

Public Document Pack



EPSOM & EWELL BOROUGH COUNCIL

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04 March 2026

SIR OR MADAM

I hereby summon you to attend a meeting of the Council of the Borough of Epsom and Ewell which will be held at the Council Chamber, Epsom Town Hall, Epsom on **THURSDAY, 12TH MARCH, 2026** at **7.30 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf. A link to the meeting is provided above.

Prayers will be said by the Mayor's Chaplain prior to the start of the meeting.



Chief Executive

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 on the internet.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A limited number of seats will also be available in the public gallery at the Town Hall. 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 Mayor agree to discuss any other such matters on the grounds of urgency, the Council will 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

Questions and statements from the public are not permitted at meetings of the Council. [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework sets out which Committees are able to receive public questions and statements, and the procedure for doing so.

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.

COUNCIL

Thursday 12 March 2026

7.30 pm

Council Chamber - Epsom Town Hall,
<https://www.youtube.com/@epsomandewellBC/playlists>

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

AGENDA

1. **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.

2. **MINUTES** (Pages 5 - 16)

To confirm the Minutes of the Meeting of the Council held on 10 February 2026.

3. **MAYORAL COMMUNICATIONS/BUSINESS**

To receive such communications or deal with such business as the Mayor may decide to lay before the Council.

4. **COMMUNITY GOVERNANCE REVIEW: FINAL RECOMENDATIONS** (Pages 17 - 48)

This report presents for decision the Final Recommendations of the Community Governance Review (CGR) under the Local Government and Public Involvement in Health Act 2007.

5. **REVIEW OF PROPORTIONALITY AND APPOINTMENT OF COMMITTEE MEMBERSHIP** (Pages 49 - 54)

Following the recent changes to political groups on the Council, the Full Council is requested to note the allocation of seats on Committees and Advisory Panels and approve the appointments to Committees and Advisory Panels.

6. **UPDATE TO THE CONSTITUTION** (Pages 55 - 62)

This report proposes updates to the Council's Live Register of Officer Delegations, for adoption.

7. MOTIONS (Pages 63 - 70)

This report sets out notices of motions ruled in order.

**Minutes of the Meeting of the COUNCIL held at the Council Chamber, Epsom
Town Hall on 10 February 2026**

PRESENT -

Councillor Robert Leach (Chair); Councillor Lucie McIntyre (Vice-Chair); Councillors Arthur Abdulin, Chris Ames, John Beckett, Steve Bridger, Kate Chinn, Christine Cleveland, Alex Coley, Neil Dallen, Hannah Dalton, Julian Freeman, Liz Frost, Bernice Froud, Tony Froud, Rob Geleit, Shanice Goldman, Graham Jones, Alison Kelly, Rachel King, James Lawrence, Steven McCormick, Phil Neale, Peter O'Donovan, Kieran Persand, Humphrey Reynolds, Kim Spickett, Chris Watson, Alan Williamson and Clive Woodbridge

Absent: Councillor Christine Howells, Councillor Jan Mason, Councillor Julie Morris, Councillor Bernie Muir and Councillor Darren Talbot

Officers present: Jackie King (Chief Executive), Cagdas Canbolat (Director of Corporate Services (S151)), Sue Emmons (Chief Accountant) and Tim Richardson (Democratic Services Manager)

33 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors regarding items on the agenda.

34 MINUTES

The Minutes of the Meeting of the Council held on 9 December 2025 were agreed as a true record and the Mayor was authorised to sign them.

35 MAYORAL COMMUNICATIONS/BUSINESS

The Mayor informed the Council of the recent publication of the Local Plan Site Allocation SA8 document, relating to land at East Ewell Station and that the developers were holding a display at Bourne Hall on 24 February which would be open to the public.

The Mayor provided his congratulations to Councillor Clive Woodbridge, who had won the 2025 Clarence Barrett award for contributions to local government.

Members were reminded of the date of the upcoming Civic Dinner on 13 March.

36 BUDGET REPORT 2026/27

The Council gave consideration to its 2026/27 budget, comprising both revenue and capital expenditure plans and Council Tax amounts for each band of dwelling. The report took account of the recommendations of the Community & Wellbeing, Environment, Licensing and Planning Policy and Strategy & Resources Committees (appertaining to fees and charges, the revenue budget and capital programme).

The Mayor informed the Council that a correction to the table included at Recommendation 1.7 of the report had been published prior to the meeting.

In moving the recommendations of the report, the Chair of the Strategy and Resources Committee, Councillor Neil Dallen, made a statement to the Council on the budget for 2025/26 and informed the Council of the following corrections to the report:

- *Recommendation 1.6.3 (page 16 of the agenda pack) – the wording “£8,174,856 being the amount by which the aggregate at 1.5.1above” is corrected to: “£8,174,856 being the amount by which the aggregate at 1.6.1above”*
- *Recommendation 1.6.4 (page 16 of the agenda pack) - the wording “£239.85 being the amount at 1.5.3” is corrected to “£239.85 being the amount at 1.6.3”*
- *Table 12.8 (page 28 of the agenda pack) - the 2nd subtotal, should read “Subtotal - Reserves **Unavailable** for general use”, corrected from the wording “Available for general use”.*

In response, Councillors Kate Chinn, James Lawrence, Kieran Persand and Alex Coley spoke on behalf of their respective political groups.

An amendment to the report was **MOVED** by Councillor James Lawrence and **SECONDED** by Councillor Alex Coley. The proposed amendment was as follows:

Additional recommendation:

“Transfer all non-earmarked funds allocated for priorities 2, 3, 5 and 6 from the Strategic Priorities Reserve to the General Fund Working Balance.”

The amendment was not accepted by the proposer of the original motion and accordingly was debated by the Council. Upon being put to the vote the amendment was **LOST** with 10 votes for, 19 votes against and the Mayor not voting.

An amendment to the report was **MOVED** by Councillor Alex Coley and **SECONDED** by Councillor James Lawrence. The proposed amendment was as follows:

Additional recommendation:

“That the minimum balance on the capital receipts reserve is removed and £1m of the reserve funds be used to fund the Bourne Hall heating & ventilation capital project, as recommended by FSAG.”

The amendment was not accepted by the proposer of the original motion and accordingly was debated by the Council. Upon being put to the vote the amendment was **LOST** with 10 votes for, 19 votes against and the Mayor not voting.

Upon being put, the motion to agree the recommendations of the report was **CARRIED**, as detailed below.

Accordingly, it was resolved:

With 19 votes for, 6 votes against, 4 abstentions and the Mayor not voting:

1.1 The Revenue estimates for 2026/27 (as included in Section 8 and Appendix 2).

1.2 The Capital programme for 2026/27 and the provisional programme for 2027/28 to 2030/31, as summarised in the capital strategy statement (as included in Section 12 and Appendix 9 of the report).

1.3 That it be noted that, under delegated powers, the Chief Finance Officer calculated the amount of the Council Tax Base as 34,083.20 (Band ‘D’ equivalent properties) for the year 2026/27, in accordance with the Local Government Finance Act 1992, as amended (the “Act”). (as attached at Appendix 4 of the report).

1.4 That the fees and charges recommended by the policy committees be approved for 2026/27 as attached in appendix 14 to the report.

1.5 That the Council Tax Requirement for the Council’s own purposes for 2026/27 is £8,174,856 as attached in Appendix 4 to the report.

1.6 That the following amounts be calculated for the year 2026/27 in accordance with sections 31 to 36 of the Act:

1.6.1 £61,895,893 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.

1.6.2 £53,721,037 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act.

1.6.3 £8,174,856 being the amount by which the aggregate at 1.6.1 above exceeds the aggregate at 1.6.3 above, calculated by the Council, in accordance with section 31A(4) of the Act, as its council tax requirement for the year.

1.6.4 £239.85 being the amount at 1.6.3 above divided by the amount at 1.3 above, calculated by the Council, in accordance with section 31(B) of the Act, as the basic amount of its council tax for the year.

1.7 To note that Surrey County Council and Surrey Police Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council’s area as indicated in the table below.

Authority	A	B	C	D	E	F	G	H
Surrey County Council	1,292.28	1,507.66	1,723.04	1,938.42	2,369.18	2,799.94	3,230.70	3,876.84
Police Authority (TBC)	235.05	274.22	313.40	352.57	430.92	509.27	587.62	705.14
EEBC	159.90	186.55	213.20	239.85	293.15	346.45	399.75	479.70
Total	1,687.23	1,968.43	2,249.64	2,530.84	3,093.25	3,655.66	4,218.07	5,061.68

With 19 votes for, 10 votes against and the Mayor not voting:

1.8 That the Council, in accordance with Section 30 to 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables above as the amounts of council tax for 2026/27 for each of the categories of dwellings.

With 19 votes for, 6 votes against, 4 abstentions and the Mayor not voting:

1.9 That members note the delay in receiving the final precept information from Surrey Police, expected at the end of February, and delegate authority to finalise the Budget Book and to make any amendments to the Council Tax demands as might prove necessary as the result of changes to the estimated demands issued by preceptors on the Council’s Collection Fund to the Director of Corporate Services (Section 151 officer), once this information has been received.

1.10 That the Council agrees the Treasury Management and Investment Strategy and prudential indicators and authorised limits for 2026/27 as set out in Appendix 10 including:

- 1.10.1 Affordability prudential indicators;**
- 1.10.2 The actual and estimated Capital Financing Requirement;**
- 1.10.3 The estimated levels of borrowing and investment;**
- 1.10.4 The authorised and operational limits for external debt;**
- 1.10.5 The liability benchmark;**
- 1.10.6 The treasury management prudential indicators.**

1.11 That the Council receives the budget risk assessment at Appendix 11 to the report and notes the conclusion of the Chief Finance Officer in Appendix 12 to the report that these budget proposals are robust and sustainable as concluded in the report.

1.12 That the Council receives the Chief Finance Officer Statement on the Reserves as attached at Appendix 12 to the report.

With 19 votes for, 10 votes against and the Mayor not voting:

1.13 Council approves the annual indexation of Councillors Basic and Special Responsibility Allowances in line with the ‘cost of living’ percentage increase in staff salaries for the 2026-27 financial year.

With 19 votes for, 6 votes against, 4 abstentions and the Mayor not voting:

1.14 Approve the recommended changes to how Council Tax is levied on Empty properties, as set out in Appendix 13 to the report, with effect from 1 April 2026.

1.15 Approve the recommended changes to how Council Tax is levied on Second Homes in the Borough, as set out in Appendix 13 to the report, with effect from 1 April 2027.

