beginners"

walk is to park on Wheeler's Lane and explore the streets of pretty cottages and gardens. An excellent lunch can be taken in the sheltered garden at the back of the JOLLY COOPERS (information & heritage, above) in Wheeler's Lane, home of our borough's local brewery, Fuzzchat. Alternatively, the Cricketers stands next to the pretty village pond on Stamford Green.

**CHAMBER MEAD**

This project has created a wildlife haven by diverting the Green Lane Stream into a wetland that cleans the water before it joins the Hogsmill River. The hydrology of our borough is the stuff of legend; springs from waters percolating through the chalk on the North Downs create pristine streams that become polluted by human intervention. Recent improvements are easing the pressure on these precious habitats.

The map shows three parking places: Green Lanes, Ewell Court House and Highfield Road. If you fancy an extra challenge, walking to Ewell Village gives you a variety of places to eat and drink.



# D-DAY 80: EPSOM REMEMBERS.

## GRAHAM, KIM, NEIL & RACHEL'S BADGE



There was already a buzz in the Town Hall for our beacon lighting on the North Downs.

Councillor Steven McCormick stuck me in the number two chair as a sub for our Conservators meeting; I listened with great excitement as Jackie King and Sam Whitehead, EEBC and Tom Sammes, The Jockey Club, outlined plans for the ceremony.

Meanwhile, Councillor Rachel King had a wonderful idea for the borough's commemoration.

I was handed the brief for a badge design by Councillor Graham Jones: "Can you do anything that would work for a Guide and Scout Badge?"

The document had been put together by Councillor Rachel King. What a marvellous idea. I was very excited! The weekend cups of tea were my reading time.

Don't discount the oral history tradition. My uncle was a Naval Commando. He was placed on one of the American Landing Craft, landed in darkness, parted company with the crew and sneaked behind enemy lines to let off "fireworks": operation confuse the Nazi General. This was done to draw fire away from the poor souls landing at first light.

I found many such memories on line. Soon, I came across a story about the D-Day 75 celebration garden commissioned by the RHS for the Chelsea Pensioners. It was a beach garden, featuring shoreline plants found on both sides of the channel crossing. The swathe of *Armeria* - sea thrift - was

a dramatic statement; it represented the foam on the shore. Anybody who knows me will know that I love a native plant. I even bring my botanist hand lens to meetings - I'm always finding interesting weeds in the Town Hall Car Park.

I now had the design idea: a beach, tranquil, with blue skies and a flowery clifftop, where a window in time has appeared. A shadowy vision, a playback, to remind us who we owe this peace to.

Neil and I met with Rachel, in her pretty old cottage in Epsom town, where she is a councillor:

**Heritage Category: Listed Building**

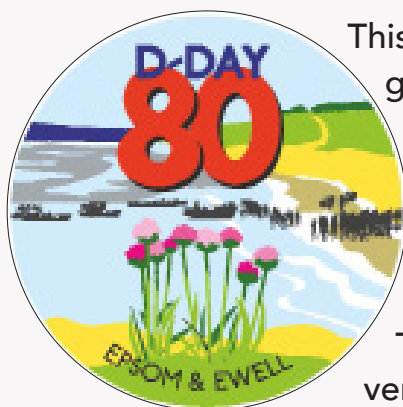
**Grade: II List Entry Number: 1289248**

**Date first listed: 22-Mar-1974**

So we formulated a plan to produce the badge - and I got some more heritage in: sweet! In my element, I drank in all the lovely features of the cottage while Rachel gave me a tour. She chose well - this is a beauty.

Rachel has worked in Girl Guiding for a long time, very can-do. Neil is his own Scouting Troop - an expert! So I had two art directors who actually knew what they wanted...for the first time in my career.

## D-DAY 80: IDEAS FOR THE BADGE



This flower is the sea thrift. It grows on the shores of these islands and Normandy. They would have been the only floral tribute available for the fallen. For survivors, perhaps it bought a reminder of home.

The thrift flower in heraldry symbolises surviving on very little. Interestingly, it featured on the old, pre decimal three penny coin.

We wanted our young people to take home a tribute to the personnel who took part, a message of regeneration, of life and hope.

A wonderful event in our borough. We were proud to play our part.



My design was accepted. Councillor Graham Jones, relieved that the badge was “happening”, now turned his attention to the ceremony at the clock tower. Preparations were being made for school students to read their own poems at the ceremony and a reading was needed, featuring a “letter home” from a serviceman who was in the thick of Operation Overlord.

Graham passed me some texts for research material, which I set about forming

into a precis that would keep the attention of the listener.

It was an extract from the work “despatches from the heart”, a compilation of letters home. Gerald Ritchie, a captain commanding A Company, 12th Yorkshire Battalion Paras,

Residents' Association sponsored the prizes of books and art materials. Thank you Vicki, Wendy Leveridge and David Eames for helping me to make this happen - and also all the students: thank you for loving our beautiful river!

**EPSOM COMMON ASSOCIATION:** I got a Saturday call-out; a baby Roe Deer on a busy commons footpath, unable to stand. My husband drove while I called the ranger - he was already on another emergency. We were greeted by lovely neighbours and I called David King, Chair of ECA, who arrived quickly. One neighbour, a lovely lass named Toni, called Wildlife Aid in Leatherhead. We converted the boot/rug box in the back of our Jeep into a warm crib and Toni and her neighbour took it to Wildlife Aid. Sadly, it was too injured to survive. External abrasions showed that it had been dragged onto the path by a predator. So

**what to do:**  
**DEER FAWN HIDDEN IN VEGETATION: LEAVE;**  
**DEER FAWN EXPOSED: CALL WILDLIFE AID IN LEATHERHEAD 01372 360404.**

If you like to make charitable donations at Christmas instead of buying gifts, do remember Wildlife Aid. They are marvellous.

**D DAY BEACON, NORTH DOWNS:** What an amazing evening. All I can say is, thank you to our veterans, colleagues who sit with me as North Downs Conservators, our wonderful EEBC officers and ground crew, our friends at the Jockey Club, the entertainers and all who made this a party to remember. There is nothing like a lone piper playing at “the going down of the sun” to stir the emotions. We will remember them.

*Below, clockwise: the sheet music says it all! Our wonderful Epsom & Ewell Silver Band, stars of the famous Cuddington Christmas concert. The beacon lighting. Spectacular Epsom Downs sunset.*



11

wrote to his sister Muriel.

Captain Ritchie took a bullet, but he survived.

### The beacon

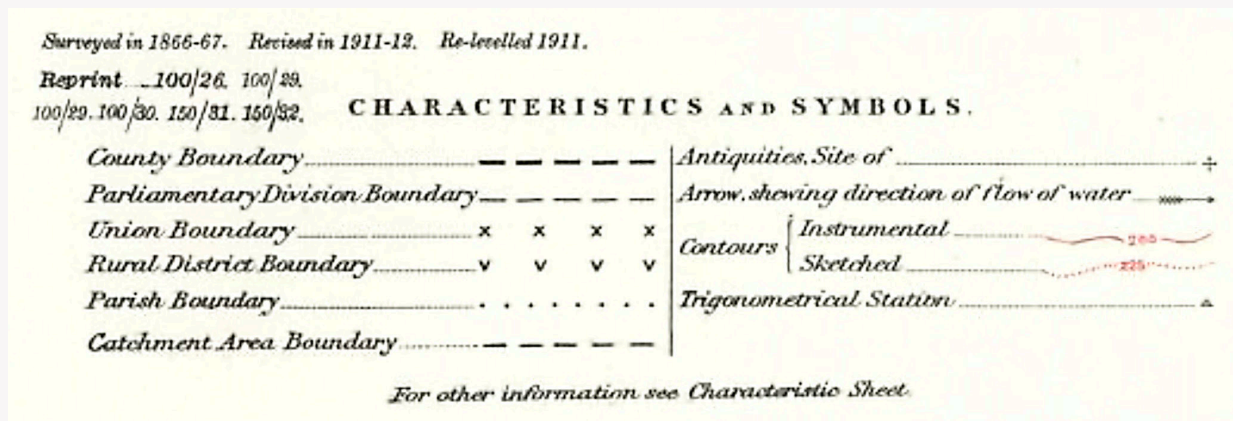
I wrote a feature for our local magazine, The Cuddingtonian, (left) sharing the wonderful beacon ceremony. Zig, my husband and I met the Councillors Froud and also the EEBC crew.

National Fish & Chip Day was celebrated in the Grandstand - the smell was divine.

We also met a gentleman who had walked from Chipstead with his dog. Councilor Steve McCormick was on steward duty (so I bought him a celebratory drink at the Derby instead).

I fell into bed that night. What a memory. The work that went into our borough's D-Day was immense.

# MYSTERIOUS STREAMS & WATERY TUNNELS: SOMETHING TO DO WITH BRICKS?



We are currently reaping the benefits of a new wetland at Chamber Mead in Ewell - cleaner headwaters for our chalk stream, a birdwatchers paradise...

...a lovely stop on my walk to the village. I Spotted Councillor Julie Morris on the other side of the wetland: "Julie! Julie!"

