

STRATEGY AND RESOURCES COMMITTEE

Tuesday 12 November 2024 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

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

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

Councillor Neil Dallen (Chair)
Councillor Hannah Dalton (Vice-Chair)
Councillor Kate Chinn
Councillor Alex Coley

Councillor Alison Kelly
Councillor Robert Leach
Councillor Lucie McIntyre
Councillor Phil Neale

Yours sincerely



Chief Executive

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

EMERGENCY EVACUATION PROCEDURE

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

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

Public information

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

A link to the online address for this meeting is provided on the first page of this agenda. A limited number of seats will be available on a first-come first-served basis in the public gallery at the Town Hall. If you wish to observe the meeting from the public gallery, please arrive at the Town Hall reception before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

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

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

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions and statements from the Public

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

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

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

Questions must be received in writing by Democratic Services by noon on the third working day before the day of the meeting. For this meeting this is **Noon, Thursday 7 November**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, Monday 11 November**.

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

Filming and recording of meetings

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

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

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

AGENDA

1. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF PREVIOUS MEETING (Pages 7 - 16)

The Committee is asked to confirm as a true record the Minutes and Restricted Minutes of the meeting of the Committee held on 17 September 2024 (attached) and to authorise the Chair to sign them.

4. CONTRACT STANDING ORDERS - PROCUREMENT ACT UPDATE (Pages 17 - 68)

On 24 February 2025, the biggest changes to public sector procurement for over a decade will take effect with the issue of the Procurement Act 2023. The legislation, brought in after Brexit, has a significant impact on how the council undertakes its procurement.

As a result of these changes the Contract Standing Orders ('CSOs'), which form part of the council's Constitution, have been reviewed and updated to ensure that the council will comply with the latest legislation.

This report provides background information to the CSOs and the new Act, their purpose and the key changes.

The report also recommends updates identified through the review which do not directly relate to the new Act.

5. RISK MANAGEMENT STRATEGY ANNUAL REVIEW 2024 (Pages 69 - 98)

The annual review of the Risk Management Strategy has been conducted by officers. Attached at Appendix 1 is an updated Strategy. This version incorporates recommendations from our internal auditors (SIAP), and addresses points raised by council members and officers over the last year.

6. EPSOM AND EWELL COMMUNITY INFRASTRUCTURE LEVY - ANNUAL FUNDING AWARDS (Pages 99 - 126)

The Council undertook its annual funding rounds for strategic and neighbourhood CIL between the 7 May and 18 June 2024. During this funding window 5 strategic CIL bids and 23 neighbourhood CIL bids were received.

In accordance with the Epsom and Ewell CIL Spending Protocol (January 2024), all bids received have been subject to an initial stage 1 assessment. Only the bids that passed the stage 1 assessment were then subject to a stage 2 assessment by the CIL Member Working Group.

Following this process, three Strategic CIL bids (totalling £1,755,000 of strategic CIL funding) and six neighbourhood CIL bids (totalling £331,966 of neighbourhood CIL funding) were recommended to receive funding to the Licencing and Planning Policy Committee (LPPC) on the 17 October. LPPC were asked to agree the recommendation of the CIL working group. As set out in the CIL Spending Protocol any project or projects that are of a value (combined) greater than £50,000, in line with the council's financial regulations, are referred to Strategy and Resources Committee to approve the funding in accordance with paragraph 3.11 of the CIL Spending Protocol. The recommendation of the CIL Working Group and LPPC is therefore presented for a decision.

At the LPPC a motion was carried asking for Strategy and Resources committee to consider the merits of agreeing to fund an additional neighbourhood scheme that was not recommended for funding by the CIL Working Group. This amendment, if approved, would increase the neighbourhood CIL spend to £497,216.

7. CORPORATE PEER CHALLENGE ACTION PLAN UPDATE (Pages 127 - 150)

This report provides an update on progress against the Corporate Peer Challenge Action Plan, approved at Strategy & Resources Committee in July 2024 following the Peer Challenge in March 2024.

8. LOCAL AUTHORITY HOUSING FUND: ROUND 3 (Pages 151 - 190)

This report seeks approval to enter into an agreement with the Ministry of Housing, Communities and Local Government (MHCLG) to purchase 5 properties for use as in borough temporary accommodation and 1 property for use as an Afghan resettlement home as part of the Afghan Citizens Resettlement Scheme. To be funded by £1,493,250 from the Local Authority Housing Fund 3 and a Council contribution of £750,000 from s106 commuted sums.

9. PRIVATE SECTOR LEASING SCHEME (Pages 191 - 200)

This report seeks to extend the maximum number of Private Sector Leased properties for the provision of temporary accommodation for homeless households which the Council manages, to a maximum of 25 and to permit the renewal of current PSL leases when they end.

10. RESIDENTIAL PROPERTY REPAIR AND MAINTENANCE FUND (Pages 201 - 206)

Establish a repair and maintenance fund to fund works to the residential properties owned by the Council for use as temporary accommodation.

11. POLLING DISTRICT AND POLLING PLACE REVIEW (To Follow)

12. URGENT DECISIONS (Pages 207 - 210)

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

13. HOOK ROAD CAR PARK AND SGN SITE UPDATE (Pages 211 - 222)

This report recommends the procurement of specialist property regeneration, financial and legal advice to support the Council's future negotiations to facilitate the wider redevelopment of the Council's Hook Road Car Park and SGN Site.

14. COMMERCIAL TENANT - TOWN HALL (To Follow)

15. EXCLUSION OF PRESS AND PUBLIC (Pages 223 - 224)

The Committee is asked to consider whether it wishes to pass a resolution 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 involves the likely disclosure of exempt information as defined in paragraph 3 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 outweighs the public interest in disclosing the information.