Budget 2026/27 recommendations 1.8 & 1.13 (Budget decision)	
Councillor Robert Leach	Abstain
Councillor Lucie McIntyre	For
Councillor Arthur Abdulin	For
Councillor Chris Ames	Against
Councillor John Beckett	For
Councillor Steve Bridger	For
Councillor Kate Chinn	Against
Councillor Christine Cleveland	For
Councillor Alex Coley	Against
Councillor Neil Dallen	For
Councillor Hannah Dalton	For
Councillor Julian Freeman	Against
Councillor Liz Frost	For
Councillor Bernice Froud	For
Councillor Tony Froud	For
Councillor Rob Geleit	Against
Councillor Shanice Goldman	Against

Councillor Graham Jones	For
Councillor Alison Kelly	Against
Councillor Rachel King	For
Councillor James Lawrence	For
Councillor Steven McCormick	For
Councillor Phil Neale	For
Councillor Peter O'Donovan	For
Councillor Kieran Persand	Against
Councillor Humphrey Reynolds	For
Councillor Kim Spickett	For
Councillor Chris Watson	Against
Councillor Alan Williamson	For
Councillor Clive Woodbridge	For
Carried	

Budget 2026/27 recommendations 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.9, 1.10, 1.11, 1.12, 1.14, 1.15 (Budget decision)	
Councillor Robert Leach	Abstain
Councillor Lucie McIntyre	For
Councillor Arthur Abdulin	For
Councillor Chris Ames	Abstain
Councillor John Beckett	For
Councillor Steve Bridger	For
Councillor Kate Chinn	Abstain
Councillor Christine Cleveland	For
Councillor Alex Coley	Against

Councillor Neil Dallen	For
Councillor Hannah Dalton	For
Councillor Julian Freeman	Against
Councillor Liz Frost	For
Councillor Bernice Froud	For
Councillor Tony Froud	For
Councillor Rob Geleit	Abstain
Councillor Shanice Goldman	Against
Councillor Graham Jones	For
Councillor Alison Kelly	Against
Councillor Rachel King	For
Councillor James Lawrence	Against
Councillor Steven McCormick	For
Councillor Phil Neale	For
Councillor Peter O'Donovan	For
Councillor Kieran Persand	Against
Councillor Humphrey Reynolds	For
Councillor Kim Spickett	For
Councillor Chris Watson	Abstain
Councillor Alan Williamson	For
Councillor Clive Woodbridge	For
Carried	

37 MOTIONS

With the agreement of the Council, the Mayor reordered the business on the agenda to consider item 13 (Motions) following the completion of item 4 (Budget Report 2026/27), due to the public interest in this item.

The Mayor informed the Council that Motion 2 listed in the agenda papers had been withdrawn by the councillor that had submitted it and would not be considered at this meeting.

The Council received one Motion submitted under FCR 14 of Appendix 4 of the Constitution.

Motion 1 was **PROPOSED** by Councillor Kieran Persand and **SECONDED** by Councillor Chris Ames.

The Council resolved by a majority vote (with 10 votes for dealing with the motion at the meeting, 19 votes to refer the motion to the relevant committee and the Mayor not voting) to refer the Motion to the Strategy & Resources Committee for consideration.

38 END POVERTY PLEDGE

Council received a report presenting a recommendation from the Community and Wellbeing Committee for the Council to make the End Poverty Pledge (EPP).

Councillor Clive Woodbridge **MOVED** the recommendations in the report.

Upon being put the recommendations were **CARRIED** unanimously.

Accordingly, it was resolved to:

- (1) **Agree to sign the End Poverty Pledge, including the general statement and the specific commitments set out in sections 2.3 and 2.4 of the report.**
- (2) **Agree to nominate and authorise the Chief Executive to sign the End Poverty Pledge on behalf of the Council.**

39 CONTRACT STANDING ORDERS 2025-26 UPDATE

Council received a report presenting the recommendation of the Standards and Constitution Committee in relation to the Council's Contract Standing Orders ('CSOs').

Councillor John Beckett **MOVED** the recommendation in the report.

Upon being put the recommendation was **CARRIED** with 28 votes for, 1 abstention and the Mayor not voting.

Accordingly, it was resolved to:

- (1) **Approve the revisions to the Contract Standing Orders, attached at Appendix 1 to the report.**

40 UPDATE TO THE CONSTITUTION

Council received a report proposing updates to the Council's Scheme of Delegation and Live Register of Officer Delegations for adoption, as recommended by the Standards and Constitution Committee at its 15 January 2026 meeting.

Councillor John Beckett **MOVED** the recommendations in the report.

Upon being put the recommendations were **CARRIED** with 27 votes for, 2 abstentions and the Mayor not voting.

Accordingly, it was resolved to:

- (1) Approve and adopt the updates to the Constitution as set out at paragraph 3.1.1 and Appendix 1 of the report.**

41 PAY POLICY STATEMENT 2026/27

Council received a report presenting the draft Epsom & Ewell Borough Council Pay Policy Statement for 2026/27 and seeking approval of the Statement following the recommendation from Strategy and Resources committee.

Councillor Neil Dallen **MOVED** the recommendation in the report.

Upon being put the recommendation was **CARRIED** unanimously.

Accordingly, it was resolved to:

- (1) Approve the Pay Policy Statement for 2026/27**

42 ATTENDANCE DISPENSATION

Council received a report asking it to consider a waiver of the six month rule for attendance at Council and Committee meetings under the Local Government Act 1972 for Councillor Jan Mason, having regard to the circumstances of her absence from meetings.

Councillor Neil Dallen **MOVED** and Councillor Hannah Dalton **SECONDED** the motion.

Upon being put the recommendations were **CARRIED** with 27 votes for, 2 abstentions and the Mayor not voting.

Accordingly, it was resolved to:

- (1) Agree that, having regard to the circumstances of the absence of Councillor Jan Mason from Council meetings, the requirements of Section 85 of the Local Government Act 1972 in relation to attendance at meetings be waived for Councillor Mason until the 10 August 2026.**

43 AMENDMENT TO CALENDAR OF MEETINGS

Council received a report presenting amendments to the Municipal Calendar of ordinary meetings.

Councillor Neil Dallen **MOVED** and Councillor Hannah Dalton **SECONDED** the motion.

Upon being put the recommendations were **CARRIED** with 19 votes for, 10 votes against and the Mayor not voting.

Accordingly, it was resolved to:

(1) Approve the amendments to the Municipal Calendar of ordinary meetings as set out in paragraph 2.2 of the report.

44 APPOINTMENT OF DEPUTY REPRESENTATIVE TO THE EAST SURREY JOINT COMMITTEE

Council received a report proposing the appointment of Councillor Clive Woodbridge as the deputy representative for the East Surrey Joint Committee.

Councillor John Beckett **MOVED** and Councillor Rachel King **SECONDED** the motion.

Councillor James Lawrence **MOVED** and Councillor Chris Ames **SECONDED** a nomination of Councillor Alex Coley to the appointment. Following receipt of this nomination, the Mayor informed the Council that a vote would be held.

The results of the vote were as follows: Councillor Clive Woodbridge, 19 votes, Councillor Alex Coley, 10 votes.

Accordingly, it was resolved to:

(1) Approve Cllr Clive Woodbridge as the appointed deputy representative for Epsom & Ewell Borough Council on the East Surrey Joint Committee (to include any sub-committee and/or informal working group).

45 REVIEW OF PROPORTIONALITY AND APPOINTMENT OF COMMITTEE MEMBERSHIP

Council received a report asking it to note the allocation of seats on Committees and Advisory Panels and approve the appointments to Committees following a recent change in political proportionality.

Councillor John Beckett **MOVED** and Councillor Rachel King **SECONDED** the recommendations in the report.

Upon being put, the recommendations were **CARRIED** as follows:

With 20 votes for, 7 votes against, 2 abstentions and the Mayor not voting it was resolved:

- (1) To note the allocation of seats based on political balance and proportionality;**
- (2) To allocate seats on the Committees and Advisory Panels in accordance with the wishes of the political groups set out in Appendix 1 to the report;**

With 18 votes for, 9 votes against, 2 abstentions and the Mayor not voting it was resolved:

- (3) To appoint all members of the Council as substitutes for their current political group members on all committees, where the appointed political group member is unable to attend a meeting.**

The meeting began at 7.30 pm and ended at 9.58 pm

COUNCILLOR ROBERT LEACH (CHAIR)

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COMMUNITY GOVERNANCE REVIEW: FINAL RECOMMENDATIONS

Head of Service:	Jackie King, Chief Executive
Report Author:	Piero Ionta
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Phase 2 Consultation Pack (final, as consulted) Appendix 2 – Phase 2 Consultation Analysis (Detailed)

Summary

This report presents for decision the Final Recommendations of the Community Governance Review (CGR) under the Local Government and Public Involvement in Health Act 2007.

Recommendation (s)

The Council is asked to:

Resolve to conclude the Community Governance Review, on the grounds that the results of the recent public consultation does not demonstrate sufficient public support for the proposals that were consulted upon.

1 Reason for Recommendation

- 1.1 At its meeting on 9 December 2025, Full Council agreed to proceed to Phase 2 consultation on proposals to create two parish areas, each served by a community (parish) council, with warding aligned to existing Borough wards and two councillors per ward. The Council's CGR webpage and consultation pack set out the proposals, indicative precept illustrations and the intended timetable.
- 1.2 The CGR has been undertaken pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, having regard to the Guidance on Community Governance Reviews (March 2010) issued by the Secretary of State and LGBCE.

2 Background

- 2.1 CGR Terms of Reference were published in June 2025 and updated in December 2025. Phase 1 consultation took place between 17 July and 9 October 2025; the Phase 1 analysis and options were reported to Full Council (Dec 2025), including the proposed two parish model, warding based on the existing Borough wards and two councillors per ward.

- 2.2 Phase 2 consultation ran from 16 December 2025 to 1 February 2026, seeking views on creating Epsom Community Council and Ewell Community Council, warding aligned to the existing Borough wards, and a proposed councillor number of two per ward.
- 2.3 The proposals reflect the statutory criteria that community governance should (i) reflect the identities and interests of local communities and (ii) be effective and convenient, and the options are consistent with the guidance's approach to defining parishes, warding and electoral arrangements.

3 Phase 2 Consultation Results (16 December 2025 – 1 February 2026)

- 3.1 The Phase 2 consultation closed on 1 February 2026. The Council received a total of 2,203 responses. There were no rejected responses.
- 3.2 As noted within the last report brought in December 2025, the response to the Phase 2 consultation is believed to have led to the largest number of replies received from those that either own a business or property in the borough (1%), work in the borough (1%) or live in the borough (98%) to any public consultation held by this Council in recent memory. The highest number of responses to a consultation before this was for the Reg 18 Local Plan consultation (1,736 responses).
- 3.3 The Communications Plan as implemented (which included the use of a variety of channels over the course of the public consultation aimed at reaching a diverse range of residents including print and online channels, social media and video; events, outdoor advertising, advertising in council venues and a direct mail campaign) can be shown to have been effective as the level of replies from residents, businesses, and stakeholders show their motivation to submit a response and ensure that they were heard.
- 3.4 Of these 2,203 responses, 14% supported the creation of two community councils (Epsom and Ewell), 82% opposed, and 4% expressed no clear view. Detailed analysis of the replies is provided in Appendix 2 – Phase 2 Consultation Analysis (Detailed).
- 3.5 Warding arrangements: 1,570 out of the 2,203 respondents answered this question; of those that replied, 28% of respondents supported warding that is coterminous with existing Borough wards; 54% opposed this proposal; 18% expressed no preference.
- 3.6 Name of parish area, councils and wards: 1,543 out of the 2,203 respondents answered this question; of those that replied, 28% of respondents supported the proposed names; 53% opposed the proposed names; 19% expressed no preference.
- 3.7 Council size: 1,551 out of the 2,203 respondents answered this question; of those that replied, 21% supported two councillors per ward; 61% opposed this; 17% expressed no view.