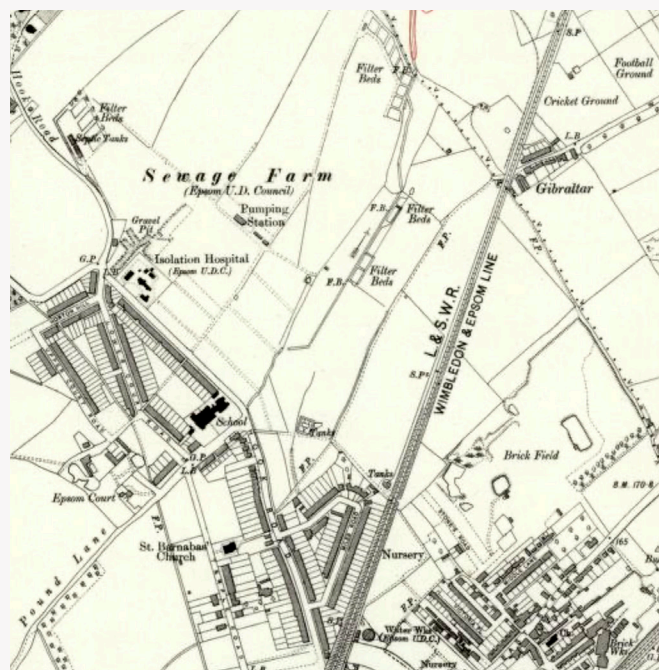
Introductions over, our husbands stood patiently while we talked about streams and tunnels. What are they for? Are they all connected?

I said I would have a look. The borough is full of hidden history. The more you delve the more you find. Perhaps the Pound Lane/Kiln Lane area should have some sort of commemoration to the wonderful industrial history of our borough. Henry VIII, Nonsuch, The English Civil War, The Lost Parish of Cuddington, Samuel Pepys - all very interesting of course; but what about the ordinary men and women who worked in watermills, brickfields, farms, railways, potteries...it is immense.

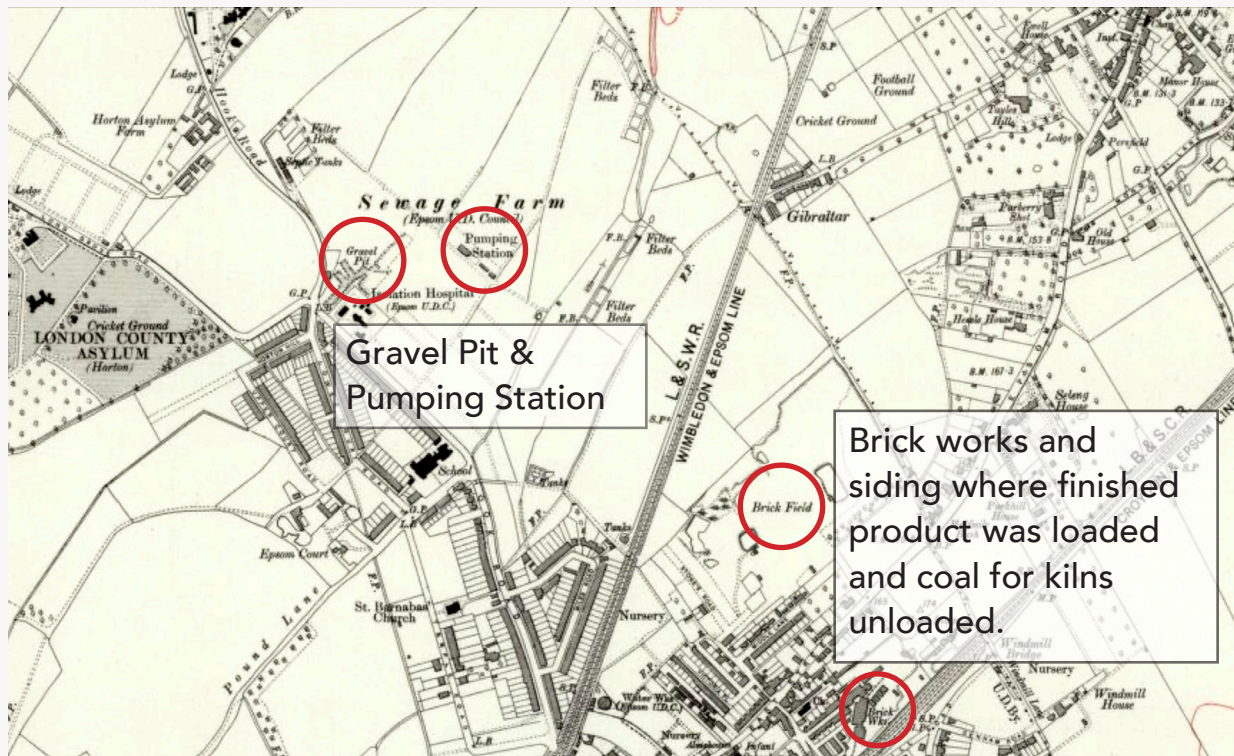
Rivers and streams get lost, deliberately buried, diverted and culverted so that houses can be built. Water is powerful; it will take back what it once owned. Cuddington flooded a few years ago, when the pipe that contained

Beverley Brook became blocked during heavy rain.

So all this happened from the industrial revolution onwards; the map below shows the area Julie was talking about, but not in our lifetime. On the right of the new railway, a brick works. On the left, an immense sewage treatment works. Out of shot, the vast asylums. Culverts, ditches, channels and streams cover the landscape; today, they appear in brick built "gutters" and the diverted Horton and Green Lane streams.







How many of our buildings are brick made locally in Kiln Lane at Stones Brickworks? Bricks played a huge part in my own family history, the town I now live in and brickmaking has always had a connection to our local waterways.

Epsom's geology provided some very good earth for bricks, tiles and tall "Nonsuch" chimney pots. A report on the geology of Epsom from the 1849 Report to the General Board of Health by William Lee, Esq., C.E., Superintending Inspector features this map and a description can be found with it.

It wasn't just clay either. Wood ash, dust from street sweepings, soot and even animal hair was used to make a mix that would form well and hold in the heat of a brick kiln. Waterlogged clay fields would have to be drained so that the workers - including women and children - could dig out the material.



During the early part of the 20th Century, inspectors were sent to brickmaking areas in order to crack down on child labour and send little ones to school.



A typical row of brick workers' cottages. Not Epsom - this is Farm Row, Starveall, Middlesex. The brick field can be seen in the background.

The Murry (Ó Muirí) - Warner clan were Travellers from Cork. Warner is my maiden name. Farm labouring, brickmaking and boxing was how they made a living.<sup>1</sup> (Great Granny took the bets!)

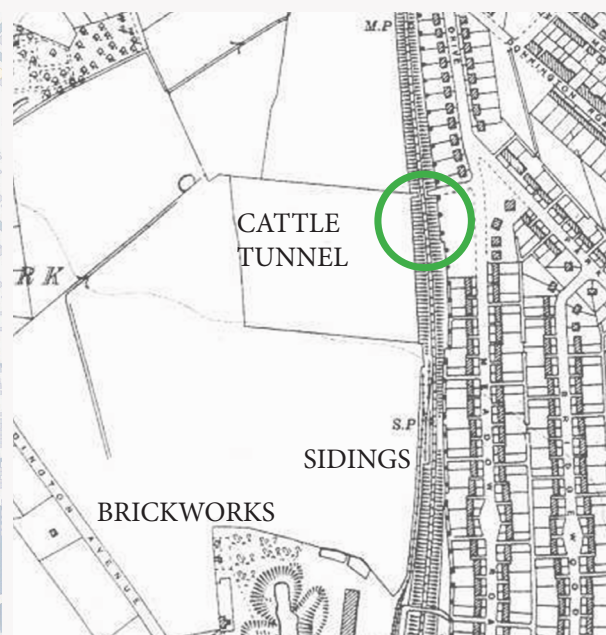
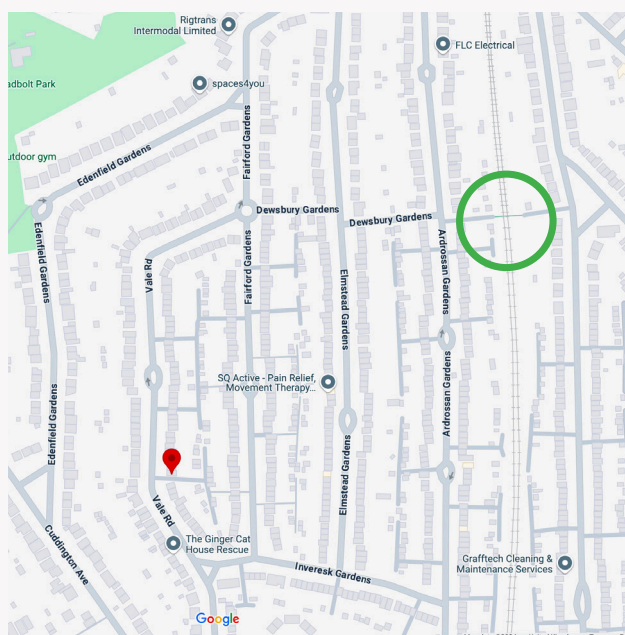
"Starveall" is no longer a village; there is still a bridge over the



canal with that name. The area is now regenerated - part of Stockley Country Park and Business Centre. The clay mire is long gone; wildlife is abundant.

Brickworks sprung up all over the borough as a response to the demand for housing and the building of the huge asylum. This is a "then and now" of another brickmaking area, Cuddington, using an OS map from 1933 and a present Google version. You can see a siding at Worcester Park Station and also near to where a cattle tunnel is now. Coal arrived on a goods train to the sidings at Worcester

Park (these closed in 1965). The wagons were unloaded and then the train proceeded to the brickworks with load. The kilns that stood between Worcester Park, Auriol and Cuddington began to disappear as the area was developed for housing. There were farms in the area, which was why the Waterloo to Dorking/Guildford via Epsom has under-rail bridges for the passage of farm animals, machinery and goods. The sidings were named "Cunliffe Sidings" for the rail engineer who signed off the works.







## Future projects

We have had a rather testing time with our Cattle Arch in Cuddington Ward. It is a lovely walking route that joins Cuddington to Worcester Park.

Currently, it is beset with episodes of anti-social behaviour: vehicle crime, graffiti, speeding mopeds and cyclists using what is a pedestrian walkway.

