

ENVIRONMENT COMMITTEE

Tuesday 23 June 2026 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

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

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

Councillor Liz Frost (Chair)
Councillor Alan Williamson (Vice-Chair)
Councillor Arthur Abdulin
Councillor Steve Bridger

Councillor Christine Cleveland
Councillor Rob Geleit
Councillor Steven McCormick
Councillor Julie Morris

Yours sincerely



Chief Executive

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

EMERGENCY EVACUATION PROCEDURE

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

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

Public information

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

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

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

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

Exclusion of the Press and the Public

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

Questions and statements from the Public

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

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

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

Questions must be received in writing by Democratic Services by noon on the fifth working day before the day of the meeting. For this meeting this is **Noon, Tuesday 16th June**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, Monday 22nd June**.

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

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

AGENDA

1. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 4 March 2026 (attached) and to authorise the Chair to sign them.

4. ENVIRONMENT & SUSTAINABILITY WORKING GROUP (Pages 9 - 14)

This report recommends the continuation of a councillor Working Group for 2026/27 to oversee the implementation of the Council's Climate Change Action Plan. It proposes terms of reference for the group to be approved.

5. CAR PARK WORKING GROUP (Pages 15 - 22)

This report seeks agreement on continuation of the car park working group for 2026/27 and to agree the membership and terms of reference for the group.

6. LIBRARY OF THINGS AT BOURNE HALL (Pages 23 - 36)

This report presents the proposed plan by a third party, Epsom and Ewell Climate Action Network (EECAN), to set up an external store within Bourne Hall grounds as part of the operation of a Library of Things (LoT) at Ewell library, located in Bourne Hall.

7. HOGSMILL RIVER STEPPING STONES (Pages 37 - 42)

The Environment Agency (EA) has advised that, for safety reasons, it wishes to remove the stepping stones from the Hogsmill River unless another organisation agrees to assume responsibility for their ongoing safety and maintenance.

This report considers the role of EEBC in protecting the stepping stones from removal whilst providing a safe crossing point.

8. FREE SUMMER TENNIS (Pages 43 - 56)

This report reviews the continued success of the Pay-to-Play Tennis Scheme, including participation levels, income generation and investment in court maintenance, and to seek approval for the continuation of free morning tennis sessions during 2026 school summer holidays.

9. FOOD HYGIENE SERVICE PLANS (Pages 57 - 70)

In compliance with national monitoring arrangements, this report sets out how the Council intends to discharge its statutory responsibilities in respect of food hygiene in the year 2026-2027 and reports on activities in the previous year.

Minutes of the Meeting of the ENVIRONMENT COMMITTEE held at the Council Chamber, Epsom Town Hall on 4 March 2026

PRESENT -

Councillor Liz Frost (Chair); Councillor Alan Williamson (Vice-Chair); Councillors Arthur Abdulin, Steve Bridger, Christine Cleveland, Julie Morris and James Lawrence (as nominated substitute for Councillor Julian Freeman)

Absent: Councillor Julian Freeman and Councillor Kieran Persand

Officers present: Ian Mawer (Head of Planning Policy and Economic Development), Mark Rachwal (Environment and Sustainability Officer), Vanessa Newton (Senior Accountant), Daniel Clackson (Democratic Services Officer) and Angela Guest (Democratic Services Officer)

25 QUESTIONS AND STATEMENTS FROM THE PUBLIC

There were no questions or statements from the public.

26 DECLARATIONS OF INTEREST

There were no declarations of interest.

27 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the Committee held on 20 January 2026 and the Chair signed them.

28 ALTERNATIVE TRANSPORT COUNCILLOR CHAMPION ANNUAL STATEMENT 2025/26

The Committee received a report of the annual statement of the Alternative Transport councillor champion.

- a) **Charging Points:** A Member expressed concern about the increasing number of electric vehicles and what seemed to be a lag in the number of power points. The Environment and Sustainability Officer described the work being undertaken on this including through Surrey County Council's agreed long term contract with an electric vehicle provider to deliver large scale rollout of on-street charge points across Surrey. To date, 24 on-street charge points had been rolled out with a further 20 awaiting final connection and more sites being considered at the feasibility stage. The 14 charging points installed in the borough's car parks were also being monitored and if it was felt more were needed then that would be actioned.