- 3.8 Further comments: 856 out of the 2,203 respondents answered this question; of those that replied, 30% expressed concerns about whether the proposals were value for money; 25% expressed concerns about the increase to council tax that the proposal would lead to and 20% expressed their disagreement with the proposals overall.

4 Next steps:

- 4.1 The Council has considered the consultation feedback alongside the statutory criteria of community identity/interests and effective and convenient local government and is invited to resolve to end this Community Governance Review at this point.
- 4.2 The Council is obliged to act in accordance with Section 93(7) of the Local Government and Public Involvement in Health Act 2007, which requires:
- “As soon as practicable after making any recommendations, the principal council must—
- (a)publish the recommendations; and
- (b)take such steps as it considers sufficient to secure that persons who may be interested in the review are informed of those recommendations.”
- 4.3 If Council decides to give effect to the Final Recommendations, the proposed resolution to that effect will suffice to comply with the provisions noted above. This will be recorded in the minutes of this meeting which shall be published in the normal manner. As a further step, it is proposed that each respondent that provided their email contact details shall be sent an email to confirm the final recommendations as resolved.

5 Risk Assessment

Legal or other duties

5.1 Equality Impact Assessment

- 5.1.1 The EIA screening has not been updated on the basis that should Members resolve to adopt the final recommendations set out above, the screening produced for the December report will suffice.

5.2 Crime & Disorder

- 5.2.1 No direct implications arising from this decision.

5.3 Safeguarding

- 5.3.1 No direct implications arising from this decision.

5.4 Dependencies

- 5.4.1 No direct implications arising from this decision.

5.5 Other

5.5.1 No direct implications arising from this decision.

6 Financial Implications

6.1 The Council approved a one-off budget allocation of £300,000 for CGR. As of 26 February, £70,770 has been spent. If it is decided by Members to resolve the final recommendations set out above, there will be some limited ongoing costs that will need to be accounted for after the decision is taken. After that, any unspent budget will remain within the council's Corporate Reserves.

6.2 **Section 151 Officer's comments:** Any relevant comments are included within the body of this report.

7 Legal Implications

7.1 The Council, as principal council, has power under section 82 of the Local Government and Public Involvement in Health Act 2007 to conduct a CGR, make recommendations and give effect to them. In doing so, it must have regard to the 2010 Guidance on Community Governance Reviews, including criteria concerning community identity and interests and effective and convenient local government.

7.2 The proposed Final Recommendations comply with the 2007 Act and statutory guidance.

7.3 **Legal Officer's comments:** Any relevant comments are included within the body 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:** No direct implications arising from this decision.

8.4 **Sustainability Policy & Community Safety Implications:** No direct implications arising from this decision.

8.5 **Partnerships:** No direct implications arising from this decision.

- 8.6 **Local Government Reorganisation Implications:** No direct implications arising from this decision.

9 Background papers

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

Previous reports:

- **Council Report (9 December 2025):** Community Governance Review – Creation of Civil Parishes and Associated Parish Councils in Epsom & Ewell (including Phase 1 analysis, options, proposed warding, councillor numbers and next steps).

Other papers:

- Epsom & Ewell CGR webpage: Phase 2 consultation notice, timetable, and precept illustration (Band D).
- GOV.UK Guidance and Model Order: Guidance on Community Governance Reviews (2010) and Model Community Governance Reorganisation Order.

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Community Governance Review

Phase two consultation proposal

December 2025 - February 2026

What is happening?



Epsom and Ewell Borough Council has decided to undertake a Community Governance Review (CGR) under the provisions of the Local Government and Public Involvement in Health Act 2007, to consider creating parishes and parish councils in all of the current area of the Borough.

This has been prompted by the process of Local Government Reorganisation across Surrey which will see the formation of two unitary authorities for Surrey, and the abolition of the existing eleven district and borough councils within Surrey, along with the abolition of the County Council. The eleven existing district and borough councils are to be dissolved in April 2027 and as the whole of Epsom and Ewell Borough does not have any parish councils there will be no lower tier of local government, below that of the new East Surrey unitary authority. The new East Surrey Council will take over the responsibilities of Surrey County Council and the five districts and borough councils.

The aim is to ensure local governance arrangements are effective, convenient, and reflect the identities and interests of local communities. The review seeks to improve community engagement, local democracy, and service delivery.

How do I respond?

The consultation will run from Tuesday the 16th of December 2025 to Sunday the 1st of February 2026, closing at 11.59pm.

After looking at the proposal, you can respond by:

- **Answering the questionnaire online -**
<https://eebc.inconsult.uk/CGRproposal/consultationHome>

OR

- **Filling out the paper questionnaire**

Paper copies of the Consultation can be found at -

- **The Town Hall**
- **Bourne Hall**
- **Stoneleigh Library**
- **Epsom Library**
- **Ewell Court Library**
- **Community and Wellbeing Centre**

Paper Copies of the Consultation will have a prepaid envelope enclosed so they can be sent back to the Town Hall.

If you print the consultation at home, you will need to return the completed questionnaire to the Town Hall either in person or via post. We are not able to provide prepaid envelopes if you select the print at home option.

If you choose to send a printed copy of the questionnaire, please send it to -

Community Governance Review, Town Hall, The Parade, Epsom, Surrey, KT18 5BY

The Proposal

Phase one of the public consultation has already taken place, between July and October 2025. The Phase one consultation asked respondents if they would like parish councils to be created in their area and informed the proposal set out below.

Legally ‘parish councils’ have to be formed but they can be named ‘community councils’. Throughout this document and the consultation the terms ‘parish’ and ‘community’ for the council that may be created are used interchangeably. The Phase one consultation showed a clear preference for the use of the name community councils, rather than parish councils.

Where the number of local government electors within a proposed parish area will be 1,000 or more, it must be recommended that the parish should have a parish council, it is then a decision for the Council whether or not to give effect to that recommendation.

The phase two consultation is seeking views on the following draft proposal:

- The creation of two parish areas (Epsom Parish Area and Ewell Parish Area) within which there will be two parish councils (one in each parish area)
- Each council will initially be responsible for the legal minimum (e.g. allotments) and may take on further services in the future, subject to agreement with the newly formed East Surrey Unitary Council.

Warding arrangements:

- The boundaries of the two parish areas will match existing borough ward boundaries.
- The existing borough wards and their names will be adopted as parish wards.

Proposed number of Councillors – Two councillors per ward per newly created parish council resulting in:

- Twelve councillors within Epsom Community Council (there are six wards) and
- Sixteen councillors in Ewell Community Council (there are eight wards).