A heritage project could turn this situation around. As of the date of writing, I have been talking to my Surrey Councillor, the railway stakeholders, councillors on the Sutton side, residents, the chair of our local residents' association (the Residents' Association and "Residents' Association Of" Cuddington are different entities) and our EEBC Streetcare Team about my plans to raise funds for public art, an industrial heritage trail, community garden and

better lighting at the site.

Hopefully, the Pound Lane/Kiln Lane area can have a brickmaking heritage project too.

I don't know quite where these funds come from, but my recent "Epsom's Waterways" project came good! We will talk about that next...

An update - the graffiti has been cleaned away. It's a start! Sad isn't it? Some of these gang-wannabee taggers could have real potential as visual artists.

We are doing some bat recording in the area, to see if we have a potential bat roost.



# THE FATHER OF BRITISH ENGINEERING

John Smeaton was born in Austhorpe, Leeds, England, in 1724.

So what does that have to do with our borough?

More than you think. There was a real buzz in the neighbourhood about “tunnels” found on Old Malden Lane in 2020. They were discovered during an excavation for a new Taylor Wimpey riverside development, now Gunpowder Lane.

Enter Cotswold Archaeology. Their conclusion was astonishing - and exciting.



During Covid - 19 lockdown, long before I became his colleague - Councillor Graham Jones treated Cuddington to a magazine programme, Channel KT4. It was a really welcome contact with the outside world.

One of his most memorable gigs featured Cotswold Archaeology, who supervised the “dig”. What they found during 2020 was the former Worcester Park Powder Mill (c.1720 - 1865).

Structures depicted on 19th century maps and Smeaton’s informative illustrations c.1771 were recorded. Identified were two incorporating under-driven powder mills, foundations, barrel-vaults and buttressing up to 4.5m in depth; a culvert water management system and former canal was also revealed.

## The heritage project

I had a chat with Countryside Officers Stewart Cocker and Sarah Clift about the grant that we had in place for Shadbolt Park, Cuddington. Whilst on site, I asked if they could spare ten minutes to talk about the

litter along the Hogsmill, on the Epsom & Ewell bank. Stewart said that it is always good to give residents a feeling of “guardianship” and that he had tackled a similar problem on Gadesden Road, near Ruxley Lane. Signage had certainly helped, along with a litter blitz.

Letting everybody know how vital a clean river is to living things and how harmful plastic waste can be can be made very interesting. Making riverside open spaces into something everybody can enjoy is about education.

The most appealing asset we have, aside from our riverside path, is the garden of our local pub. It is a mecca for families in the summer. Why not have the information there, out of reach of any vandalism?

I put in a call to Mitchells and Butlers, the owners of the Hogsmill Tavern Toby Carvery. They could have not have been more enthusiastic and helpful. Abdul, the landlord, is a very kind, community minded young man; not a speck of litter goes unnoticed and his locals love him. He was fascinated to hear about the discovery!

Funds for the project were sourced by Lucy - who by happy coincidence had access to a heritage grant from Surrey County Council: “We need to move as it will expire in two weeks”.





The House Manager on duty, Scott, kindly agreed to pose with me on the day EEBC fitted the heritage lectern.

It stands by the door so that people dropping into our local for refreshments can see what we are all about!

Heartfelt thanks to the pub's owners Mitchells and Butlers, our Countryside and Street Care teams, EEBC officers and a special mention for the wonderful Lucy for working her special magic.

I always mention the wonderful, late great Peter Reed on heritage information materials.

The artwork and research was no problem - if it is for my local patch of the river I'm happy to work for free. My love of the natural world is lifeblood for me.

Cate and Oliver got the proof reading done in record time and the "Longmead Lads" did an amazing job for me - I owe them a pint!

The ecology section, bottom right, reminds people to take litter home.

Fascinating fact: Smeaton's Tower is a redundant lighthouse - a memorial to John Smeaton, designer of the third Eddystone Lighthouse. A major innovation in lighthouse design, it was in use from 1759 - 1877, until erosion of the rocks forced new construction. The tower was largely dismantled and rebuilt on Plymouth Hoe, Devon; it is still there today! Our local monument is one of the old millstones.





# THE STORY OF THE “AULD, EMPTY BARN”

Councillor Liz Frost called to discuss the condition of an old barn in Woodcote Ward.

My number one worry: I know very little about barns. I can name some of the anatomy - crucks, staddles etc. but that is about it. What I can do is take plenty of pictures and swot up...  
...better than that - one of the neighbours had done it for me!



What an extraordinary location for such a lovely little barn. It stood in the grounds of some cosy apartments - a small block in a private estate, surrounded by trees.

I was peering underneath patched up boarding, through gaps, comparing differences in tiles where the roof had been mended, making mental notes for future research and looking for a spyhole that would show me the frame, which is a good indicator of period.

## Enter Richard the neighbour

“This man is probably going to tell me off” I thought. Luckily, Liz knew him.

Richard is a goldmine of local information; a photographer, documentary expert, bursting with local knowledge and full of curiosity; just the sort of

person I need to help me succeed in doing my best for the heritage of our borough.

He described the day when the owner arrived to empty the barn and how he documented the process. I had barn envy - I would love to live in it!

Sympathetic restoration would be a dream come true.



*Richard's brilliant reference shots of the barn, before and after the owner cleared it.*



**Heritage Category: Listed Grade II**

**List Entry Number: 1288643**

**Date first listed: 22-Mar-1974**

**List Entry Name:**

**BARN BEHIND NOS 1 - 8 (AXWOOD)**

**Statutory Address 1:**

**BARN BEHIND NOS 1 - 8 (AXWOOD)**

From the reference material I was able to find I could guess that this was late 16th - early 17th C. A clue is in the lack of mechanical uniformity on the woodwork - it



is hewn with hand tools (above). New, modern beams are visible where repairs have been undertaken.

My fact find has been passed to our heritage officers. Please contact me if you would like to see it. The document is accompanied by a copy of my reference material - a barn appraisal compiled by Essex County Council (date unknown). It contains very useful information about barn construction terms,

planning notes for any proposed re-use of the structure and very interesting historical notes! I was able to learn about barn styles, a guide to dating such structures and some insight into the rural industries that took place inside them - and those who toiled in them.

Thank you Liz and Richard for welcoming me to Woodcote Ward and for this lovely opportunity.



## THE DARKFIELD CONNECTION

Our borough's public parks are good examples of how local council and residents can work together for the good of an area's heritage and green environment.

Each park has a story to tell. One of my "locals" revealed a surprising connection to the emergence of scientific innovation in Victorian Britain.



During the process of my grant application for Shadbolt Park, I got sight of the original title deed for what we call "Shadbolt House". Before Salisbury Road was made, a large field and copse, where Worcester Court now stands, featured tall trees that caused dark, sunset shadows to be thrown across the land; the villagers called it "Dark Field".

Around 1921, a portion was acquired by a Mr. Ernest Ifill Shadbolt. He built a house and garden there; he named his new home "Darkfield".

An online search for "Shadbolt Darkfield" threw a mystery my way. Page after page of "Darkfield Microscopy" appeared - with the name "George Shadbolt". I didn't think it could be the George who was Ernest's father.



As I understood, he was a journalist. Reading further, I discovered that it was indeed the same George - an enthusiast of photojournalism and photographic techniques.

Wealthy Victorian gentlemen were not content to have "pastimes"; (of course, there were women innovators too - the engineer Henrietta Vansittart, who lived in Ewell, is a notable Victorian inventor.<sup>1</sup>) Microscopy became gadget enthusiast George's passion. He was a founder member of the Microscopical Society and the discoverer of a new species of algae; his research lies in the vaults at RHS Kew.

Unfortunately, the focus of the microscope was not up to scratch. By 1855, Shadbolt's collaboration with the engineer Francis Wenham produced a rebuild of a vital component. It delivered improved focus - a sharper image with less "abberations" to confuse the viewer: the modern "Darkfield" method. Darkfield Condenser was used for many decades. This method advanced medical science and is credited with the accurate diagnosis of syphilis.



# Agenda Item 5 Appendix 1



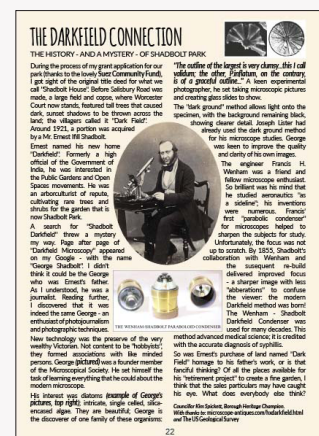
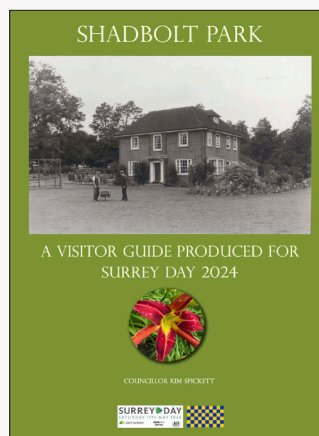
So was Ernest's purchase of land named "Dark Field" homage to his father? It was amazing to stumble upon this.

An article covering the story was published in the Cuddingtonian. I was also able to submit a guide to the park's history as a contribution to Surrey Day, May 2024, which was themed "Surrey From the Sky". It is available at [https://cuddingtonra.org/library/surrey\\_day\\_2024.pdf](https://cuddingtonra.org/library/surrey_day_2024.pdf)

I owe much to one of my neighbours - Surrey/Hants archivist and county historian David Rymill, who was able to dig out the reference material for me. As I write, the heritage and natural history information board for Shadbolt Park is complete.

