

**Minutes of the Meeting of the PLANNING COMMITTEE held at the Council Chamber, Epsom Town Hall on 29 January 2026**

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**PRESENT -**

Councillor Steven McCormick (Chair); Councillor Clive Woodbridge (Vice-Chair); Councillors Kate Chinn, Neil Dallen, Alison Kelly, Phil Neale, Humphrey Reynolds and Chris Watson

In Attendance: Councillor Shanice Goldman and Councillor Christine Howells

Absent: Councillor Jan Mason and Councillor Kieran Persand

Officers present: Simon Taylor (Head of Development Management and Planning Enforcement), Virginia Palmer (Principal Planning Officer), James Tong (Solicitor), Nima Tavasoli Roudsari (Planning Officer) and Phoebe Batchelor (Democratic Services Officer)

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**12 DECLARATIONS OF INTEREST**

25/01364/FUL Horton Arts Centre, Haven Way, Epsom KT19 8NP

Councillor Phil Neale, Other Interest: Councillor Neale declared that he had helped out with the Horton Arts Centre just before they opened as a member of the Repair Café. He stated that he remained unbiased and maintained an open mind.

**13 MINUTES OF THE PREVIOUS MEETING**

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on the 4 September 2025 and authorised the Chair to sign them.

**14 139 HOLMWOOD ROAD, CHEAM, SURREY, SM2 7JS**

**Description:**

Change of use from Residential Dwelling (C3) to a Children's Home (C2).

**Officer Recommendation:**

Approval, subject to conditions and informatives.

**Officer Presentation:**

The Committee received a presentation on the application from the Principal Planning Officer.

**Public Speaking:**

A Ward Councillor spoke on the application.

The Ward Councillor who called in the application spoke.

An Objector spoke on the application.

The Applicant spoke on the application.

**Decision:**

Following consideration, Councillor Dallen proposed a motion that the Officer recommendation be agreed.

The proposal was seconded by Councillor Kelly.

The Committee resolved (7 FOR and the Chair not voting) to:

**GRANT Planning Permission subject to the following conditions and informatives:**

**Conditions**

**1) Timescale**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 (1) of the Planning and Compulsory Purchase Act 2004.

**2) Approved Plans**

The development hereby permitted shall be carried out in accordance with the following approved plans:

- Location Plan – received 06 Oct 2025
- 139HR-DRA-03 Rev B – Block Plan – received 06 Oct 2025
- 139HR-DRA-01 - Existing Layout Plans – received 06 Oct 2025

Reason: For the avoidance of doubt and to ensure that the development is carried out in accordance with the approved plans to comply with Policy CS5 of the Core Strategy 2007.

**3) Compliance with Noise Management Policy**

The proposed use shall accord with the Noise Management Policy, received 5 January 2026 for the lifetime of the development, unless otherwise agreed by the Local Planning Authority.

Reason: To protect the occupants of nearby residential properties from noise disturbance in accordance with Policy DM10 of the Development Management Policies Document 2015.

#### **4) Compliance with Management Plan**

The proposal shall accord strictly with the Management Plan – Holm's House Children's Home, received 19 January 2026, for the lifetime of the development, unless otherwise agreed by the Local Planning Authority.

Reason: To protect the occupants of nearby residential properties from noise and anti-social disturbance in accordance with Policy DM10 of the Development Management Policies Document 2015.

#### **5) Bicycle parking and charging**

The development hereby approved shall not be first occupied unless and until facilities for secure, at-grade and covered parking of bicycles and the provision of a charging point have been provided within the development site and thereafter the said approved facilities shall be retained and maintained for the life of the development.

Reason: To encourage travel by means other than private motor vehicles to meet the objectives of the National Planning Policy Framework 2024 and Policies DM35, DM36 and DM37 of the Development Management Policies Document 2015.

### **Informatives**

#### **1) Positive and Proactive Discussion**

In dealing with the application the Council has implemented the requirement in the National Planning Policy Framework to work with the applicant in a positive and proactive way. We have made available detailed advice in the form of our statutory policies in the Core Strategy, Supplementary Planning Documents, Planning Briefs and other informal written guidance, as well as offering a full pre-application advice service, in order to ensure that the applicant has been given every opportunity to submit an application which is likely to be considered favourably.

#### **2) Control of Noise**

You are advised that the Council does have formal powers to control noise and nuisance under The Control of Pollution Act 1974, the Clean Air Acts and other relevant legislation. For further information and advice, please contact - Environmental Health Department Pollution Section.