Proposed names of parish councils -



Epsom Community
Council



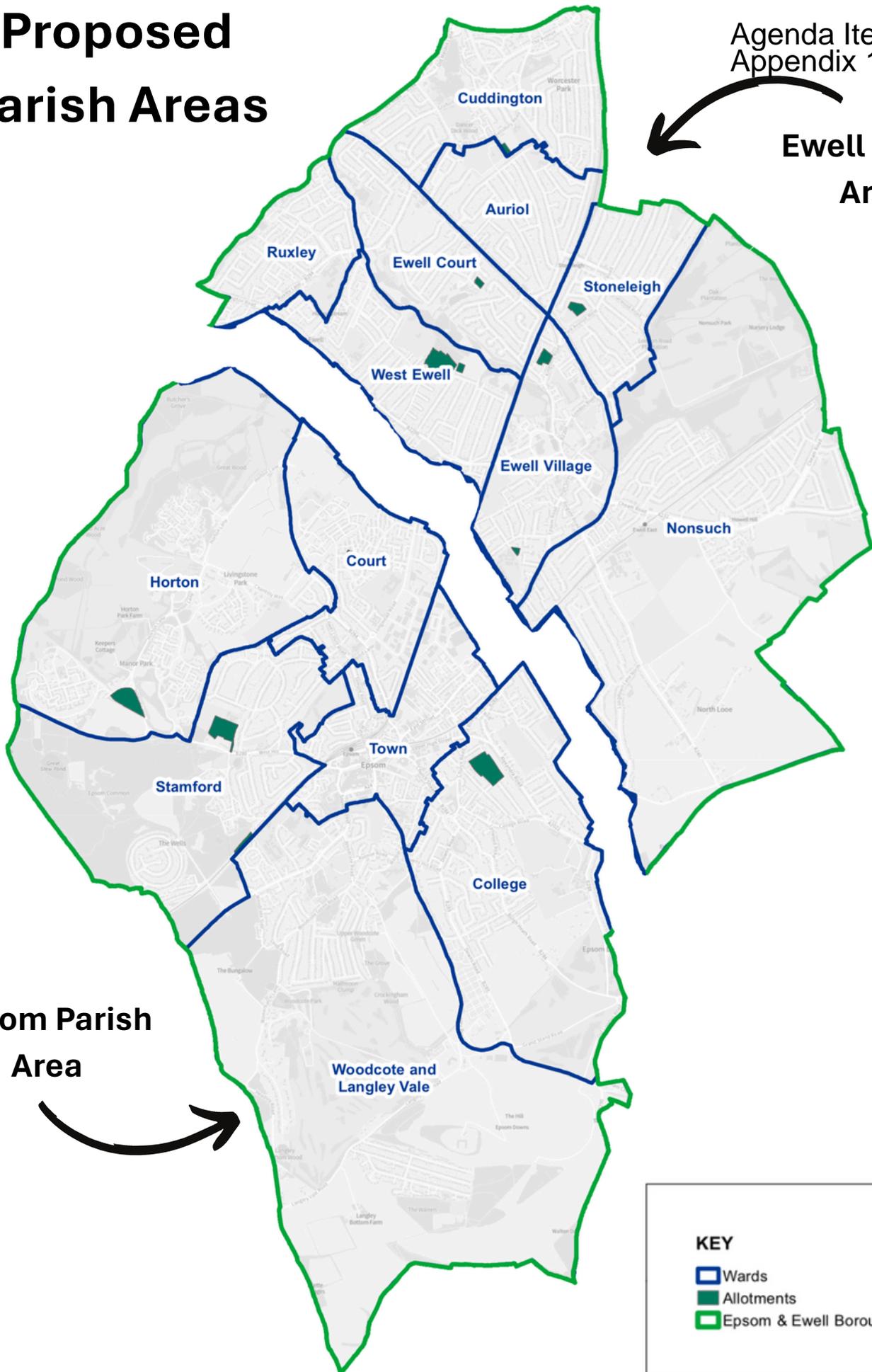
Ewell Community
Council

Proposed Parish Areas

Agenda Item 4
Appendix 1

Ewell Parish Area

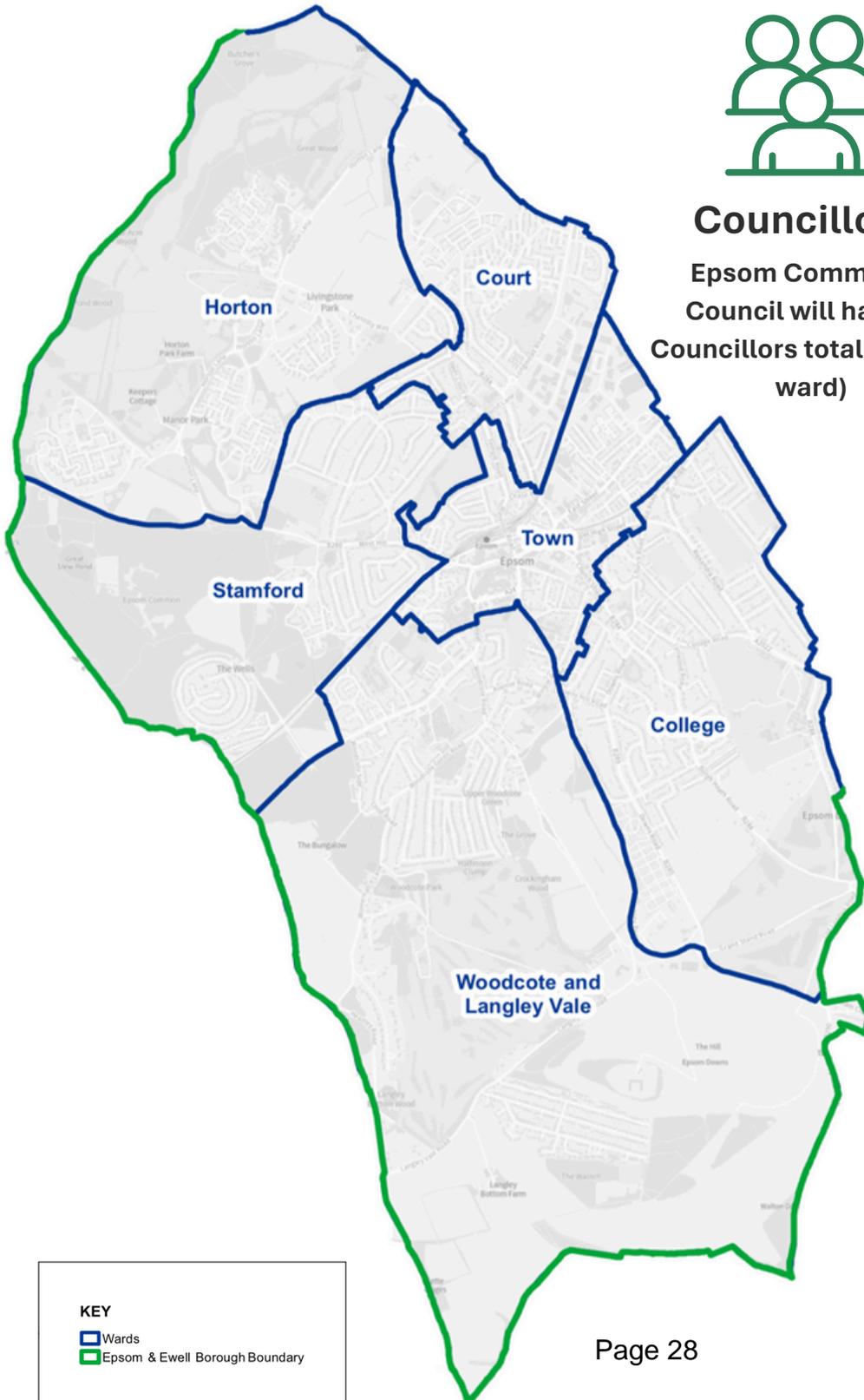
Epsom Parish Area



KEY

- Wards
- Allotments
- Epsom & Ewell Borough Boundary

Epsom Community Council will have:



Councillors

Epsom Community Council will have 12 Councillors total (two per ward)



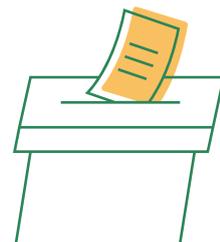
Wards (6):

- College
- Court
- Horton
- Stamford
- Town
- Woodcote and Langley Vale



Precept

The approximate cost for the average band D property would be £44 a year



Electorate

26,489
as of the 1st of May 2025

KEY

- Wards
- Epsom & Ewell Borough Boundary

Ewell Community Council will have:



Councillors

Ewell Community Council will have 16 Councillors total (two per ward)



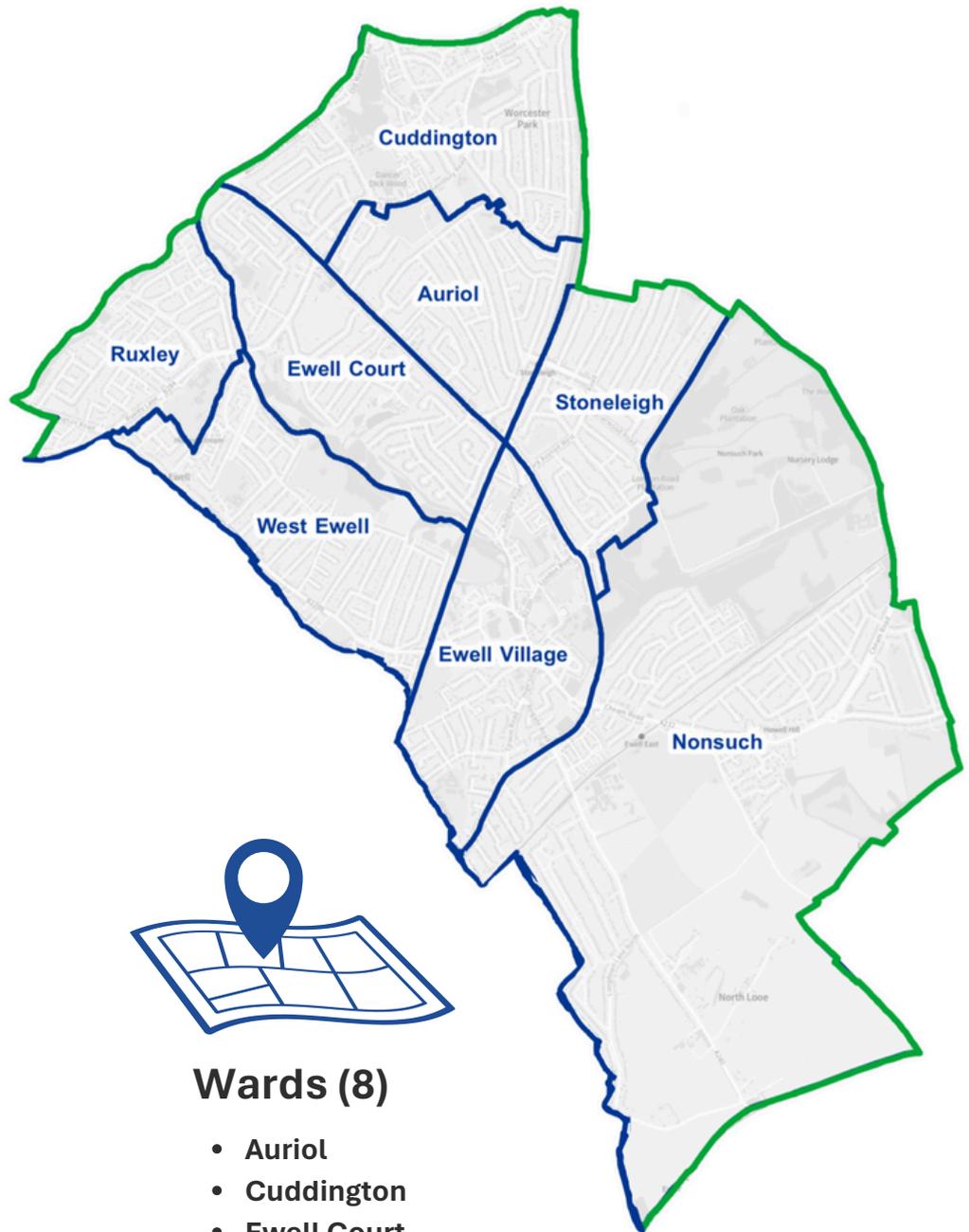
Precept

The approximate cost for the average band D property would be £46 a year



Electorate

32,934
as of the 1 May 2025



Wards (8)

- Auriol
- Cuddington
- Ewell Court
- Ewell Village
- Nonsuch
- Ruxley
- Stoneleigh
- West Ewell

KEY
■ Wards
■ Epsom & Ewell Borough Boundary

Parish Council Precepts

What is a precept?

The precept is essentially a demand for a specific sum of money to be collected through the council tax system, which the parish council then uses to fund its operations.

How does it work?

A parish council prepares a budget and determines how much funding they need for the upcoming year. They then submit a precept request to the billing authority (East Surrey Council).

East Surrey Council will collect the precept amount as part of the council tax and pay it to the parish council.

Why it's important?

Parish councils rely on the precept as their primary source of funding, as they do not receive direct funding from central government. Without the precept, they would be unable to carry out their responsibilities, such as maintaining local amenities, providing services, and representing the community.

The budget essentially covers:

- Parish Council Administration. e.g. employment costs, office supplies and equipment, website/IT, insurance, room hire, training, fees/memberships
- Allotments, e.g. running and maintenance

Why administrative costs matter?

The costs of setting up and running a parish council aren't just overheads —they're what makes local democracy work. These funds cover essentials like:

- Setting up and running a town clerk's office – which is a role equivalent to a combination of a chief executive and chief finance officer at a borough council, and
- Organising and holding public meetings, ensuring the actions of a parish council are transparent and accountable.

The precept supports a platform for tailored local services after the abolishment of Epsom & Ewell Borough Council. This allows for scalable services as the precept can be adjusted based on what services and assets the community wants to manage, giving flexibility for future priorities.

The Consultation - Have your say!



We want your views on the above proposal. Please answer the following questions:

About you:

1) Please state which of the following best describes you (please select one answer)

- I live in the Epsom and Ewell Borough Council area
- I work in the Epsom and Ewell Borough Council area
- I own a business or a property in the Epsom and Ewell Borough Council area
- I am a representative of a community organisation in the Epsom and Ewell Borough Council area. The name of the community organisation is: _____
- Other: (Give details)_____

Please state your postcode (based on your above selection): _____

2) Do you agree with the proposal to create two new parish areas (Epsom Parish Area and Ewell Parish Area) and serving them, two new parish councils (Epsom Community Council and Ewell Community Council), with the associated precept?

- Yes
- No
- Don't know/ not sure

2a) Please tell us why.

If you have answered Question 1 and 2, you do not have to complete the rest of this questionnaire.

Agenda Item 4
Appendix 1

We would love to learn more to help us understand the needs of our community, in considering this community governance review and potential creation of parish councils. So, we would like to invite you to share a little more about yourself – **the questions for this section begin on page 12**. Answering these questions is **completely voluntary** and any information shared will **remain confidential**.

3) Do you agree with the proposed warding arrangements (wards matching existing borough wards)?

- Yes
- No
- Don't know/ not sure

3a) Please tell us why.

4) Do you agree with the proposed names for the parish areas, councils and wards?

- Yes
- No
- Don't know/ not sure

4a) Please tell us why.

5) Do you agree with the proposed number of Councillors (two per ward)?

- Yes
- No
- Don't know/ not sure

5a) Please tell us why.

6) Are there any further comments you would like to add about the Community Governance Review or the proposal to create two parishes and parish councils in Epsom and Ewell?

Would you like to share a little more about yourself?

Agenda Item 4
Appendix 1

We'd love to learn more to help us understand the needs of our community, better, considering this community governance review and potential creation of parish councils. Answering these extra questions is completely **voluntary** – you do not have to take part, and your responses will remain confidential.

Please only answer questions you feel comfortable doing so. You do not have to answer all questions.

We are inviting you to answer the questions below so we can evaluate the responses when carrying out an Equality Impact Assessment, after the end of this consultation

What is your age group?