- b) **Local Cycling and Walking Infrastructure Plan (LCWIP):** A Member stated that the Council had turned down a Surrey County Council (SCC) bid to fund the LCWIP through strategic CIL (Community Infrastructure Levy) and asked for clarity as the council had said it supported it but then didn't fund. The Head of Planning Policy and Economic Development explained that the council were seeking opportunities to fund through developer contributions, and the next round of CIL funding would begin this month with the strategic CIL running at the same time as the neighbourhood CIL rounds so that was a further opportunity if SCC wished to submit another bid.

Following consideration, it was unanimously resolved to:

- (1) **Receive and note the annual statement of the Alternative Transport councillor champion.**

29 SURREY RETROFIT STRATEGIC ACTION PLAN

The Committee received a report that presented the Surrey Retrofit Strategic Action Plan (The Plan) and sought its endorsement. The plan sets out a roadmap to accelerate home retrofit, reduce fuel poverty and increase environmental sustainability in homes across Surrey. Endorsement of the plan was being sought from all stakeholders and would demonstrate support and commitment to continue to work collaboratively to deliver the goals of the plan.

The Committee considered the following matters:

- c) **Skills Development:** A Member asked if there was to be sponsorship of skills development with NESCOL to which the Environment and Sustainability Officer confirmed that NESCOL had been involved in the workshops as part of the development of the plan. NESCOL had indicated they would be interested in seeking to support and develop skills in the borough. Presently the plan was at a high strategic level, but the next stage would be to set out how it was to be implemented and all stakeholders including training and education providers such as NESCOL would be involved at that stage.
- d) **Sustainable Energy:** A Member stated that the work the council had done on solar energy was good but there was much more work needed on sustainable energy and asked how this was to happen at a local level. The Environment and Sustainability Officer explained how the council had been working collaboratively for many years with both the county council and boroughs and districts, on home retrofit schemes, through the Action Surrey partnership. Action Surrey disbanded last year, and the county council had taken on that role. A range of schemes had been delivered, including on energy efficiency measures such as improved insulation and double glazing, Solar PV installations through Solar Together and the Switch Together Heat Pump scheme which is currently in its first round. The Solar Together scheme has seen near to 200 homes benefit from solar energy in Epsom & Ewell. A further round of the solar and heat pump schemes is expected to run later this year and whilst much work had been done there was still a significant need

for accelerating home retrofit. The council was continually looking at new schemes and funding opportunity to drive forward the sustainable energy agenda.

Following consideration, it was unanimously resolved to:

- (1) Endorse the Surrey Retrofit Strategic Action Plan (Appendix 1) and in conjunction with the Chair to provide written confirmation to Surrey County Council.**

The meeting began at 7.30 pm and ended at 7.55 pm

COUNCILLOR LIZ FROST (CHAIR)

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ENVIRONMENT AND SUSTAINABILITY WORKING GROUP

Head of Service:	Ian Mawer, Head of Planning Policy and Economic Development
Report Author	Mark Rachwal
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Terms of Reference

Summary

This report recommends the continuation of a councillor Working Group for 2026/27 to oversee the implementation of the Council's Climate Change Action Plan. It proposes terms of reference for the group to be approved.

Recommendation (s)

The Committee is asked to:

- (1) Agree the continuation of the Environment and Sustainability Working Group (ESWG)**
- (2) Approve the terms of reference for the Working Group as set out in Appendix 1.**
- (3) Agree to appoint members to the Working Group as set out at section 3.1 below.**
- (4) To authorise the Vice Chair of the Environment Committee (Chair of ESWG) and in their absence the Chair of the Environment Committee to invite councillors, stakeholders and officers to the Environment and Sustainability Working Group as required.**

1 Reason for Recommendation

- 1.1 The continuation of this Member Working Group will support the delivery of the Council's commitment to addressing climate change.