EEBC officers Stewart, Tim, Cate, Oliver and Lucy - thank you for your wonderful support. Suez Communities and Grantscape - thank you for the grant! The Longmead Lads - you did it again. Beautiful installation job! Cuddington says "nicely done".

I'm getting the hang of this...





# MORE GRAFFITI? IN WHICH KIM AND LIZ STARE AT A LISTED CLUNCH WALL



**Heritage Category: Listed Building**

**Grade: II**

**List Entry Number: 1289590**

**Date first listed: 10 January 1974**

**List Entry Name:**

**PARK WALL TO THE DURDANS,  
RUNNING ALONG EAST SIDE OF  
WOODCOTE END, FROM ENTRANCE  
ARCH TO COURTYARD TO SOUTH  
END OF WOODCOTE END**

**Statutory Address 1:**

**CHALK LANE**

Part brick and part clunch, with tiled coping. So what is “clunch”? Lumps of chalk, locally mined, hewn into blocks to build walls. Sometimes they are thatch-topped, sometimes tiles, as ours is. This is to prevent water ingress more than anything as the material is soft. Also, it gives a tidy top to the wall.

It has been patched up with other materials, including bricks of other period, with knapped flint in parts. More than anything, Liz and I were taken with all the strange



A THATCHED CLUNCH WALL, OXFORDSHIRE.

things carved into the wall. We wondered if they were “witch marks” - you see these carved on country houses and churches, thought to ward off bad luck and evil spirits. I found a word - “POTAILS”? Irish for potash. Or Latin for goblet. Or something different altogether - I don’t know. So I asked Jeremy Harte, EEBC curator and museums. He told me that all the writings on the wall had never been documented.

Liz cautioned me that this would be a marathon job, since the markings were on both sides. I am going to try - I just don’t know when.

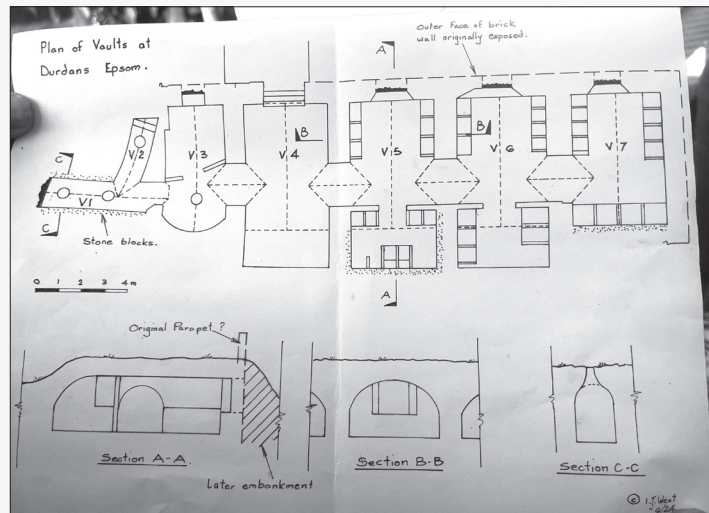
Margaret at Epsom Civic Society fears for the health of the wall. All I can say is, walk Chalk Lane and look at it; it is an amazing work of human hands.

# AN INVITE TO DURDANS: MYSTERY VAULTS AND ROYAL VISITS

Jo, the owner, was “waiting for the archaeologists to look at my vaults”.

No news yet but I hope to read their report! Very exciting.

I didn't want to share pictures of this lady's home but I will describe some of the charming objects to be found there.



Liz and I had tea with the lady of the house. Jo and her husband have a beautiful home that is a marathon task. Former home of Lord Rosebery, it is a place that has been walked by giants of science, christianity, politics, royalty, horse racing, literature...I keep finding more the more I read! The Grade II listed assets are:

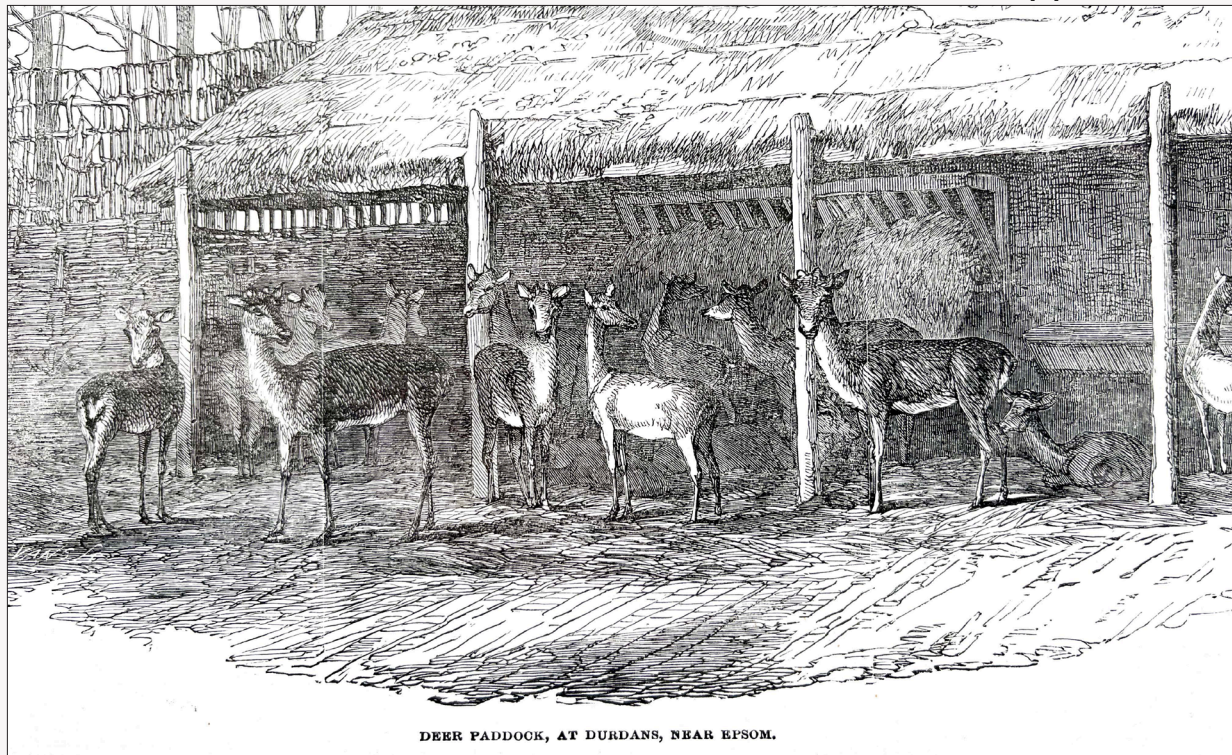
1. GATES TO THE DURDANS ON CHALK LANE
2. LADAS GATES TO THE DURDANS
3. RIDING SCHOOL AT THE DURDANS
4. LADAS GATE LODGE TO THE DURDANS
5. MAIN STABLE BLOCK AT THE DURDANS
6. RANGE TO EAST OF COURTYARD AT THE DURDANS
7. COACH HOUSE TO THE DURDANS ON WOODCOTE END
8. WALL ALONG NORTH SIDE OF COURTYARD AT THE DURDANS
9. RANGE ATTACHED TO SOUTH OF COACH HOUSE AT THE DURDANS
10. THE GROTTO APPROXIMATELY 170 METRES TO SOUTH EAST OF THE DURDANS
11. RANGE OF STABLES TO SOUTH OF RIDING SCHOOL AT THE DURDANS
12. BALUSTRADE AND STEPS TO HA HA EAST OF GARDEN FRONT OF THE DURDANS
13. 3 HORSES TOMBS AT SOUTH END OF RIDE LEADING SOUTH FROM THE DURDANS

14. 1 HORSES TOMB, SOME YARDS TO THE EAST OF THE RIDE LEADING SOUTH FROM THE DURDANS
15. PARK WALL TO THE DURDANS, RUNNING ALONG EAST SIDE OF WOODCOTE END, FROM NORTHEY LODGE AS FAR SOUTH AS ENTRANCE ARCH TO COURTYARD
16. PARK WALL TO THE DURDANS, RUNNING ALONG EAST SIDE OF WOODCOTE END, FROM ENTRANCE ARCH TO COURTYARD TO SOUTH END OF WOODCOTE END

The pretty lead window boxes were a gift from Queen Mary - she planted them herself! We watched swallows skim the lawn - they in turn were watched by one of the barn cats. “A good mother and a marvellous hunter” said Jo. We looked at horseshoes that had been backed with tin and painted with the Derby year, colours and name of the horse. Around the grounds were outbuildings, some with old staircases to what were servants' quarters. A piece of statuary that was actually a large thermometer stood beside the gate. Inside one of the reception rooms, we gazed at family portraits and at the beautiful ceiling.

There were other Durdans on the site through the ages: knock downs and rebuilds. This one is beautiful. Far from being a foreboding place - it is a real home, with charm, style and quirks of its own. I left Jo a gift, a print of a deer paddock, to shelter and feed the animals during winter (next page): “I wonder where that stood!” she said.





Deer Paddock, at Durdans, near Epsom.