- Under 16
- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+
- Prefer not to say

Do you consider yourself to have a disability or long-term health condition?

- Yes
- No
- Prefer not to say

What is your ethnic group?

- White(e.g. English, Welsh, Scottish, Irish, Gypsy or Irish Traveller)
- Mixed/multiple ethnic groups
- Asian/Asian British
- Black/African/Caribbean/Black British
- Other ethnic group (please specify):
- Prefer not to say

What is your sexual orientation?

- Heterosexual/straight
- Gay/lesbian
- Bisexual
- Other (please specify):
- Prefer not to say

What is your legal marital or civil partnership status?

- Single
- Married
- In a civil partnership
- Divorced/separated
- Widowed
- Prefer not to say

What is your religion or belief?

- No religion
- Christian
- Muslim
- Hindu
- Jewish
- Sikh
- Buddhist
- Other (please specify):
- Prefer not to say

What is your sex? (tick any that apply)

- Female
- Male
- Other (please specify):
- Different than sex assigned at birth
- Prefer not to say

If you would like to be kept informed on the Community Governance Review, please provide your email address below:

Email address: _____

Using your personal information: Any information provided in this survey will be used in the strictest confidence and only for the use of the Community Governance Review. Your response will form part of our published documents, but all responses will be fully anonymised. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at <https://epsom-ewell.gov.uk/council/about-council/data-protection/privacy-and-cookies>

Contact us



cgr@epsom-ewell.gov.uk



www.epsom-ewell.gov.uk/CGR



Epsom and Ewell Borough
Council, Town Hall, The
Parade, Epsom KT18 5BY



01372732000

If you would like to learn more, please visit - **Community Governance Review Frequently Asked Questions (FAQs)** at -

<https://www.epsom-ewell.gov.uk/council/community-governance-review/community-governance-review-frequently-asked-questions-faqs>

CGR Phase 2 Consultation Data Analysis

Introduction

Total number of responses: 2,203.

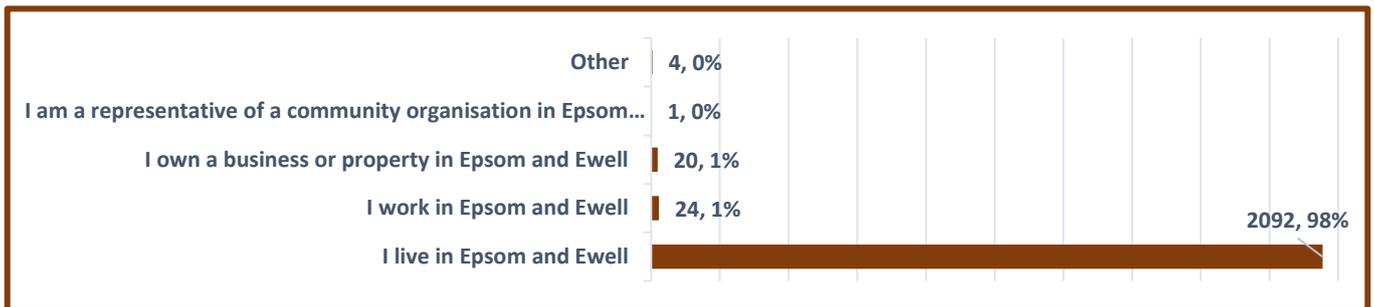
Total number of registered electors: 59,193 (16/10/2025).

Format of the bar charts: the data labels include two figures, the first being the total number of respondents whose chose a particular question option, followed by the percentage that this option represents compared to all options.



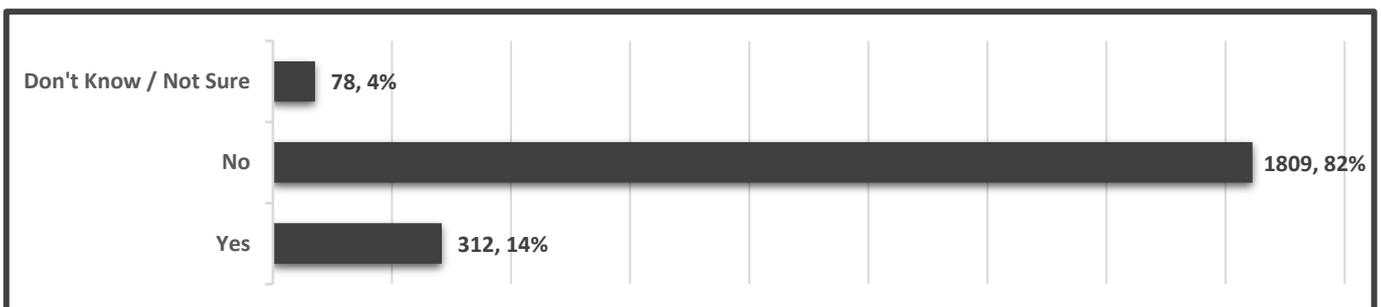
1) 'About you' question: Please state which of the following best describes you

- This question was answered by 2,141 respondents.



2) Do you agree with the proposal to create two new parish areas (Epsom Parish Area and Ewell Parish Area) and serving them, two new parish councils (Epsom Community Council and Ewell Community Council), with the associated precept?

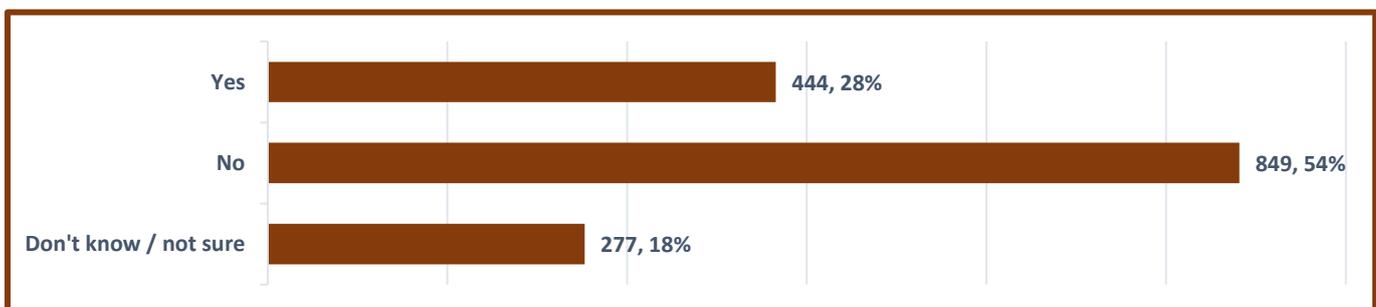
- Answered by 2,199 respondents.



Rank	Theme	Approx. %
1	Concerns about increases in council tax	40%
2	Concerns about value for money	40%
3	Value local representation	10%
	Total	90%

3) Do you agree with the proposed warding arrangements (wards matching existing borough wards)?

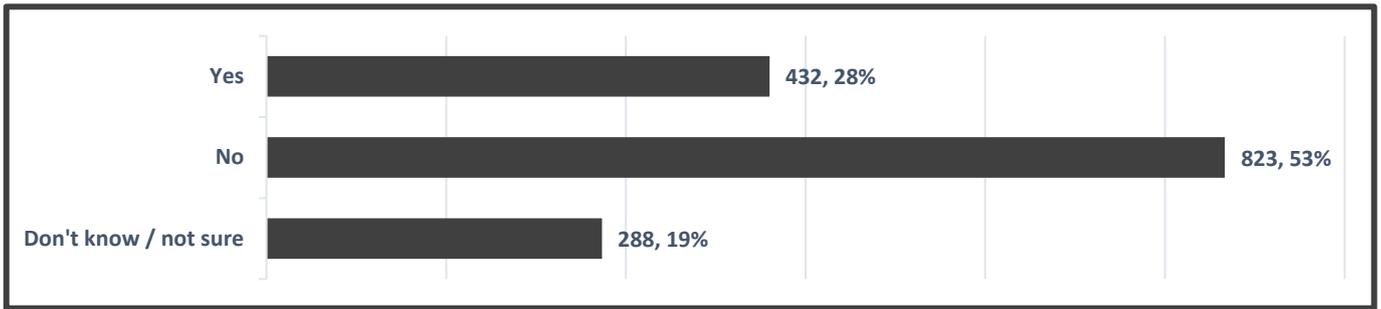
- This question was answered by 1,570 respondents.



Rank	Theme	Approx. %
1	Disagree with the proposal for Parish Councils in answer to Question 3	40%
2	Concerns about value for money	30%
3	Concerns about increases in council tax	20%
	Total	90%

4) Do you agree with the proposed names for the parish areas, councils and wards?

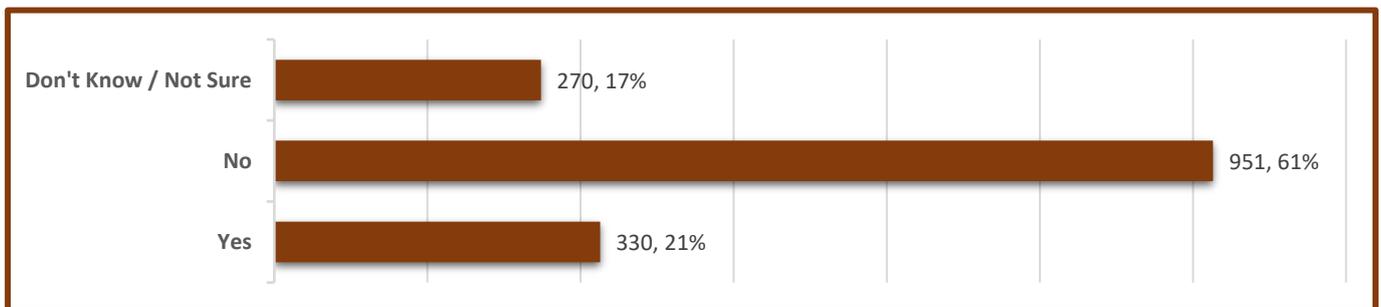
- This question was answered by 1,543 respondents.



Rank	Theme	Approx. %
1	Disagree with the proposal for Parish Councils in answer to Question 4	60%
2	Concerns about value for money	20%
3	Concerns about increases in council tax	15%
	Total	95%

5) Do you agree with the proposed number of Councillors (two per ward)?

- This question was answered by 1,551 respondents.



Rank	Theme	Approx. %
1	Concerns about value for money	30%
2	Disagree with the proposal for Parish Councils in answer to Question 5	25%
3	There should be fewer councillors	20%
4	Concerns about increases in council tax	15%
	Total	90%

6) Are there any further comments you would like to add about the Community Governance Review or the proposal to create two parishes and parish councils in Epsom and Ewell?

- This question was answered by 856 respondents.

Rank	Theme	Approx. %
1	Concerns about value for money	30%
2	Concerns about increases in council tax	25%
3	Disagree with the proposal for Parish Councils in answer to Question 6	20%
4	Concerns about how the consultation was run	15%
	Total	90%

Copilot AI Analysis

Summary of Key Themes in Question 2

[Question 2] contains respondents' written explanations expanding on their agreement or disagreement with the proposal to create two new parish areas. The dominant themes are as follows:

1. Strong Opposition to Creating Parish Councils

Many respondents express *clear disagreement* with the proposal, often citing:

- **No perceived need** for additional parish councils.
- **General dissatisfaction** with the current council or belief that the proposal is politically motivated.
- **Belief that existing arrangements (EEBC + new unitary)** are sufficient.