2 Background

- 2.1 The Council has agreed to have a Climate Change Action Plan put in place with targets to reduce the Council's environmental impact with a view to it becoming carbon neutral by 2035. It was also agreed that this plan would be owned by the Environment Committee.
- 2.2 To help ensure that the objectives set out in the Climate Change Action Plan are achieved, a working group of members should be established. The proposed terms of reference for the group are set out in Appendix 1.
- 2.3 The group will comprise five members: The Vice Chair of the Environment Committee (Chair of the Working Group), 2 Majority Group (Residents Association) Members of the Environment Committee and 2 Minority Group Members of the Environment Committee.

3 Membership

- 3.1 The Environment Committee is asked to appoint the following members to the working group:
 - The Vice-Chair of the Environment Committee (to preside as Chair of the working group) – Councillor Alan Williamson
 - 2 Residents' Association Group members of the Environment Committee – TBC
 - 1 Labour Group member of the Environment Committee – Councillor Rob Geleit
 - 1 Independents Group member of the Environment Committee – Councillor Julie Morris

4 Risk Assessment

Legal or other duties

4.1 Impact Assessment

- 4.1.1 The establishment of the Working Group will support the delivery of the Council's commitment to addressing climate change.

4.2 Crime & Disorder

- 4.2.1 None arising from this report.

4.3 Safeguarding

- 4.3.1 None arising from this report.

4.4 Dependencies

4.4.1 None arising from this report.

4.5 Other

4.5.1 None arising from this report.

5 Financial Implications

5.1 The modest additional cost of administering the Working Group would be borne by existing budgets.

5.2 **Section 151 Officer's comments:** With the implementation of the Local Government reorganisation, there is no annual capital programme cycle for 2027/28. Any proposed projects for 2026/27 will require external sources of funding.

6 Legal Implications

6.1 The Climate Change Act 2008 sets a statutory target to reduce UK greenhouse gas emissions by 80% from 1990 by 2050. In May 2019, the UK Committee on Climate Change recommended that the UK government increase the statutory target to Net-Zero greenhouse gas emissions by 2050. This has now been formally adopted.

6.2 The Working Group has no decision making powers but it will report its recommendations and views to the Environment Committee where necessary.

6.3 **Legal Officer's comments:** none arising from the content of this report.

7 Policies, Plans & Partnerships

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

- Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.

7.2 **Service Plans:** The matter is included within the Annual Plan and a key Council priority is to address Climate Change.

7.3 **Climate & Environmental Impact of recommendations:** The proposed Working Group will help to monitor progress on achieving the objectives set out in the Climate Change Action Plan.

7.4 **Sustainability Policy & Community Safety Implications:** The establishment of the Working Group will contribute directly and significantly to improving the Council's sustainability practice. It will also contribute to enhancing community safety in areas such as tackling poor air quality.

7.5 **Partnerships:** The Climate Change Action Plan includes specific actions to promote wider understanding and action through the variety of relationships that the Council has with other organisations operating in the Borough, including those that are subject to formal contracts.

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

8 Background papers

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

Previous reports:

- n/a

**ENVIRONMENT AND SUSTAINABILITY MEMBER WORKING GROUP
(ESWG)**

TERMS OF REFERENCE

The ESWG has been established by the Environment Committee as a Task and Finish Group to oversee the delivery of the Council's Climate Change ambitions.

Role of Group

1. To monitor and review actions of the Council to deliver the climate change priorities set out in the Annual Plan.
2. To help to identify the key climate change priorities to feed into the Annual Plan.
3. To identify initial key performance indicators and targets to enable the Council to track progress over time.
4. To consider the actions that the Council can take to influence the behaviour and actions of local residents, businesses and partners that can impact positively on the carbon footprint of the Borough.
5. To identify the sources of and likely availability of funding to enable the costed proposals to be taken forward.

Decision Making/Reporting

Proposals raised by the Working Group will need to be presented through the committee process to the Environment Committee and potentially the Strategy and Resources Committee where financial authority is required. The Working Group will operate by consensus: no voting and quorum are required.