Date: C1854

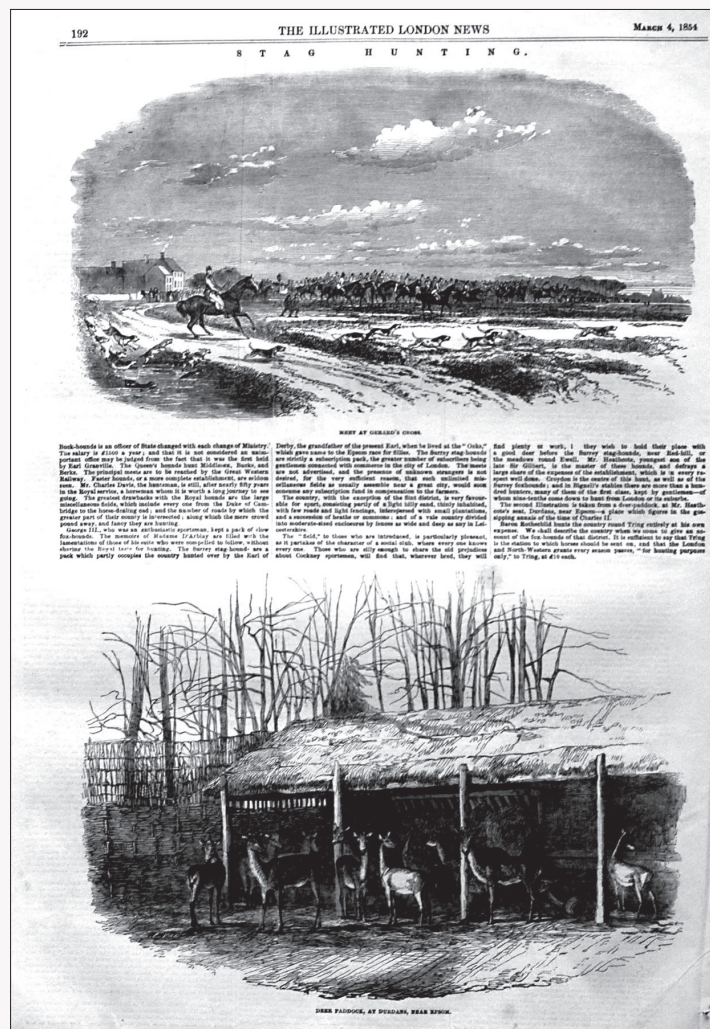
Artist: Unknown - published in the Illustrated London News, March 4th 1854.

Technique: Engraving

“Mr Heathcote, whose seat is at Durdans, is Master of the Surrey Staghounds... hunting at the meadows around Ewell...”  
I was delighted to have tracked down this newspaper article!

The Durdans Stables' equestrian history starts with Amato, the first Derby winner (1838) to be born and trained in Epsom. The horse belonged to the owner of the Durdans, Sir Gilbert Heathcote. The grave of Amato is to be found in woodlands adjacent to the paddocks.

The Heathcote family sold the Durdans to the 5th Earl of Rosebery in 1874, where he established a flourishing stud for racehorses, which was his passion<sup>1</sup>.





# THE SCIENTIST, THE WELL, CROMWELL'S SISTER & A HORSELESS CARRIAGE

**DURDANS:** home of Lord Berkley, where members of the Royal Society sheltered from the Great Plague: Dr. Wilkins, AKA Bishop Wilkins, husband of Robina Cromwell, brother in law to Oliver. Robert Hooke, assistant to Dr. Wilkins.

There could be an opportunity for a "Hooke Trail" in Epsom, to twin with the original at Hooke's birthplace: Freshwater, on the Isle of Wight. I have already spoken to the Hooke Society and have a contact there.

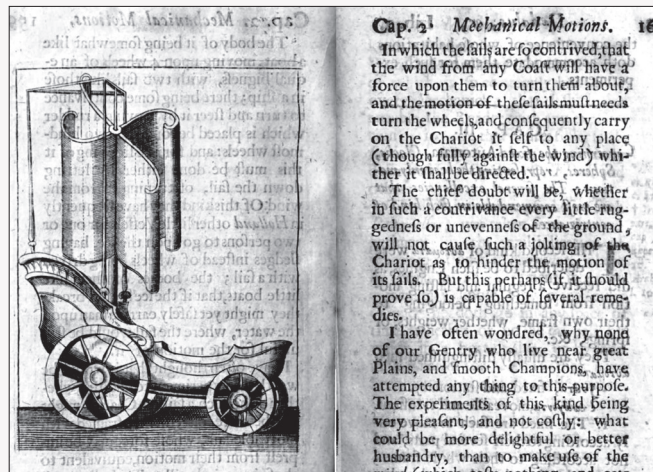
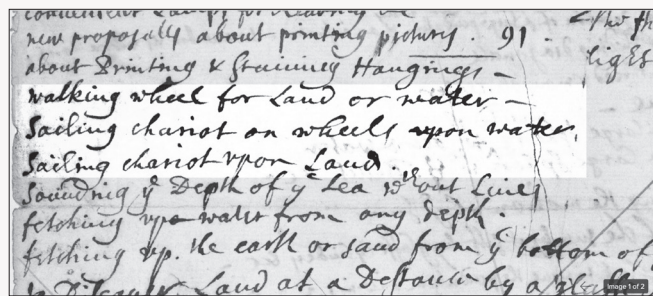


PAINTING BY JACOB KNYFF, 1673

**In 1665 the Great Plague caused the discontinuance of the weekly meetings of the Royal Society, and it appears that Hooke went with other Fellows to Banstead Downs (as Epsom Downs were known in earlier times, before "Ebbisham" received her charter as the Borough of Epsom & Ewell) in Surrey, where many experiments were made:**

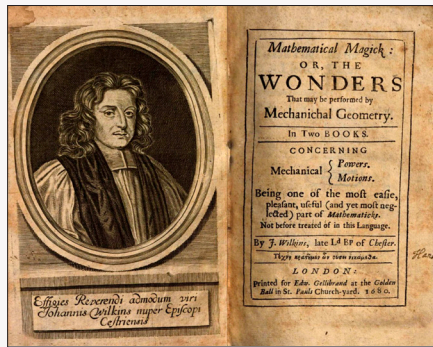
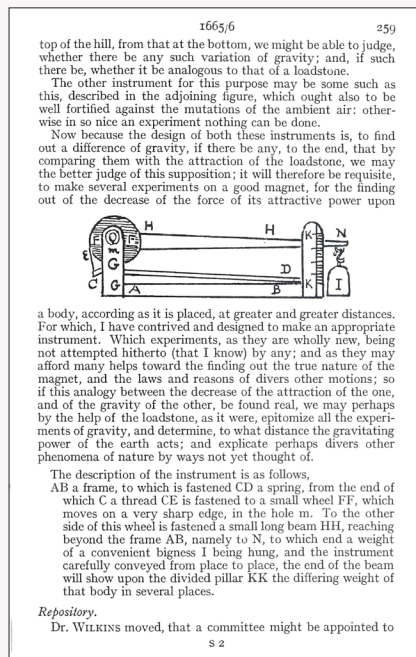
"But this Invention, I conceive, is not to be thought confined only to the smooth Sands on the Sea Shoar for I doubt not, but that if Trial were made (as I hope it will shortly be) it might be much more practicable upon the plain Downs of England, than where it was used, by Reason they are much more exposed to the Wind, and also much more hard, so that the Wheels need not be of so great a Breadth. I conceive farther, that the Carriage may be improved much in its Lightness, and also in the Easiness of moving. If such a Chariot were made for Salisbury Plains, Banstead Downs, Winchester Downs,

Newmarket Row, or some such smooth Plains...". Two years before the "Durdans experiments" Robert Hooke was keen to develop an efficient vehicle. Here is a note, from Hooke's journal, written in 1663, and Wilkins' idea for the "wind-powered car".





## Agenda Item 5 Appendix 1



Dangerous ideas: in Civil War England, this would fall foul of blasphemy rules. Hooke (left) and Wilkins (right) embraced the

new age of Charles II. As Cromwell's brother in law, Wilkins would have had some protection perhaps? A true polymath and excellent teacher, he was a Parliamentarian who the Royalists entrusted their sons' education!

Before returning to London, Robert Hooke conducted a number of experiments at Durdans, gravity (experiments at a "well" on the North Downs), friction, microscopy, a new timepiece, prototype universal joint, horseless carriage driven by wind, measuring sea depth. He corresponded with Edmund Halley (yes - the comet chap) and theorised, whilst at Durdans: from his telescopic observations of the Moon and craters. He made his own lenses and built a telescope. Craters appeared "as if the substance in the middle had been digg'd up, and throw on either side." Experiments involved dropping musket balls onto a mixture of water and pipe-clay, making miniature craters which, when illuminated from the side by a candle, looked just like lunar craters. He realised that the material thrown up from craters was pulled back down by the Moon's own gravity, independent of the Earth gravity. He pointed out that apart from crags and craters, the Moon is very round, so that "the

outermost bounds. . . are equidistant from the Center of gravitation", tugged towards the center by gravity, and concluding that it had "a gravitating principle as the Earth has." This was published in 1665, when Newton was just completing his degree at Cambridge.

Hooke went on to suggest that planets are held in orbit by an attractive gravitational force from the Sun. This was a revolutionary idea. Hooke's contemporaries argued that the planets were whirled around in vortices in some mysterious invisible fluid, like fallen leaves and wood in whirlpools. So yes - Hooke WAS the first scientist to "discover gravity" - and some of it happened in Epsom.

He wrote to fellow scientist Robert Boyle - taking issue with Epsom's postal service: "Most honoured Sir, I did by my last letter, which I sent to you from Durdens...Whether that and another I sent not long before came to your hands, I now begin to doubt, being assured, that many other letters, which I sent from Epsom to be delivered at the post house, in that time of confusion, miscarried..."

This annoyance aside, Hooke made the most of his stay with us. In my correspondence to the Hooke Society is an invitation to their "Hooke Day" at Freshwater.

# ROYAL CONNECTIONS: BAND OF THE COLDSTREAM GUARDS AT THE PLAYHOUSE - A FIRST FOR EPSOM

I can take NO credit for this concert; my colleague in Cuddington Ward, Councillor Graham Jones, hatched this audacious plan! But it is now etched into the Royal Heritage of our borough. It was an honour to be asked onto "Team Coldstream" by



Cromwell's "New Model Army".