This is by far the most common theme.

2. Concerns About Increased Council Tax / Additional Costs

A frequent and prominent issue raised:

- Fear of **higher household costs** due to a new uncapped precept.
- Objection to paying **£45+ per year for what is seen as minimal benefit** (often only allotments).
- Concern that costs will continue to rise due to building or service transfers.

Many refer to the change as **poor value for money** or **an unnecessary financial burden**.

3. Perception of Unnecessary Bureaucracy

Respondents repeatedly describe the proposal as:

- Adding **another layer of government**.
- **Contradicting the purpose** of the move to unitary authorities, which was meant to *reduce* layers.
- Creating duplication and administrative waste.

4. Lack of Clarity, Transparency, or Evidence

Some respondents say they cannot support the proposal due to:

- **Insufficient detail** on future responsibilities, scope, or powers.
- Lack of **clear costings**, especially long-term.-term.
- Suspicion that key information is being withheld or that the proposal is pre-determined.

5. Value-for-Money Doubts Around Allotment Management

Since the parish councils would initially be responsible mainly for allotments, respondents comment that:

- Paying significant administrative costs to manage **a very small service** makes little sense.
- Only **1–2% of residents benefit**, leaving most subsidising a very limited function.

6. Skepticism About Local Representation Benefits

Although some respondents support local representation, many others say:

- Parish councillors would have **little real power**.
- Residents can already raise issues through existing channels.
- Parish councillors may be the “same people” with limited influence over the new unitary authority.

7. Concerns About Timing and Distrust of the Process

Respondents express:

- The belief that the consultation is **biased**, “stage-managed”, or poorly publicised. -managed”, or poorly publicised.
- Frustration that the **unitary authority transition** is still unclear, making it too early to decide.
- Concern that the proposal is driven by **self-preservation** of existing councillors. -preservation

8. Minority Themes Supporting the Proposal

A smaller number of responses support the parish council idea, citing:

- Desire for **continued local voice** under a large unitary authority.
- Belief that Epsom and Ewell have **distinct identities** worth preserving.
- Value placed on **local knowledge and accessibility** of community councillors.

These supportive views are noticeably fewer compared to the objections.

Summary of Key Themes in Question 6

1. Strong opposition to creating parish/community councils

A major recurring theme is strong, often emphatic rejection of the entire proposal. Comments frequently include:

- “Total waste of money”
- “Give this nonsense up”
- “We don’t need another tier of government”
- “Scrap the whole idea”

Many residents express frustration, disbelief, or fatigue with the process.

2. Concerns about increased costs and precepts

Cost is one of the most significant worries across the dataset.

- Fear of rising council tax or “uncapped” precepts
- Anger that residents would pay more “for very little benefit”
- Concern that estimated costs are misleading and could escalate

A large number of respondents cite affordability pressures, especially older residents and households already struggling.

3. Perception of unnecessary bureaucracy

Many respondents argue that parish councils would create:

- Another administrative layer
- More red tape
- More meetings, councillors, and overheads

This is seen as *contradicting* the stated purpose of forming unitary authorities (i.e., simplifying governance).

4. Distrust of motives behind the proposal

A substantial number of comments suggest residents believe:

- The proposal is about “job creation” for existing councillors
- The consultation is biased or predetermined
- RA councillors are trying to preserve influence after reorganisation

This distrust often fuels broader opposition.

5. Lack of clarity, transparency or information

Many respondents say they cannot support the proposal because:

- Costs are unclear or incomplete
- Future responsibilities and potential service transfers have not been explained
- Messaging is confusing or inconsistent
- The consultation was poorly advertised

Some call the process “flawed”, “misleading”, or “lacking transparency”.

6. Comments on the timing of the review

Quite a few respondents question why this is happening *now*:

- The unitary authority hasn’t been implemented yet
- Surrey-wide changes should settle before local layers are added
- The timing feels rushed or premature

Several note that “we should see how East Surrey Council performs first”.

7. Minimal support for local voice and democracy

A smaller number of respondents express support for parish/community councils, citing:

- Desire to retain a local voice after the unitary restructure
- Importance of local representation
- Fear that Epsom & Ewell may be overlooked in a large authority

These supportive comments are present, but strongly in the minority.

8. Planning, infrastructure and service related concerns-related concerns

Several comments link wider frustrations to the CGR:

- Anger about planning decisions (e.g., local plan, enforcement)
- Perceived decline of the high street, environment, or amenities
- Complaints that current issues aren't being addressed

These often reinforce the view that a parish council “won't fix” the problems.

9. Calls for a referendum or better democratic mandate

Some residents argue:

- The issue is too big for a consultation alone
- There should be a borough-wide vote
- Residents feel “not listened to”

A number want the entire restructure revisited or halted.

Overall Pattern

The overwhelming majority of Question 6 responses express:

- **Opposition**
- **Fear of cost increases**
- **Distrust in the process**
- **Belief that parish councils are unnecessary**

Supportive comments exist but are significantly outweighed by concerns.

Notes on methodology for analysing the responses

- Theme descriptors – the table below gives more information about the meaning of the themes referred to earlier

Retain local representation, accountability and voice
Support of the proposal: This theme included responses that supported maintaining local representation; holding local leaders to account; and ensuring communities in Epsom and Ewell have a voice.
Sustain / enhance community engagement
Support of the proposal: Codes for this theme included references to maintaining and / or enhancing community engagement.
Protect local services and community assets
Support of the proposal: Responses that referenced parish councils being able to preserve and protect local services and community assets. It also included references where parish councils gaining additional responsibilities in the future was perceived as positive.
Concerns about value for money
Critical of the proposal: References to concerns regarding the three E's (economy, efficiency, effectiveness) related to the proposal to create parish councils. Sub-elements of the three E's were also captured within this theme, such as sentiments relating to: Parish councils having a limited range of powers; the projected costs being too high to manage allotments (inefficient); that the proposal would increase local government bureaucracy and potentially duplicate or undo the proposed benefits of Local Government Reorganisation (LGR), resulting in fragmented, duplicated, confused strategies across the different levels of local government; and references to the proposal adding bureaucracy and being a waste of time and / or money.
Concerns about increases in council tax
Critical of the proposal: This theme related to sentiments that expressed concern about, or that the respondent did not wish to pay, increased council tax. Also included are negative references to costs, and concerns that parish councils could increase their council tax precept by an uncapped amount in future years, which was a reoccurring sub-theme.
Concerns about how the consultation was run
Critical of the proposal: sentiments that were coded to this category reflected those that expressed: a desire for further information / evidence in order for the respondent to reach an informed judgement; that there was a lack of advertising / communication / promotion of the consultation; concern that the wording used in the consultation was misleading; a desire for wider awareness and 'buy-in'; and suspicions that residents' views will be ignored, and the outcome was already decided.
Disagree with the proposal
Critical of the proposal: This included sentiments that simply stated that the respondent disagreed with the proposal.
There should be fewer councillors

This was a theme directly related to Question:5) Do you agree with the proposed number of Councillors (two per ward)? It reflects respondents' answers that indicated they would prefer fewer councillors than the number proposed in the consultation document.

- The source data for this analysis were the submitted online and paper-copy consultation questionnaires.
- Themes in the responses:
 - Each sentiment expressed by a respondent in their free-text response to a question was coded to a theme. Whether one or more references were made to the same theme within a question, this was counted as one. If another theme was referenced in the same response to a question one or more times, this was counted as one reference to the other theme.
 - If a respondent submitted a free-text response that said “see above” or “see previous answer” the theme raised in the previous question was counted for this question.
 - The approximate theme percentages (%) above indicate the dominance of that theme within each question when compared to the other themes in the question. Each theme has been rounded to the nearest 5%, and if a theme had a representative percentage value of less than 10%, then the theme was omitted from the tables above.
 - Theme categorisation is subject to some variation between responses, given the context of interpreting qualitative data. Theme percentages should therefore be treated as indicative rather than absolute.
- Total number of responses:
 - Consultation questions were optional, therefore the total number of responses to the consultation does not match the total number of respondents to each question.
 - Incomplete / open responses to the online survey have not been included, nor have paper copy submissions received at the Town Hall after 4th February 2026.
- The Copilot analysis was run separately to the thematic analysis that is included next to the bar charts. While Copilot has limitations and its methodology will vary from the in-house approach, the two analyses show consistent interpretations of the data.

DEI data from Phase 2 CGR consultation survey compared to EEBC population (percentages).

SEX

	CGR	EEBC
Male	55	48
Female	41	52
Prefer not to say	4	Na.

ETHNICITY

	CGR	EEBC
White	85	80
Asian (inc Asian British)	5	11 (includes Asian Welsh)
Mixed/multiple	1	4
Other	1	3
Prefer not to say	7	Na.

AGE

	CGR	EEBC
16-24	<1	9
25-34	4	11
35-64	47	42
65-74	25	9
75+	20	9
Prefer not to say	3	Na.

RELIGION

	CGR	EEBC
Christian	51	48
None	34	36
Other	4	16
Prefer not to say	11	Na.

Note:

EEBC data via 2025 Borough Profile.

Percentages – rounded to nearest whole per cent.

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REVIEW OF PROPORTIONALITY AND APPOINTMENT OF COMMITTEE MEMBERSHIP

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1: Nominations to Committees (to follow)

Summary

Following the recent changes to political groups on the Council, the Full Council is requested to note the allocation of seats on Committees and Advisory Panels and approve the appointments to Committees and Advisory Panels.

Recommendation (s)

The Council is asked to:

- (1) Note the allocation of seats based on political balance and proportionality;**
- (2) Allocate seats on the Committees and Advisory Panels in accordance with the wishes of the political groups set out in Appendix 1;**
- (3) Appoint all members of the Council as substitutes for their current political group members on all committees, where the appointed political group member is unable to attend a meeting.**

1 Reason for Recommendation

- 1.1 Following recent changes to the membership of the Residents Association Group and Labour Group of the Council, the Council is required to review the allocation of seats on its committees and Advisory Panels.

2 Background

- 2.1 There are detailed statutory provisions as to when the Council must review the allocation of seats. Broadly this is at the Annual Meeting, after elections, or where new political groups are constituted or where members change political groups.

- 2.2 To ensure clarity, rather than adopt the use of the term 'places', the term 'seats' shall be adopted within the remainder of this report to reflect the language used in accordance with the Local Government and Housing Act 1989 ('Act') and Local Government Committee and Political Group Regulations 1990 ('Regulations') (as amended).
- 2.3 The Council is asked to note that for the purposes of Regulations made further to the Local Government and Housing Act 1989, Members of the Council have formed themselves into Political Groups: Residents Association Group (22 seats), Labour Group (4 seats), Liberal Democrats Group (3 seats), Conservative Group (3 seats) and Independents Group (2 seats). The Council has 1 Independent Councillor who is not a member of a political group. Under the Regulations, the sizes of the Groups are used as the basis for determining Group entitlements to seats on Committees.
- 2.4 The Local Government Committee and Political Group Regulations 1990 (as amended) provides that there must be at least two members to form a group. A group ceases to be a group if numbers fall below 2.
- 2.5 Section 15 of the Local Government & Housing Act 1989 requires the allocation of seats on committees, advisory panels and certain other bodies to reflect the political make-up of the Authority.
- 2.6 The Council has a duty to make appointments to its Committees giving effect to the wishes of the political group.
- 2.7 When determining the allocation of seats, Section 15(4) Local Government & Housing Act 1989 sets out 4 rules, and requires authorities to apply them in descending order of priority:
- Rule 1: where some or all of the Members of an authority have formed into two or more political groups, then no Committee may comprise just members from one political group.
- Rule 2: where a majority of Members of Council are Members of one political group, that political group must have a majority of the seats on each Committee.
- Rule 3: without being inconsistent with the first two rules, the number of seats allocated to each political group on all the Committees taken together be as near as possible proportionate to their strength on Council.
- Rule 4: so far as is consistent with Rules 1 to 3, each political party must be allocated that number of seats on each Committee taken individually as is proportionate to their strength on the Council. However, as set out above, this is subject to the need to give the majority a majority on each Committee.