**15 LIBRARY, BOURNE HALL, SPRING STREET, EWELL, SURREY, KT17 1UF**

**Description:**

Installation of additional vertical balustrades to interior staircase.

**Officer Recommendation:**

Approval, subject to conditions and informatives.

**Officer Presentation:**

The Committee received a presentation on the application from the Principal Planning Officer.

**Decision:**

Following consideration, Councillor Chinn proposed a motion that the Officer recommendation be agreed.

The proposal was seconded by Councillor Dallen.

The Committee resolved (7 FOR and the Chair not voting) to:

**GRANT Listed Building Consent subject to the following Conditions and Informatives:**

**Conditions**

**1) Timescale**

The development hereby permitted shall be commenced within three years from the date of this decision.

Reason: To comply with Section 18 (1) (a) of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by Section 52 (4) of the Planning and Compulsory Purchase Act 2004.

**2) Approved Plans**

Unless otherwise agreed in writing by the local planning authority, the development hereby permitted shall be carried out in accordance with the plans numbered:

Location Plan – dated 01.12.2024

Additional Staircase Balustrade Location Plan – dated 15.01.2026

Block Plan – dated 18.11.2025

Proposed Balustrade BIM Model – received 18.11.2025

S-05-01 – New Staircase Railings – dated 03.11.2025

S-05-02 – Proposed Look new Staircase Balustrades – dated 03.11.2025

S-05-02 – Balustrade Fixing Detail – dated 03.11.2025

Reason: For avoidance of doubt and to ensure that the development is carried out in accordance with the approved plans and to ensure a satisfactory external appearance in accordance with Policy CS5 of the Core Strategy 2007 and Policies DM8, DM9 and DM10 of the Development Management Policies Document 2015.

### **3) Aluminium materials**

The aluminium used shall match the original aluminium balustrades exactly in terms of the aluminium metal, its finish, appearance, and dimensions.

Reason: To safeguard the special architectural and historic interest of the Listed Building in accordance with Policy CS5 of the Core Strategy (2007) and Policies DM8, DM9 and DM10 of the Development Management Policies 2015.

## **Informatives**

### **1) Positive and Proactive Discussion**

In dealing with the application the Council has implemented the requirement in the National Planning Policy Framework to work with the applicant in a positive and proactive way. We have made available detailed advice in the form of our statutory policies in the Core Strategy, Supplementary Planning Documents, Planning Briefs and other informal written guidance, as well as offering a full pre-application advice service, in order to ensure that the applicant has been given every opportunity to submit an application which is likely to be considered favourably.

### **2) Fixings**

To safeguard the special architectural and historic interest of the Listed Building, the minimum number of fixings necessary to secure the new balustrades shall be used and no more.

### **3) Protection of Stair**

The existing original stair shall be protected during the works and care must be taken not to damage any parts of the stair.

**16** 25/01364/FUL THE HORTONS ARTS CENTRE, HAVEN WAY, EPSOM

#### **Description:**

Single storey detached rear outbuilding to accommodate an office.

#### **Officer Recommendation:**

Approval, subject to conditions and informatives.

**Officer Presentation:**

The Committee received a presentation on the application from the Planning Officer.

**Decision:**

Following consideration, Councillor Chinn proposed a motion that the Officer recommendation be agreed.

The proposal was seconded by Councillor Neale.

The Committee resolved (7 FOR and the Chair not voting) to:

**GRANT Planning Permission subject to the following conditions and informatives:**

**Conditions**

**1) Time Limit**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 (1) of the Planning and Compulsory Purchase Act 2004.

**2) Approved Plans**

Unless otherwise agreed in writing by the local planning authority, the development hereby permitted shall be carried out in accordance with the plans numbered 2466-EX-1, 2466-SK-10a and 2466-SK-11a, received by the local planning authority on 18 November 2025.

Reason: For avoidance of doubt and to ensure that the development is carried out in accordance with the approved plans to comply with Policy CS5 of the Core Strategy 2007.

**3) Materials**

Prior to the commencement of the works hereby permitted, details of materials and finishes shall be submitted to and approved in writing by the local planning authority. Details shall include samples of the colour and finish of the timber cladding (avoiding grey timber), doors and windows (timber-framed or timber-coloured) and the green roof system (including its structural loading and a specific planting schedule). No trickle vents shall be used on the external elevations of the doors and windows. The works shall be carried out in accordance with the approved details.