Graham and I was tasked with marketing. The Coldstream Guards were formed in 1650. It is the oldest regiment in the British Army by continuous succession. The first Colonel was George Monck, a General in Oliver

Epsom Playhouse turned 40 years old in 2024 - the most versatile heritage asset that we have! A wonderful place to celebrate music, theatre, art and design, history; the list is endless. She was built as part of the Ashley Centre development in the early 1980s and opened in 1984, with further improvements. The concert programme that I developed is now part of our library of historical documents.



Earl Derby's race is world famous and has always attracted monarchs. Cuddington is a "lost parish" thanks to Henry VIII; Nonsuch had a palace. Elizabeth I steadied herself against an elm there as she practiced her (excellent apparently) crossbow skills (later on, she turfed the 'unkempt and sweaty faced' Earl of Essex out of her bedroom at Nonsuch). In 1661, shortly after the restoration of the monarchy, the Coldstream were re-commissioned by King Charles II as

Household Troops and Colonel Monck was made a Knight of the Garter; the Garter Star - the modern cap star. The band's roots go back to a Royal Warrant issued on 3rd January 1685, a small musical ensemble in the King's Regiment of Foot Guards in London. These musicians were hired by the month by Officers of the Regiment to provide music for the Changing of the Guard at

St. James's Palace. In 1785 the musicians were asked to perform at an aquatic excursion to Greenwich; they declined on the grounds that the performance was "incompatible with their several respectable and private engagements". This was too much for the officers who asked The Duke of York, Colonel of the Regiment, for a regular attested band. He agreed and from Hanover in Germany sent twelve musicians under the direction of Music Major CF Eley. The date of the band's formation was May 16th, 1785. They are one of the oldest and best known military bands in the world.

## FEES AND CHARGES 2025/26

<b>Head of Service:</b>	Kevin Hanlon, Interim Chief Finance Officer
<b>Report Author</b>	Anna Clements, Senior Accountant
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Appendix 1 – Place Development Fees and Charges 2025/26 Appendix 2 – Licensing Fees and Charges 2025/26

### Summary

This report recommends fees and charges for which this committee is responsible, with the new charges being effective from 1 April 2025.

### Recommendation (s)

#### The Committee is asked to:

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

## 1 Reason for Recommendation

- 1.1 To agree the fees and charges for the Licensing & Planning Policy Committee for 2025/26.

## 2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 11 February 2025. To enable the budget to be finalised, the policy committees are asked to recommend fees and charges covering the services for which they are responsible.
- 2.2 The current economic climate creates uncertainty and difficulties for budget setting. To this end, the budget guidelines agreed by Strategy and Resources in July 2024 included an overall increase in revenue discretionary fees and charges of 6%.

- 2.3 The fees and charges presented in this report are discretionary charges only. For discretionary charges, there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.4 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.5 When preparing budget estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.6 Members should refer to the revenue budget report on this agenda for an overview of the Committee's budget position.
- 2.7 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one-off services or items not included in the fees and charges schedule.

### **3 Proposals**

- 3.1 The proposed fees and charges for 2025/26 are set out at Appendices 1 and 2 to this report. The main variations in fees and charges for each service area outside the range of an increase between 6% and 10% are set out below:

#### **Place Development**

- 3.2 The budgeted income for 2024/25 and 2025/26 should be reduced by approximately £100k to take into account officer expectations of income generation for that period.
- 3.3 Consequently, the fees relating to pre-application advice and planning performance agreements have been held at the 2024/25 level for 2025/26 as these are discretionary services and increased fees could deter some applicants.
- 3.4 Planning application fees are set nationally and are expected to be increased by RPI from April 2025 onwards. These fees don't feature within this report as they are not discretionary, but it is anticipated that the increase should help the overall planning income position for 2025/26.

- 3.5 Some Development Management services, such as Planning Performance Agreements, are bespoke and tailored to the specific development. A list of Officer hourly rates is therefore detailed in Appendix 1 to form the basis of the calculated fee. These fees have been increased for 2025/26 at approximately 6% in line with the uplift agreed within the Medium Term Financial Strategy for 2025/26.

### **Licensing**

- 3.6 The majority of discretionary general licensing fees have been increased by approximately 6% for 2024/25.
- 3.7 In most regulatory areas, local authorities are restricted from generating profits on the service provided. Epsom & Ewell has seen a significant increase in taxi operators choosing to be licensed within the borough, therefore the increased business results in increased income to the Council.
- 3.8 To ensure the income generated by regulatory licensing does not significantly exceed the costs of delivering the service, the fees and charges for taxi licensing have remained unchanged for 2025/26, with the exception of the fees for Hackney Carriage and Private Hire Drivers and the Missed Appointment without reasonable notice fee which have increased respectively by 3%, 7% and 7.7%.
- 3.9 An additional fee for Hackney Carriage Vehicles (Hybrid/Electric Vehicle) has been introduced for 2025/26. The fee has been set at £265.00 and is lower than the Hackney Carriage Vehicles fee to promote positive environmental changes.
- 3.10 Additional fees have been introduced to make the renewal process more affordable for Scrap Metal Dealers Collectors Licence and Scrap Metal Dealers Site Licence, respectively at £350.00 and £410.00 which represent a reduction of 13.6% and 19.6% respectively compared to the licence fees for new operators.
- 3.11 New fees have been introduced for public performances, the new fees are the Permit for Public Performance of Hypnotism at £90.00 per permit, Classification of a Film at £50.00 per film and Additional per Minute of Film at £1.00. It is necessary for the Licensing Authority to determine film classifications for films being exhibited publicly and for where there is no British Board of Film Classification age rating.
- 3.12 To ensure that the Council is consistent with the requirements of Hemming v Westminster for licences to have a part A and part B fee, it is proposed the proportions be split as set out below:
- Part A – 66.6% of fee
  - Part B – 33.3% of fee

- 3.13 The exemption to this is animal welfare licences which already have a defined Part A and B fee.

#### **4 Risk Assessment**

Legal or other duties

##### **4.1 Equality Impact Assessment**

4.1.1 Increased fees and charges could have a negative effect on take up for some service areas. Managers have been asked to apply realistic increases to avoid this.

4.1.2 The current economic crisis has resulted in some instances in reduced revenue from fees and charges.

##### **4.2 Crime & Disorder**

4.2.1 None for the purposes of this report.

##### **4.3 Safeguarding**

4.3.1 None for the purposes of this report.

##### **4.4 Dependencies**

4.4.1 None for the purposes of this report.

##### **4.5 Other**

4.5.1 None for the purposes of this report.

#### **5 Financial Implications**

5.1 The impact of the proposed fees and charges for services in 2025/26 is set out below.

5.2 The table sets out the original additional income target as per the Medium Term Finance Strategy in the first column.

5.3 The second column presents additional income anticipated from the changes to tariffs proposed in the appendix to this report, on the assumption that current utilisation levels continue.

5.4 The third column shows changes to income budgets for fees and charges that are not related to changes to tariffs. Examples will be changes to customer numbers or where a new fee or charge has been introduced.

5.5 The last column sets out the difference between the budget target increase and the final income budget, which incorporates changes to both tariffs and volumes.

	Target Increase in Income Budget (6%) £'000	Total Increase or (Decrease) due to changes to Tariffs £'000	Variations resulting from changes to volumes £'000	Variation between Target and total change £'000
Planning	8	0	8	0
Licensing	27	0	121	94
<b>Total</b>	<b>34</b>	<b>0</b>	<b>129</b>	<b>94</b>

- 5.1 The proposed charges will generate an additional estimated income of £129k. This has been taken into account in the budget to be presented to Council next month.
- 5.2 Overall, the effect of increased charges, combined with the anticipated change in volumes is that the Licensing and Planning Policy Committee income budgets are higher than the targeted budgeted income from fees and charges by £94k.
- 5.3 The additional income of £94k expected to be generated within Licensing will offset an additional £94k of anticipated expenditure. This expenditure consists of £20k in licence fees for new software which will enable online applications and improve the way licensing data is managed. The balance of £74k will fund staffing within the team to process the increased volumes.
- 5.4 The revised level of income has been included in the medium-term financial strategy to contribute towards a balanced budget over the next four years. A breakdown of the 2025/26 budget can be found in the budget report included on this agenda.
- 5.5 **Section 151 Officer's comments:** The financial implications are set out in the body of the report.

## 6 Legal Implications

- 6.1 There are no specific issues arising from this report, but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.

6.2 **Legal Officer's comments:** None for the purposes of this report.

## 7 Policies, Plans & Partnerships

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

- Effective Council.

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

7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.

7.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.

7.5 **Partnerships:** None for the purposes of this report.