- 2.8 The Council’s overriding duty to comply with 1 and 2 above, takes precedence over achieving a mathematically balanced distribution of Committee seats as described in 3 and 4. Applying those rules the table at paragraph 3.1 below sets out the allocation of seats.
- 2.9 The Council can only depart from these rules by passing a ‘nem con’ resolution; i.e with no Member voting against the resolution.
- 2.10 The political proportionality rules also apply to those outside bodies dealing with local government matters to which the Council appoints three or more representatives.
- 2.11 Whilst the number of allocated seats on each committee is the number of seats to which they have a right to nominate to, it is up to each political group to nominate to Full Council the members they choose within their allocation; as the law does not prescribe that all nominations to their allocated seats have to be from their own political group. By way of example, this would allow the administration to nominate opposition members to take up seats within its own allocation, if it chose to do so; likewise, any opposition group may nominate any of their allocated seats to another political group if they do not wish to take up their full allocation. For the avoidance of any doubt, this rule does not extend to allowing the substitution of members once nominated and appointed by Full Council by other members of a different political group, to attend a meeting in accordance with CPR 5 and 15 of the Council’s Standing Orders.

3 Allocation of seats on Ordinary Committees

- 3.1 Taking into account the principles set out above, mindful of the recent political group changes again set out above, the following allocation of seats result. This allocation has been calculated on the basis of 34 of the Council’s Members forming themselves into the political groups set out in paragraph 2.3 above.

Committees	Number					Committee size
	Residents Association Group	Labour Group	Liberal Democrat Group	Conservative Group	Independents Group	
Audit & Scrutiny	5	1	1	1	-	8
Community & Wellbeing	5	1	1	1	-	8
Environment	5	1	1	1	-	8

Committees	Number					
	Residents Association Group	Labour Group	Liberal Democrat Group	Conservative Group	Independents Group	Committee size
Licensing & Planning Policy	6	1	1	1	1	10
Planning Committee	7	1	1	1	-	10
Strategy & Resources	5	1	1	1	-	8
Financial Strategy Advisory Group	4	1	-	-	1	6
Health Liaison Panel	4	-	-	1	1	6
HR Panel	4	1	-	-	1	6
Standards & Constitution	4	1	1	-	-	6
Crime & Disorder Committee	4	1	-	-	1	6
Licensing (Hearings)	No political balance required.					
Licensing (General)	No political balance required.					
Shareholder Sub-Committee	Appointed by Strategy and Resources Committee					5

4 Allocation of seats on Joint Arrangements

4.1 The Council jointly manages Nonsuch Park with the London Borough of Sutton through the Nonsuch Park Joint Management Committee and appoints 3 members to the Committee. Applying the proportionality principles, the allocation of seats to this Council is as follows:

Committee	Number					
	RA	LAB	LD	CON	IND	Total
Nonsuch Park Joint Management Committee	2	1	-	-	-	3

5 Individual Membership of Committees

- 5.1 In accordance with the 1989 Act and the Council's Rules of Procedure, it is necessary to make appointments to each Committee so as to give effect to the wishes of the relevant Groups.
- 5.2 The final wishes of the Groups are set out in **Appendix 1** to this report.

6 Substitute Members

- 6.1 To formalise the process of substitutes, Council is asked to appoint all members of this council as substitutes for their current political group members on all committees, where the appointed political group member is unable to attend a meeting. For the avoidance of any doubt, and as noted above, a member of one political group cannot substitute a member of another political group. A substitute may attend, speak and vote at that meeting, but may only be appointed for the whole of a meeting and not for specific items on the agenda.
- 6.2 Members may only serve as substitutes where they have undertaken the necessary training required of members; and where notice of the proposed substitution has been given in accordance with CPR 16 of the Constitution.

7 Risk Assessment

Legal or other duties

- 7.1 Equality Impact Assessment
- 7.1.1 None.
- 7.2 Crime & Disorder
- 7.2.1 None.
- 7.3 Safeguarding
- 7.3.1 None.
- 7.4 Dependencies
- 7.4.1 None.
- 7.5 Other
- 7.5.1 None.

8 Financial Implications

- 8.1 There are no financial implications for the purposes of this report.

8.2 **Section 151 Officer's comments:** None arising from the content of this report.

9 Legal Implications

9.1 **Legal Officer's comments:** Any relevant comments are contained within the body of the report

10 Policies, Plans & Partnerships

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

- Effective Council

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

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

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

10.5 **Partnerships:** None.

10.6 **Local Government Reorganisation Implications:** None.

11 Background papers

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

Previous reports:

- [Review of proportionality and appointment of committee membership, Council 10 February 2026](#)

Other papers:

- [Constitution of Epsom and Ewell Borough Council](#)
- Local Government & Housing Act 1989
- Local Government (Committees and Political Groups) Regulations 1990 (as amended)

UPDATE TO THE CONSTITUTION

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Proposed updates to Appendix 2.1 of the Constitution

Summary

This report proposes updates to the Council's Live Register of Officer Delegations, for adoption.

Recommendation (s)

The Council is asked to:

- (1) **Approve and adopt the updates to the Constitution as set out in Appendix 1 of this report.**

1 Reason for Recommendation

- 1.1 To update the Council's Live Register of Delegations so as to ensure that the officer roles identified within Appendix 1 are empowered to conduct their daily work with any necessary delegated authority.
- 1.2 Following a review of working practices by the Parking and Enforcement Manager and Head of Housing and Community within their departments, an update to the Council's Scheme of Delegation is brought to Full Council for its approval.

2 Background

Parking and enforcement

- 2.1 Officers have delegated authority under the 'Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1'
- 2.2 The authority provided to officers under that Order includes:

- 2.2.1 To charge a lost token fee or make a discretionary decision about a parking charge within our car parks
- 2.2.2 To refuse entry to a vehicle into a Borough Council car park in situations such as if it is deemed to be in breach of a height or weight restriction or suspected of seeking unlawful encampment.
- 2.2.3 To negotiate and agree a discounted rate of parking for an individual or a group within any of the Borough Council Car Parks.
- 2.2.4 To negotiate and agree on a discounted rate or change of location for a parking permit within any of the Borough Council Car Parks
- 2.3 The Council is currently in the process of implementing a new Traffic Order that will replace the current Order, so it is necessary to amend the current delegation to reflect this as well as removing reference to charging for a lost token fee as this no longer applies in practice.

Housing Services

- 2.4 It is recommended that an update to an existing delegation set out within Appendix 2.1 (Delegation HS4) is adopted so as to ensure that new officer posts within the Housing Services Team are empowered to conduct their daily work with any necessary delegated authority.
- 2.5 The proposed additions to Appendix 2.1 are attached to this report – Appendix 1 - any changes or new provisions are included in red text.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

- 3.1.1 None of the proposed changes are believed to trigger the requirement for an Equality Impact Assessment; any impacts are believed to be minimal and positive in nature.

3.2 Crime & Disorder

- 3.2.1 None.

3.3 Safeguarding

- 3.3.1 None.

3.4 Dependencies

- 3.4.1 The council's constitution is its primary governance document. Therefore, much of the council's business and operations depends on its contents.

3.5 Other

3.5.1 None

4 Financial Implications

4.1 **Section 151 Officer's comments:** There are no direct financial implications arising from the proposed updates to the Constitution. The changes clarify officer delegations and do not affect the Council's budget or financial position.

5 Legal Implications

5.1 **Legal Officer's comments:** Any relevant comments are contained within the body of this report.

6 Policies, Plans & Partnerships

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

- Effective Council

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.

6.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report

6.5 **Partnerships:** Not applicable.

6.6 **Local Government Reorganisation Implications:** None arising from the contents of this report

7 Background papers

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

Previous reports:

- None.

Other papers:

- [Constitution of Epsom and Ewell Borough Council.](#)

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No	Title of Post Holder	Legislation	Function Delegated	Date
PEE2	Parking & Enforcement Manager	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1 <u>The current Epsom & Ewell Borough Council Off Street Parking Places Order as adopted by the Council</u>	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	12 December 2023 <u>arch 2026</u> FC
PEE9	Parking Operations Supervisor	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1 <u>The current Epsom & Ewell Borough Council Off Street Parking Places Order as adopted by the Council</u>	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	12 December 2023 <u>March 2026</u> FC
PEE11	Civil Enforcement Officer	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1 <u>The current Epsom & Ewell Borough Council Off Street Parking Places Order as adopted by the Council</u>	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	12 December 2023 <u>arch 2026</u> FC
PEE13	Enforcement Operations Supervisor	Epsom & Ewell Borough Council Off Street	To charge a lost token fee or make a discretionary decision	12 December 2023 <u>arch 2026</u> FC

		Parking Places Order March 2022 variation 1 The current Epsom & Ewell Borough Council Off Street Parking Places Order as adopted by the Council	about a parking charge within our car parks	
PEE26	Customer Services Manager	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1 The current Epsom & Ewell Borough Council Off Street Parking Places Order as adopted by the Council	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	12 March 2026 FC
PEE28	Business Support Assistant Manager	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1 The current Epsom & Ewell Borough Council Off Street Parking Places Order as adopted by the Council	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	12 March 2026 FC
PEE30	Business Support Officer	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1 The current Epsom & Ewell Borough Council Off Street Parking Places	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	12 March 2026 FC

		<u>Order as adopted by the Council</u>		
PEE3 3	Parking & Enforcement Manager, Customer Services Manager, Parking Operations Supervisor, Civil Enforcement Officer, Enforcement Operations Supervisor	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 4 <u>The current Epsom & Ewell Borough Council</u> <u>Off Street Parking Places</u> <u>Order as adopted by the Council</u>	To refuse entry to a vehicle into a Borough Council car park in situations such as if it is deemed to be in breach of a height or weight restriction or suspected of seeking unlawful encampment.	12 March 2026 FC
PEE3 4	Parking & Enforcement Manager, Customer Services Manager, Parking Operations Supervisor	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 4 <u>The current Epsom & Ewell Borough Council</u> <u>Off Street Parking Places</u> <u>Order as adopted by the Council</u>	To negotiate and agree a discounted rate of parking for an individual or a group within any of the Borough Council Car Parks.	12 March 2026 FC
PEE3 5	Parking & Enforcement Manager, Customer Services Manager, Parking Operations Supervisor	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 4 <u>The current Epsom & Ewell Borough Council</u> <u>Off Street Parking Places</u> <u>Order as adopted by the Council</u>	To negotiate and agree on a discounted rate or change of location for a parking permit within any of the Borough Council Car Parks.	12 March 2026 FC

Agenda Item 6
Appendix 1

No	Title of Post Holder	Legislation	Function Delegated	Date
HS4	Housing Options Officer, Move-On (Prevention) Officer, Hospital Discharge Officer, Housing Register (TA) Officer	Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in As listed and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.	12 March 2026 FC

MOTIONS

Head of Service: Piero Ionta, Head of Legal and Monitoring Officer

Report Author: Tim Richardson

Wards affected: (All Wards);

Appendices (attached): Appendix 1 - Motion 1
Appendix 2 – Motions Flowchart

Summary

This report sets out notices of motions ruled in order.