Reason: To safeguard the special architectural and historic interest of the listed building in accordance with Sections 16 and 17 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Section 16 of the National Planning Policy Framework 2024, Policy CS5 of the Core Strategy 2007 and Policies DM8, DM9 and DM10 of the Development Management Policies Document 2015.

#### **4) Soft landscaping**

No development shall take place until details of hard and soft landscaping have been submitted to and approved in writing by the local planning authority. The approved landscape scheme shall be implemented prior to the occupation of the development hereby approved and thereafter retained.

Reason: To ensure the provision, establishment and maintenance of an appropriate landscape scheme in the interests of the visual amenities of the locality in accordance with Policy CS5 of the Core Strategy 2007 and Policies DM5 and DM9 of the Development Management Policies Document 2015.

#### **5) Removal of Building**

The building hereby permitted shall not be used for any purposes other than those associated with the approved office use. If the building hereby permitted ceases being used for this purpose or is no longer required in connection with the Horton Arts Centre, then the approved building shall be removed from the land, and the land shall be restored to its condition before the development took place within 3 months of the date that the use or requirement ceased.

Reason: To safeguard the long-term historic interest of the listed building in accordance with Sections 16 and 17 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Section 16 of the National Planning Policy Framework 2024, Policy CS5 of the Core Strategy 2007 and Policies DM8, DM9 and DM10 of the Development Management Policies Document 2015.

#### **6) External Storage**

No materials or equipment shall be stored on the site outside the building hereby approved.

Reason: To safeguard the special architectural and historic interest of the listed building in accordance with Sections 16 and 17 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Section 16 of the National Planning Policy Framework 2024, Policy CS5 of the Core Strategy 2007 and Policies DM8, DM9 and DM10 of the Development Management Policies Document 2015.

### **Informatives**

#### **1) Positive and Proactive Discussion**

In dealing with the application the Council has implemented the requirement in the National Planning Policy Framework to work with the applicant in a positive and proactive way. We have made available detailed advice in the form of our

statutory policies in the Core Strategy, Supplementary Planning Documents, Planning Briefs and other informal written guidance, as well as offering a full pre-application advice service, in order to ensure that the applicant has been given every opportunity to submit an application which is likely to be considered favourably.

## **2) Building Control**

Your attention is drawn to the need to comply with the relevant provisions of the Building Regulations, the Building Acts and other related legislation. These cover such works as the demolition of existing buildings, the erection of a new building or structure, the extension or alteration to a building, change of use of buildings, installation of services, underpinning works, and fire safety/means of escape works. Notice of intention to demolish existing buildings must be given to the Council's Building Control Service at <https://ebcsltd.co.uk/> at least 6 weeks before work starts. A completed application form together with detailed plans must be submitted for approval before any building work is commenced.

## **3) Working Hours**

When undertaking building work, please be considerate to your neighbours and do not undertake work before 8am or after 6pm Monday to Friday, before 8am or after 1pm on a Saturday or at any time on Sundays or Bank Holidays. Furthermore, please ensure that all vehicles associated with the construction of the development hereby approved are properly washed and cleaned to prevent the passage of mud and dirt onto the adjoining highway.

You are advised that the Council does have formal powers to control noise and nuisance under The Control of Pollution Act 1974, the Clean Air Acts and other relevant legislation. For further information and advice, please contact - Environmental Health Department Pollution Section.

## **4) Pre Commencement Conditions**

The applicant is reminded that this approval is granted subject to conditions which must be complied with prior to the development starting on site. Commencement of the development without complying with the pre-commencement requirements may be outside the terms of this permission and liable to enforcement action. The information required should be formally submitted to the Council for consideration with the relevant fee. Once the details have been approved in writing the development should be carried out only in accordance with those details. If this is not clear please contact the case officer to discuss.

## **5) Protected Species**

The applicant is reminded that it is an offence to disturb protected species under the Wildlife and Countryside Act 1981. Should a protected species be found during the works, the applicant should stop work and contact Natural England for further advice on 0845 600 3078.



This includes bats and Great Crested Newts, which are a protected species under the Conservation of Habitats and Species Regulations 2017 (as amended). Should any bats or evidence of bats be found prior to or during the development, all works must stop immediately, and an ecological consultant contacted for further advice before works can proceed. All contractors working on site should be made aware of the advice and provided with the contact details of a relevant ecological consultant.

## **6) Changes to the Approved Plans**

Should there be any change from the approved drawings during the build of the development, this may require a fresh planning application if the changes differ materially from the approved details. Non-material changes may be formalised by way of an application under s.96A Town and Country Planning Act 1990.