Membership

The membership will comprise the members as agreed by the Environment Committee and as set out below and no substitutions will be allowed. Officers will provide support as required. Stakeholders will be consulted and then invited to attend meetings, if appropriate.

The ESWG should consist of five Members:

- The Vice Chair of the Environment Committee (Chair of the Working Group)
- 2 Resident Association Members of the Environment Committee (TBC)
- 2 Opposition Members of the Environment Committee (TBC)

Frequency and Timing of Meetings

Agreed that the frequency of meetings will be one per quarter (total of four per annum), with the working group due to expire at the end of the municipal year 2026/27.

Budget

There is no budget for this Working Group. Any additional funding would need to be requested through the Strategy and Resources Committee or projects within the capital programme.

CAR PARK WORKING GROUP

Head of Service:	Rod Brown, Head of Housing & Community
Report Author	Richard Chevalier
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Terms of Reference

Summary

This report seeks agreement on continuation of the car park working group for 2026/27 and to agree the terms of reference for the group.

Recommendation (s)

The Committee is asked to:

- (1) Agree to the continuation of a Car Parking Working Group (CPWG)**
- (2) Approve the Terms of Reference for the Car Park Working Group as set out in Appendix 1**
- (3) Agree to appoint members to the working group as set out at section 4.1 below.**
- (4) To authorise the Chair of the Environment Committee (Chair of CPWG) and in their absence the Vice Chair of the Environment Committee to invite councillors, stakeholders and officers to the car park working group as required.**

1 Reason for Recommendation

- 1.1 The current CPWG term has expired and therefore it needs to be renewed to continue operating.

2 Background

- 2.1 The CPWG is a subgroup of the Environment Committee. Where this Committee wishes to establish a working group each municipal year, this Committee is invited to consider and approve its establishment and its terms of reference for the year ahead.
- 2.2 The CPWG has previously examined the Council's car parking arrangements and made recommendations to this Committee.
- 2.3 The membership and terms of reference for the CPWG were agreed for the last municipal year at the Environment Committee on 24th June 2025. These arrangements ended at the start of the new municipal year.

3 Terms of reference

- 3.1 The draft terms of reference set out the proposed role for the CPWG and the membership of the group and are set out in Appendix 1. Apart from updating the membership and to cover the current municipal year, these terms of reference remain unchanged from those agreed last year.

4 Membership

- 4.1 The Environment Committee is asked to appoint the following members to the CPWG:
 - The Chair of the Environment Committee (to preside as Chair of the working group) – Councillor Liz Frost
 - The Vice-Chair of the Environment Committee – Councillor Alan Williamson
 - 2 Residents' Association Group members of the Environment Committee – TBC
 - 2 Minority Group Members of the Environment Committee (TBC)
- 4.2 Nominations have been received from all three minority groups for the two places available. Therefore, the Committee will need to decide its membership unless there is a withdrawal.

5 Risk Assessment

Legal or other duties

5.1 Equality Impact Assessment

- 5.1.1 No issues arising from this report.

5.2 Crime & Disorder

5.2.1 No issues arising from this report

5.3 Safeguarding

5.3.1 No issues arising from this report

5.4 Dependencies

5.4.1 None

5.5 Other

5.5.1 None

6 Financial Implications

6.1 **Section 151 Officer's comments:** It is important that the Council consider the level of parking fees and charges in their car parks. There are no financial implications arising from the proposed amendments to the Working Group Terms of Reference.

7 Legal Implications

7.1 **Legal Officer's comments:** the Working Group has no decision-making powers but it will report its recommendations and views to the Environment Committee where necessary.

8 Policies, Plans & Partnerships

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

Effective Council / Opportunity and Prosperity

8.2 **Service Plans:** Car parking is an important element of the Council's financial strategy and providing support to its town centres.

8.3 **Climate & Environmental Impact of recommendations:** The Borough's car parks have a role to play in the climate change action plan, linking with actions to encourage more sustainable transport options and implementing public electric charging points in Council operated Car Parks. Consideration could also be given to investigating the feasibility of our car parks for solar canopies.