## 8 Background papers

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

### **Previous reports:**

- [Budget Targets Report - October 2024.](#)

### **Other papers:**

- [Revenue Budget 2025/26 report – January 2025.](#)



Description	Unit	2024/25	2025/26	% Change
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## Development Management

### Householder pre-application advice fees

Householder - written response only		220.00	220.00	0.0%
30-minute in office meeting and written summary		280.00	280.00	0.0%
30-minute in office meeting and written summary with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)		320.00	320.00	0.0%
Follow up written comments per additional set of drawings (within 3-month timescale)		50.00	50.00	0.0%

### Change of use to a building or land pre-application advice fees

**Change of Use of a Building or Land where the proposal does not constitute Minor or Major development - NB this would include a change of use of the land to additional residential garden; paddocks; and buildings to non-residential use**

Up to 1-hour in-house meeting and written summary		420.00	420.00	0.0%
Up to 1-hour in-house meeting and written summary with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)		580.00	580.00	0.0%
Up to 1-hour onsite meeting and written summary		450.00	450.00	0.0%
Up to 1-hour onsite meeting and written summary with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)		610.00	610.00	0.0%
Follow up written comments upon per additional set of drawings (within 3-month timescale)		180.00	180.00	0.0%

### Creation or replacement of a single dwelling house or residential annex

**Note: in excess of 1 but below 10 units constitutes Minor development**

Up to 1-hour in-house meeting and written summary		420.00	420.00	0.0%
Up to 1-hour in-house meeting and written summary with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows)		580.00	580.00	0.0%
Up to 1-hour onsite meeting and written summary		450.00	450.00	0.0%
Up to 1-hour onsite meeting and written summary with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows)		610.00	610.00	0.0%
Follow up written comments upon per additional set of drawings (within 3-month timescale)		180.00	180.00	0.0%

Minor development pre-application advice fees

Note: more than 1 unit but less than 10 units

Written summary only	1,600.00	1,600.00	0.0%
Written summary only with specialist advice	1,700.00	1,700.00	0.0%
Up to 1-hour inhouse meeting and written summary	2,100.00	2,100.00	0.0%
Up to 1-hour inhouse meeting and written summary with specialist advice	2,200.00	2,200.00	0.0%
Additional 1-hour inhouse meetings and written summaries	595.00	595.00	0.0%
Additional 1-hour inhouse meetings and written summaries with specialist	695.00	695.00	0.0%
Follow up written comments per additional set of drawings	400.00	400.00	0.0%

Major development pre-application advice fees

Small major development (includes Heritage Assets/ Urban Design) 10-49 units

New building has between 1000 and 2499 sqm of floor space			
Or the site is between 0.5 and 1.99 hectares (where you don't know the floor space)			
Up to 1-hour meeting and written summary	4,500.00	4,500.00	0.0%
<i>Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or received a refusal of planning permission for a similar development on the same site in the last three months.</i>			
A subsequent meeting with a planning officer and written comments	1,095.00	1,095.00	0.0%
Large major development (includes Heritage Assets/ Urban Design)			
If your new building has between 2500 and 4999 sqm of floor space 50+ units			
Or the site area is up between 2.0 and 4.99 hectares (where you don't know the floor space)			
Meeting and written summary	8,190.00	8,190.00	0.0%
<i>Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or received a refusal of planning permission for a similar development on the same site in the last three months.</i>			
A subsequent meeting with a planning officer and written comments	1,640.00	1,640.00	0.0%

Other pre-application advice fees

Strategic Development

Your new building has 5000 or more sqm of floor space – 100 or more dwellings	Planning Performance Agreement-Separate set of Fees
The site area is 5 or more hectares (where you don't know the floor space)	EEBC can offer a tailored service to developers in regard to the above

These can include meetings with elected members including ward members and members of the Planning Committee. We can negotiate compliance with conditions during the course of construction and through the redevelopment and conversion of listed buildings with the appropriate specialist advisors offering direct and timely contact with Officer’s.

Post-Application Conditions Advice

Some developments may result in conditions which you may wish to discuss in more detail with the Planning Officer to consider your options.

Particularly where there are requirements for particular materials. Officers can advise on the requirements in consultation with specialist advisors

where applicable. Agreed through a PPA. Advice from Officers specialising in the Heritage Assets, Urban Design or Landscaping may also be

required and is included where required.

(1-15 conditions)

3,275.00

3,275.00

0.0%

(15+ conditions)

5,460.00

5,460.00

0.0%

Copy documents

Tree Preservation Order

Each

34.00

36.00

5.9%

Planning Decision Notice

Each

16.00

17.00

6.3%

S106 etc.

Each

22.50

24.00

6.7%

Enforcement Notice

Each

18.00

19.00

5.6%

Planning Policy

Self and Custom Build Register

Registration Fee

Per Entry

37.50

40.00

6.7%

Fee to remain on the register (annual)

Per Entry

8.00

9.00

12.5%

Officer Rates

Officer Role

Officer Rate - Head of Place Development

Per hour

243.00

258.00

6.2%

Officer Rate - Planning Development and Enforcement Manager

Per hour

209.00

222.00

6.2%

Officer Rate - DM Principal Planning Officer

Per hour

140.00

148.00

5.7%

Officer Rate - DM Planning Officer

Per hour

120.00

127.00

5.8%

Officer Rate - Enforcement Officer

Per hour

105.00

111.00

5.7%

Officer Rate - Principal Policy Officer

Per hour

140.00

148.00

5.7%

Officer Rate - Policy Officer

Per hour

120.00

127.00

5.8%

Officer Rate - CIL and S106 Officer

Per hour

167.00

177.00

6.0%

Officer Rate - Planning Policy Manager

Per hour

209.00

222.00

6.2%

Officer Rate - Urban Design Officer

Per hour

120.00

127.00

5.8%

Officer Rate - Conservation and Design Officer

Per hour

120.00

127.00

5.8%

Officer Rate - Tree Officer

Per hour

120.00

127.00

5.8%

Officer Rate - Environmental Health Officer

Per hour

140.00

148.00

5.7%

Officer Rate - Highways Officer

Per hour

140.00

148.00

5.7%

Officer Rate - Strategic Housing Manager

Per hour

140.00

148.00

5.7%

Officer Rate - Business Support Assistant

Per hour

84.00

89.00

6.0%

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Description	Unit	2024/25	2025/26	% Change
<b>Acupuncture, earpiercing and electrolysis</b>				
New (2 or more practitioners)	Per licence	440.00	440.00	0.0%
New (small business - 1 practitioner)	Per licence	360.00	360.00	0.0%
Register additional named qualified practitioners	Per licence	112.00	112.00	0.0%
<b>Animal Welfare</b>				
Hiring Horses	Per licence	235.00	250.00	6.4%
Hiring Horses - 1 or 2 horses	Per Application	425.00	450.00	5.9%
Hiring Horses - Over 10 horses	Per Application	560.00	600.00	7.1%
Hiring Horses 3 to 10 horses	Per Application	490.00	520.00	6.1%
Animal Welfare - Pet Shop	Per Licence	205.00	220.00	7.3%
Animal Welfare - Pet Shop - 1 or 2 species	Per Application	290.00	305.00	5.2%
Animal Welfare - Pet Shop - 3 or more species	Per Application	420.00	445.00	6.0%
<b>Animal Welfare - Keeping or Training animals for exhibition</b>				
Performing Animals (plus veterinary costs as incurred)	Per application	420.00	445.00	6.0%
Performing Animals - Ad hoc	Per Event	68.00	72.00	5.9%
Performing Animals (plus veterinary costs incurred)	Per licence	68.00	72.00	5.9%
<b>Animal Welfare (Boarding, Day Care, Breeding, Kennels &amp; Catteries)</b>				
Initial Fee (New) plus licence fee as scoring matrix	Per licence	205.00	220.00	7.3%
Existing licence	Per 1 Year licence	420.00	445.00	6.0%
Existing licence	Per 2 Year licence	500.00	530.00	6.0%
Existing licence	Per 3 Year licence	655.00	695.00	6.1%
Variation to reduce number of animals	Per Application	34.00	36.00	5.9%
Variation/Star Rating	Per Application	100.00	106.00	6.0%
Additional/Advisory Visits	Per visit	70.00	75.00	7.1%
Transfer following death of Licensee	Per Application	34.00	36.00	5.9%
Animal Welfare Additional Activities	25% of standard fee			N/A

Description	Unit	2024/25	2025/26	% Change
<b>Other Licences</b>				
Caravan Site - New	Per licence	445.00	475.00	6.7%
Caravan Site - Renewal	Per licence	445.00	475.00	6.7%
Licensing - Rapid Service Fee	25% Additional to Standard Fee			N/A
Replacement Registration/Badge	Per registration	30.00	30.00	0.0%
Replacement/Copy of Licence (from 'Other' Category)	Per licence	30.00	30.00	0.0%
Scrap Metal Dealers - Collector New	Per Licence	405.00	405.00	0.0%
Scrap Metal Dealers - Collector Renewal	Per Licence New		350.00	
Scrap Metal Dealers - Collector Variation	Per Application	405.00	405.00	0.0%
Scrap Metal Dealers - Site New	Per Licence	510.00	510.00	0.0%
Scrap Metal Dealers - Site Renewal	Per Licence New		410.00	
Scrap Metal Dealers - Site Variation	Per Application	510.00	510.00	0.0%
Tattooing- Register Business Premises and all Listed Qualified Practitioners- New	Per licence	480.00	480.00	0.0%
Zoo Licence - 6 year renewal	Per licence	7,450.00	7,450.00	0.0%
Zoo Licence - Grant (4 year licence)	Per licence	4,950.00	4,950.00	0.0%
Permit for public performance of hypnotism	Per Permit New		90.00	
Classification of a film	Per film New		50.00	
Additional per minute of film	Per minute New		1.00	
Pavement licence 2 year initial	Per Licence New		500.00	
Pavement licence 2 year renewal	Per Licence New		350.00	
<b>Sex Establishment</b>				
New Licence (Shops, sex encounter premises & cinemas)	Per licence	6,625.00	6,625.00	0.0%
Transfer application	Per Application	382.00	382.00	0.0%
Variation or renewal	Per licence	3,475.00	3,475.00	0.0%
Variation or renewal no Hearing	Per licence	1,805.00	1,805.00	0.0%