## **17 UPCOMING APPLICATIONS**

The Committee received and noted a report providing a summary of likely applications to be heard at Planning Committee.

The following matters were considered:

- a) **Planning Committee Meetings.** The Chair raised that the gap from the February Committee Meeting to the May Committee Meeting is due to the commencement of the pre-election period, likely to begin on the 23rd of March.
- b) **North Langley Vale Bottom Farm.** The Chair informed the Committee that they would be excusing themselves from the North Langley Vale Bottom Farm application and this item would be chaired by the Vice Chair.
- c) **February Planning Committee.** A Member of the Committee asked for confirmation that the North Langley Vale Bottom Farm application was definitely coming to the February Committee meeting. The Chair confirmed that officers are confident it will come forward to the February Committee meeting.
- d) **Swail House.** A Member of the Committee asked if there was a reason the Swail House report has not come forward sooner. The Chair informed the Committee that officers are doing due diligence to get the report in front of the Committee as soon as possible and they obtain extensions of time where necessary.
- e) **Woodcote Stud application.** A Member of the Committee asked if there was any declaration of interest needed from the Chair for the Woodcote Stud, Wilmerhatch Lane application. The Chair confirmed they would seek advice from the Monitoring Officer if they felt they are predisposed and predetermined. The Chair informed the Committee that at this particular point they have a clear and open mind.

- f) **Site Visit.** A Member of the Committee requested a site visit for Committee Members to visit Swail House. The Chair raised that this would be arranged.

## 18 PLANNING PERFORMANCE

The Committee received and noted a report providing a summary of Planning Performance by quarter.

The following matters were considered:

- a) **Planning Performance 2021.** A Member of the Committee noted that planning performance was low in 2021 and queried whether it was to do with staff resources. The Head of Development Management and Planning Enforcement confirmed it was during the pandemic and multiple lockdown periods. He also noted it was the same period the Council was threatened with designation by Central Government. The Chair confirmed it was a combination of factors, from COVID, to resourcing issues, and the threat of designation from Central Government. The Chair highlighted that officers have turned it around to get to the positive position the Council is in now. The Chair expressed their thanks to officers for all their hard work.

## 19 ENFORCEMENT PERFORMANCE

The Committee received and noted a report providing a summary of incoming and closed enforcement cases by month.

The following matters were considered:

- a) **Opened cases.** A Member of the Committee asked if any of the opened enforcement cases are cases which have been around a long time and have still not been resolved. The Head of Development Management and Planning Enforcement informed the Committee that the opened cases are made up of new and historic cases. He confirmed that there has been a backlog of cases to be dealt with and there is additional resourcing going into solving that. The Chair confirmed that there has been one full time enforcement officer until recently when a new member of staff has joined who will work both on development and enforcement.
- b) **Enforcement action.** A Member of the Committee raised that there are Members of the Public who are concerned that if enforcement is left too late, it becomes much more difficult. The Head of Development Management and Planning Enforcement acknowledged that this might be the situation for a small number of cases, however, the table in the report shows that a majority of cases are either leading to a planning application being submitted or they are permitted development, meaning there is no breach at all.

## 20 APPEALS PERFORMANCE

The Committee received and noted a report providing a summary of all planning appeal decisions and current appeals.

The following matters were considered:

- a) **185 Kingston Road.** A Member of the Committee raised the pending appeal of 185 Kingston Road, set out in the table on the last page of the report. He highlighted that this had been outstanding with the Planning Inspectorate since February 202. He asked if there was any action that could be taken to speed up the process, such as a complaint. The Head of Development Management and Planning Enforcement explained that 185 Kingston Road is one of five enforcement cases that have been with PINS for over a year. He informed the Committee that PINS sent a letter stating that they were redirecting resources to certificate applications to determine them quicker, with the consequence being that there are longer periods for enforcement appeals. He explained that the Council could make representations but so far that had not achieved anything. He agreed to make a representation on behalf of the Councillor. Another Member of the Committee suggested the Councillor write to the Member of Parliament for their assistance.
- b) **Appeal performance.** The Vice-Chair noted and welcomed that in the appeals report, many of the appeals were dismissed. He commended officers for their work and sound decision making that has contributed to this. These comments were echoed by another Member of the Committee.

*The meeting began at 7.30 pm and ended at 8.42 pm*

COUNCILLOR STEVEN MCCORMICK (CHAIR)