8.4 **Sustainability Policy & Community Safety Implications:** None

8.5 **Partnerships:** The Borough car parks are designed to support local businesses and retailers.

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

9 Background papers

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

Previous reports:

- Car Park Working Group Terms of Reference – 24 June 2025

Other papers:

None

- n/a

CAR PARKING WORKING GROUP

TERMS OF REFERENCE

Role of the Group

1. To assess if Epsom & Ewell Borough car parks (i.e. those owned and/or managed - under a contractual agreement which allows for the changed use of that car park - by the Council only) are fit for purpose in a changing environment, and to make recommendations to the relevant Committees. These include:
 - To assess current car park infrastructure and usage.
 - To investigate additional capacity in car parks across the borough.
 - To explore options to replace or upgrade existing car park equipment when required.
 - To consider alternative use of car parks in conjunction with other Council priorities.
 - To understand changes in car ownership and usage, and reflect these in the car park offering across the borough.

2. To discuss the short, medium and long-term car park strategy which can then be included in Epsom & Ewell's Parking Strategy, working in conjunction with the Local Plan, our venues and economic development. Establish the views of stakeholders including businesses located within the borough.

3. To assess the safety, ease of use and value for money for car park users whilst considering the economic vitality of Epsom & Ewell. To include:
 - Examining fees & charges for onward discussion.
 - Looking at parking permit feasibility options including workers / commuters / residents.
 - Examining changing trends of payment systems used in the car parks including electronic methods.

4. To explore options to future-proof the Borough’s car parking services.
To include:
 - To consider the impact of the changes of retail habits and in the retail offering provided within the Borough.
 - To assess the impact of changes to Surrey County Councils on-street parking strategy as well as local building developments as part of the Local Plan which may impact the Boroughs car parks.
 - To explore the opportunities for further electric vehicle and net zero charging within the borough car parks.
 - To explore the opportunities for commercial activities such as advertising within the Borough car parks.

5. To explore and discuss options for changes to existing car park usage, including options for recreation grounds, parks and open spaces parking.

Decision Making/Reporting

Reports and recommendations from the Group will need to be presented through the Committee process to Environment Committee and potentially Strategy & Resources Committee or to Full Council, depending on the nature of the item.

Any consideration of options and thereafter proposed recommendations must be clear that consideration of the outcome of departmental Financial Sustainability discussions are taken into account to avoid recommendations being proposed for approval by Council/Committee that may nullify or fail to take into account internal budget discussions/decisions applicable to car parking across the Council.

Membership

This working group shall last for the remainder of this municipal year

The Chair of the group will be the Chair of Environment Committee.

The membership will consist of the Members as set out below and agreed by the Environment Committee and no substitutions will be allowed.

Officers will provide support as listed. Stakeholders will be consulted and then invited to attend meetings, if appropriate

Officers:	Head of Housing and Community
	Parking & Enforcement Manager
	Chief Accountant / Senior Accountant

As required:	Head of Property & Regeneration
	Head of Operational Services
	Planning Policy

The Car Parking Working Group should consist of six Members:

- The Chair of the Environment Committee
- The Vice Chair of the Environment Committee
- 2 Majority Group Members of the Environment Committee (Residents Association)
- 2 Minority Group Members of the Environment Committee (tbc)

If any of the Groups decide to relinquish their seat(s) then the Group will operate at a reduced capacity.

It is recommended that included in the representation of the working group is one Councillor from the Town Ward and one from the Ewell Village Ward as this is where a vast majority of the Council car parks are situated. If this is not possible from the existing membership of the Environment Committee then the Chair / Vice Chair has the facility to invite a ward Councillor(s) to the meeting to take part in the discussions.

Frequency & Timing of Meeting

The frequency and start time of meetings will be determined by the Chair or Vice Chair of Environment Committee in consultation with the Head of Housing and Community, with the working group due to expire at the end of the municipal year 2026/27.