Recommendation (s)

The Council is asked to:

- (1) Consider the Motions in accordance with Standing Orders.

1 Reason for Recommendation

- 1.1 The rules regarding the submission of motions to Council are set out in Appendix 4 of the Council's Constitution (Standing Orders of the Full Council). Motions ruled in order must be listed on the agenda.

2 Background

- 2.1 The table below set out the Motions ruled in order:

Motion Number	Title	Proposer & Seconder	Committee	Responding Chair
1	Motion 1	Proposer: Councillor James Lawrence Seconder: Councillor Alex Coley	Standards & Constitution	Councillor John Beckett

- 2.2 Each Motion will be taken in the order listed, with the proposer moving the motion and the seconder confirming that they wish to second it.
- 2.3 Once a motion as been put, the Mayor will invite Members to decide how the motion should be dealt with. The Mayor will ask for a vote without debate, on whether the motion should be referred to an appropriate Committee for consideration (FCR 16.5). This will be on the basis of a simple majority.
- 2.4 All amendments must be in writing, proposed and seconded. The mover of the original motion will be asked if they wish to accept the proposed amendments. Those which are accepted in full or in part will result in the original motion being amended accordingly. If they are not accepted, then the amendments will be debated in accordance with Standing Orders (FCR 17).
- 2.5 FCR 14.1 sets 90 minutes to deal with all motions including amendments.
- 2.6 The process for debate is summarised in the Motions Flowchart, Appendix 2.

3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment
 - 3.1.1 No comments are provided on Motions.
- 3.2 Crime & Disorder
 - 3.2.1 No comments are provided on Motions.
- 3.3 Safeguarding
 - 3.3.1 No comments are provided on Motions.
- 3.4 Dependencies
 - 3.4.1 No comments are provided on Motions.
- 3.5 Other
 - 3.5.1 No comments are provided on Motions.

4 Financial Implications

- 4.1 No comments are provided on Motions.
- 4.2 **Section 151 Officer's comments:** No comments are provided on Motions.

5 Legal Implications

5.1 No comments are provided on Motions.

5.2 **Legal Officer's comments:** No comments are provided on Motions.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** No comments are provided on Motions.

6.2 **Service Plans:** No comments are provided on Motions.

6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on Motions.

6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on Motions.

6.5 **Partnerships:** No comments are provided on Motions.

6.6 **Local Government Reorganisation implications:** No comments are provided on Motions.

7 Background papers

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

Previous reports:

None

Other papers:

[Appendix 4 of the Constitution of Epsom and Ewell Borough Council](#)

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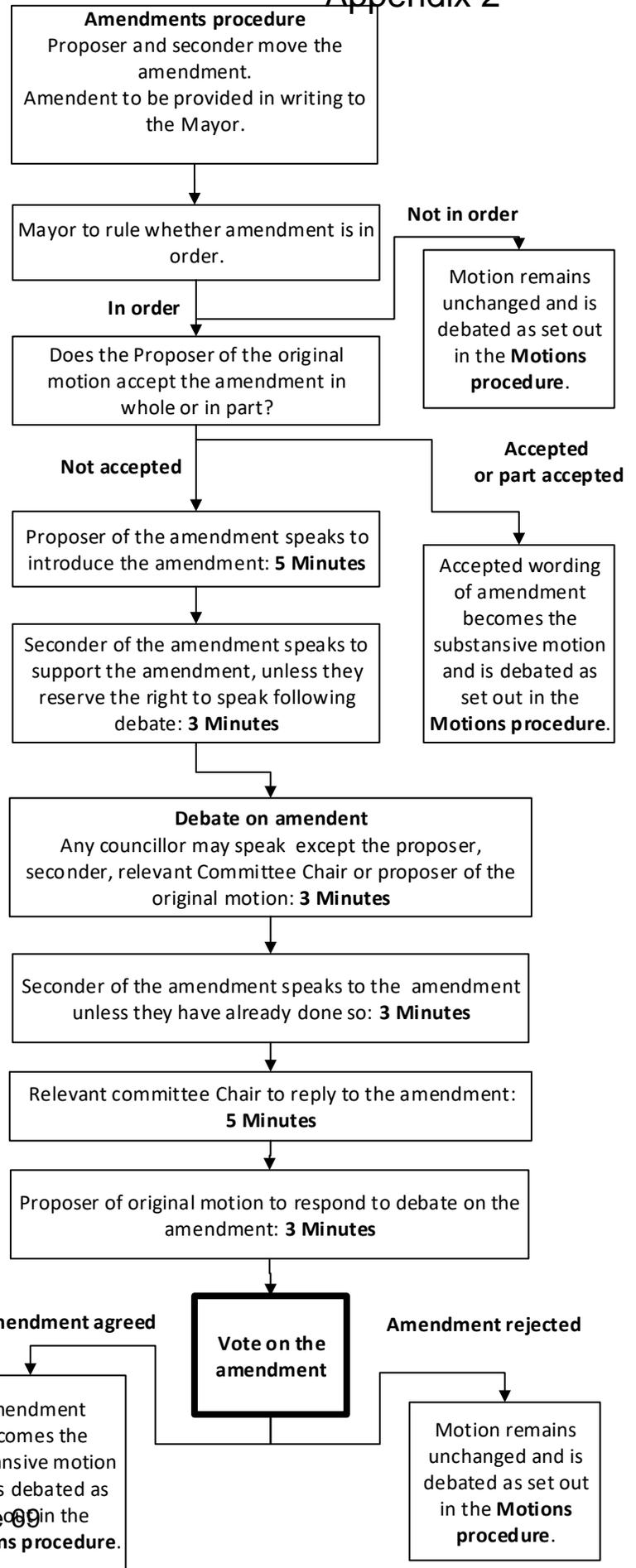
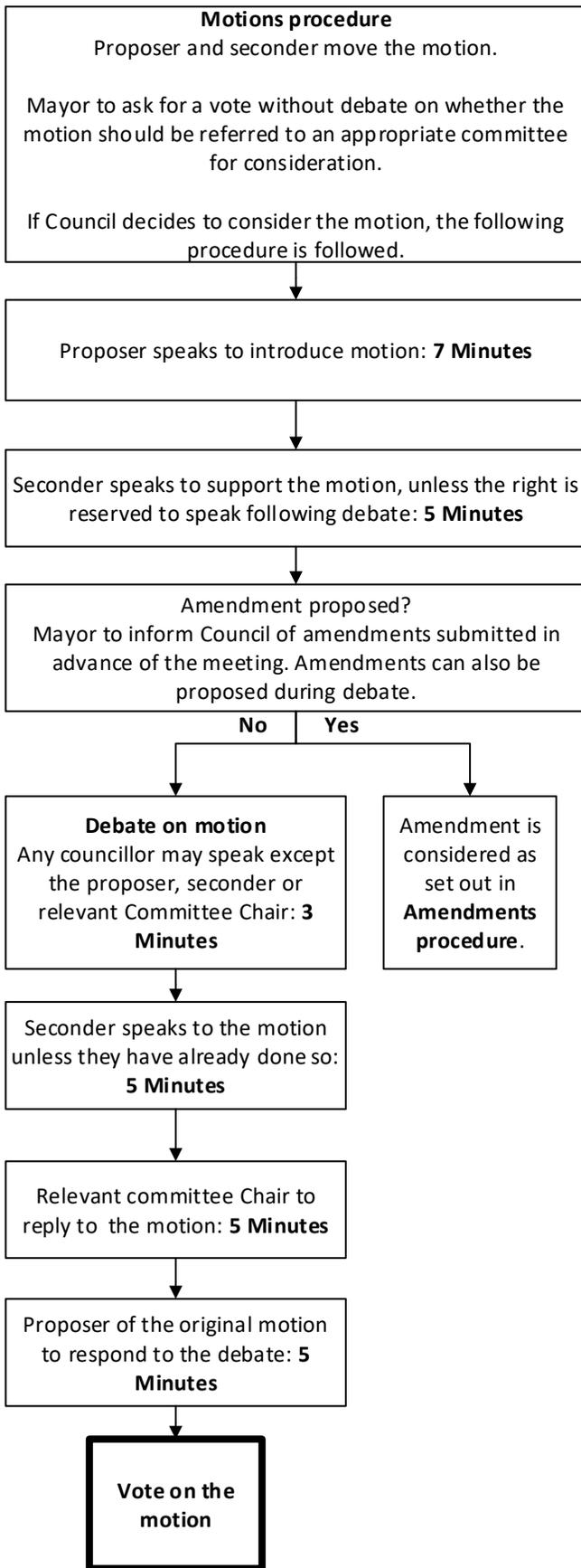
Motions to Council Request Form

Proposer	Councillor James Lawrence
Seconder	Councillor Alex Coley
<p>Motion</p> <p>Set out motion in full</p>	<p>Council notes that:</p> <p>I. Urgent decisions (UDs) taken by officers where the Constitution enables them to do so are decisions of the Council.</p> <p>II. The Council currently does not publish any decision notice for decisions taken as a matter of urgency, and no background information is disclosed.</p> <p>III. The Live Register of Delegations references UD's as the decision-maker for delegating a number of functions, in the same manner as would be done for a decision of a Committee or of Full Council.</p> <p>IV. Part 3 of The Openness of Local Government Bodies Regulations 2014 state that for a decision that would have otherwise been taken by a local government body or committee, but has been delegated to an officer under express authorisation, a record must be made which includes: the decision date, decision, reasons for decision, and alternatives considered. This record must be available for public inspection on the local government body's website and at its offices.</p> <p>V. The Seven Principles of Public Life state that public officials should take decisions in an open and transparent manner, and information is not to be withheld from the public unless there are clear and lawful reasons to do so.</p> <p>VI. Tandridge, Runnymede and Spelthorne are Surrey district and borough councils that operate a committee system and publish UD's in some form.</p> <p>This Council therefore resolves to:</p>

	<p>1. Nominate the Chief Executive in consultation with the Chair of Standards and Constitution Committee to develop and implement a process for the publication of UD's (subject to the exemption procedure as provided for by Schedule 12A of the Local Government Act 1972).</p> <p>2. Request the Chair of Standards and Constitution Committee provide an update of actions taken as a result of Resolution 1, as part of the next available Chairs' Statements to Full Council.</p>
<p>Relevant Committee(s) Motion would relate to</p>	<p>Standards and Constitution Committee</p>
<p>Name of the Chairman of such Committee</p>	<p>Councillor John Beckett</p>

Council motion and amendment flowchart

**Agenda Item 7
Appendix 2**



Note:
No Member may speak more than once on a motion or more than once on an amendment unless otherwise permitted by standing orders.

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