Description	Unit	2024/25	2025/26	% Change
<b>Vehicle Licensing</b>				
Duplicate/replacement licence	Per item	18.00	18.00	0.0%
Hackney carriage Change of vehicle	Per transfer	160.00	160.00	0.0%
	Epsom & Ewell only -			
Hackney Carriage Drivers	3 years	330.00	340.00	3.0%
Hackney Carriage Vehicles	Epsom & Ewell only	330.00	330.00	0.0%
Hackney Carriage Vehicles (Hybrid/Electric Vehicle)	One year New		265.00	
ID badge	Per item	23.00	23.00	0.0%
Internal Plate and holder	Per item	13.00	13.00	0.0%
Knowledge Test (First)	Per test	95.00	95.00	0.0%
Knowledge Test (School run only)	Per test	45.00	45.00	0.0%
Missed appointment (without notice excuse) or reasonable	Per appointment	65.00	70.00	7.7%
Private Hire Change of vehicle	Per transfer	160.00	160.00	0.0%
Private Hire Drivers	Three years	285.00	305.00	7.0%
	One year (1/3 fee of			
Private Hire Operators alternative annual licence	5 years licence)			
Private Hire Operators New/Renewal 1-5 vehicles	Five years	1,170.00	1,170.00	0.0%
Private Hire Operators New/Renewal 26+ vehicles	Five years	2,220.00	2,220.00	0.0%
Private Hire Operators New/Renewal 6-25 vehicles	Five years	1,700.00	1,700.00	0.0%
Private Hire Vehicle (Hybrid/Electric Vehicle)	One year	250.00	250.00	0.0%
Private Hire Vehicles	One year	320.00	320.00	0.0%
Replacement HCV plate	Per item	32.00	32.00	0.0%
Replacement Plate	Per item	22.00	22.00	0.0%

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## REVENUE BUDGET 2025/26

<b>Head of Service:</b>	Kevin Hanlon, Interim Chief Finance Officer
<b>Report Author</b>	Anna Clements, Sue Emmons
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	None

### Summary

This report sets out budget estimates for income and expenditure for Licensing & Planning Policy services in 2025/26.

### Recommendation (s)

#### The Committee is asked to:

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

## 1 Reason for Recommendation

- 1.1 The recommendations will enable the Council to meet its statutory duty to set a balanced budget for 2025/26.

## 2 Background

- 2.1 In February 2024, Full Council agreed the four-year Medium Term Financial Strategy to 2027/28 (MTFS). The MTFS aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.
- 2.2 The figures in this report reflect the provisional local government finance settlement for 2025/26.
- 2.3 The figures in this report reflect the work undertaken by budget managers and finance staff to identify any changes in resourcing requirements, and the provisional local government finance settlement for 2025/26.

- 2.4 Service estimates for this Committee are included in the draft Budget Book 2025/26 that will be made available to all Councillors.
- 2.5 Estimates have been prepared on the basis that existing services to residents are maintained, unless specified otherwise in section 5.
- 2.6 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-
  - 2.6.1 The Budget Book contains the service estimates for 2025/26.
  - 2.6.2 Unavoidable cost increases and income reductions are reflected in the estimates.
  - 2.6.3 Recommended increases to fees and charges have been included within the Budget Book and the income estimates.
  - 2.6.4 All increases in charges are subject to approval by the Committee/Council.

### 3 Forecast Outturn 2024/25

- 3.1 Before considering the revenue estimates for 2025/26, this section provides a summary of the forecast outturn for the current financial year.
- 3.2 The probable outturn specifically for Licensing and Planning Policy Committee, as advised at Audit & Scrutiny Committee in November 2024, shows no bet variance against budget as shown in the following table.

Licensing & Planning Policy Committee	Original Budget	Current Approved Budget	Forecast Outturn Q2	Forecast Variance
Service Group	£'000	£'000	£'000	£'000
Planning Policy & Development Management	1,216	1,252	1,252	0
Licensing	21	34	34	0
<b>Licensing &amp; Planning Policy Committee</b>	<b>1,237</b>	<b>1,286</b>	<b>1,286</b>	<b>0</b>

### 4 Proposals for 2025/26 Budget

- 4.1 The service estimates for 2025/26 are included in the draft Budget Book, circulated to councillors in January.

- 4.2 A summary of the Committee's service estimates for 2025/26 is shown in the following table:

Licensing & Planning Policy Committee	Published Budget 2024/25	Base Position 2025/26
Service Group	£'000	£'000
Planning Policy & Development Management	1,216	1,268
Licensing	21	11
<b>Licensing &amp; Planning Policy Committee</b>	<b>1,237</b>	<b>1,279</b>

- 4.3 The following table comprises a summary of the main changes to the Committee's proposed budget for 2025/26 compared with the published budget for 2024/25.

Licensing & Planning Policy Committee		Budget £'000
Published Budget 2024/25		1,237
Service Group	Change	
All	Variation in pay, pension (IAS19) & support service recharges	79
All	Sundry variances	(2)
Place Development	Increased Planning fees and charges in line with MTFS 6%	(8)
Licensing	Increased legal recharges to Licensing	20
Licensing	New Licensing software licence costs	20
Licensing	New Licensing staff	74
Licensing	Increased licensing income	(20)
Licensing	Increased Licensing fees and charges in line with MTFS 6%	(27)
Licensing	Additional Licensing income to fund additional expenditure	(94)
<b>Base Position 2025/26</b>		<b>1,279</b>

## 5 Risk Assessment

Legal or other duties

### 5.1 Equality Impact Assessment

5.1.1 None arising from the contents of this report.

5.2 Crime & Disorder

5.2.1 None arising from the contents of this report.

5.3 Safeguarding

5.3.1 None arising from the contents of this report.

5.4 Dependencies

5.4.1 Other Policy Committees are also being presented with their budgets for approval in the January committee cycle.

5.5 Other

5.5.1 In preparing the revenue budget estimates officers have identified the following main risks facing the Committee in delivering services within the budget. These budgets will require careful management during the year.

Service	Risk	Budget Estimate 2025/26	Risk Management
Place Development	<b>Medium:</b> The uncertainty of single, large applications can impact significantly on income. Applications, planning performance agreements and preapplications are dependent upon demand for development in the borough which is impacted by economic factors.	Total Budgeted Income £589k 10% change affects income by £60k; 25% change affects income by £147k	Monthly monitoring including analysing income against target continues. This includes regular budget monitoring reports in line with Financial Regulations.



	<p><b>Medium:</b> Not reaching budgeted level of income from licensing.</p> <p>Loss of key licensees (i.e. taxi operators) to neighbouring boroughs.</p> <p>Risk of service users challenging level of fees charged.</p>	<p>Total budgeted income £662k; 10% change affects income by £66k.</p> <p>25% change affects income by £166k.</p>	<p>Regular budget monitoring reports in line with Financial Regulations.</p> <p>Engagement with key licensees.</p> <p>Ensure all support services are appropriately re-charged to demonstrate full cost recovery.</p>
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## 6 Financial Implications

- 6.1 The draft Budget Book 2025/26 is highly detailed, therefore please can any questions or queries be sent to relevant officers in advance of the Committee meeting wherever possible.
- 6.2 **Section 151 Officer's comments:** Financial implications are contained within the body of this report.

## 7 Legal Implications

- 7.1 The Council will fulfil its statutory obligations to produce a balanced budget and to comply with its policy on equalities.
- 7.2 Although there are no direct legal implications arising from this report, decisions taken about the budget will impact the services which can be delivered. In the event of any impact, there will need to be a equalities impact assessment in relevant cases.
- 7.3 **Legal Officer's comments:** None for the purposes of this report.

## 8 Policies, Plans & Partnerships

- 8.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Effective Council.
- 8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 8.3 **Climate & Environmental Impact of recommendations:** None arising directly from the contents of this report.
- 8.4 **Sustainability Policy & Community Safety Implications:** None arising directly from the contents of this report.

- 8.5 **Partnerships:** Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

## 9 Background papers

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

**Previous reports:**

- [2025/26 Strategic Financial Planning, Strategy & Resources Committee, 23 July 2024.](#)
- [2025/26 Budget Targets, Licensing & Planning Policy Committee, 17 October 2024.](#)

**Other papers:**

- Draft 2025/26 Budget Book.

## URGENT DECISIONS

<b>Head of Service:</b>	Justin Turvey, Head of Place Development
<b>Report Author</b>	Andrew Bircher
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	None

### Summary

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

### Recommendation (s)

#### The Committee is asked to:

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

## 1 Reason for Recommendation

- 1.1 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.

## 2 Background

- 2.1 The scheme of delegation sets out that the Chief Executive and Directors are authorised to take decisions on grounds of urgency regarding matters which would otherwise be reserved for determination by a Committee or Council. A matter can be deemed urgent if, in the reasonable opinion of the officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision.

- 2.2 Since the last meeting of the Council one urgent decision has been taken by the Director of Environment, Housing and Regeneration in consultation with the Chair, Cllr Peter O'Donovan, and published in Member News in line with the Council's Constitution, Appendix 2, Paragraph 3.1. iii. The decision is set out below:

2.2.1 **Decision 147** – Epsom & Ewell Borough Council Local Development Scheme

2.2.2 **Urgency reason for decision 147** – Requires a decision to be taken in advance of the next available LPPC meeting to ensure the Local Plan is prepared in conformity with the LDS, given the publication of the revised NPPF and the need to start the Regulation 19 consultation earlier than originally scheduled.

### 3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None arising directly from this report

3.2 Crime & Disorder

3.2.1 None arise from this report

3.3 Safeguarding

3.3.1 None arise from this report

3.4 Dependencies

3.4.1 None arise from this report

3.5 Other

3.5.1 none

### 4 Financial Implications

4.1 **Section 151 Officer's comments:** Finance are consulted as part of the urgent decision-making process.

### 5 Legal Implications

5.1 **Legal Officer's comments:** Legal are consulted as part of the urgent decision-making process.

### 6 Policies, Plans & Partnerships

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

- N/A

6.2 **Service Plans:** The matter is not 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:** N/A

## 7 Background papers

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

### **Previous reports:**

- None.

### **Other papers:**

- None.



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