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LIBRARY OF THINGS AT BOURNE HALL

Head of Service:	Ian Mawer, Head of Planning Policy and Economic Development Sam Whitehead, Interim Assistant Head of Service
Report Author	Mark Rachwal
Wards affected:	Ewell Village Ward;
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1. CIL bid proposal storage unit examples Appendix 2. Planning application elevation drawings for LoT external storage unit Appendix 3. Location plan for storage unit

Summary

This report presents the proposed plan by a third party, Epsom and Ewell Climate Action Network (EECAN), to set up an external store within Bourne Hall grounds as part of the operation of a Library of Things (LoT) at Ewell library, located in Bourne Hall.

The LoT is a community sharing initiative that enables residents to borrow useful items (normally for free) such as tools and household appliances.

To enable the operation of the LoT an external store is required for the storage of larger items, as there is not the available space within Bourne Hall.

The Council would need to grant a 2-year legal agreement direct with EECAN for the free use of the land on which the storage unit would be located. The legal agreement would be terminable by the Council if the LoT ceased to operate from Bourne Hall.

There are health and safety and operational risks to the Council in entering such a legal agreement. These are set out in detail in the main report.

The legal agreement would need to be for a secure and police approved storage unit to mitigate against identified risks including fire, theft and vandalism.

The initiative would support the delivery of the Council's Climate Change Action Plan (2025-2029).

Recommendation (s)

The Committee is asked to:

- (1) Agree to enter into a legal agreement at nil rent for 2 years (terminable if the LoT ceased to operate from Bourne Hall) direct with EECAN for a police approved outdoor store for the LoT, dependant on planning permission being obtained, noting the health and safety risks and legal issues highlighted in this report and agreeing the mitigation measures form part of the legal agreement.**
- (2) Delegate authority to the Head of Property and Regeneration, Interim Assistant Head of Service for Venues and Community Commercial Services and Chief Legal and Monitoring Officer to agree the final legal arrangements.**

1 Reason for Recommendation

- 1.1 An external store is required for the storage of larger items for the LoT, as there is not the capacity to store them within Bourne Hall.
- 1.2 The Council is the owner of the grounds of Bourne Hall and any such store within our land would require a direct legal agreement with the Council.
- 1.3 The granting of a legal agreement at nil rent for 2 years requires committee approval to waive the Council's Contract Standing Orders to seek Best Value.
- 1.4 The store needs to be secure and police approved to mitigate against identified risks including theft, fire and vandalism. It also needs to be of a scale which is discreet and proportionate to the location and siting within a public park.
- 1.5 The initiative would support the delivery of the Council's Climate Change Action Plan (2025-2029), with the setting up of a LoT included as part of action 49.

2 Background

- 2.1 A LoT is a community initiative similar to a normal library but instead of borrowing books you can borrow useful items such as tools, camping equipment, household appliances and more. It makes it possible for households to avoid the purchase cost of often low use items, along with reducing resource use and waste.
- 2.2 In Surrey there are currently 6 operating LoTs which predominantly operate from existing Surrey libraries and are run by a local community group.

- 2.3 EECAN approached Epsom and Ewell Borough Council (EEBC) and Surrey County Council (SCC) with a proposal to set up a LoT in Bourne Hall, operating from within Ewell library. The operation of the LoT would be the responsibility of EECAN and their volunteers, in partnership with the Surrey Library Service (SLS).
- 2.4 EECAN received agreement from SCC for the setting up and running of a LoT from Ewell library. A Memorandum of Understanding (MoU) was agreed between SLS and EECAN covering the service delivery of the LoT in Ewell library.
- 2.5 Most of the LoT items available to borrow can be stored at Bourne Hall Library but there is currently not the available storage space for the larger items.
- 2.6 EECAN discussed a solution with EEBC of installing an external store in the Bourne Hall Park grounds to be used for larger item storage (see Appendix 3 for proposed location). However, regard must be had to Bourne Hall being designated as a Grade II listed building and the grounds being a public park.
- 2.7 EECAN submitted a bid to the Community Infrastructure Levy (CIL) in June 2025 to fund the purchase and installation of a safe and secure external storage unit. A conditional award was approved subject to all necessary permissions being in place to deliver the project (planning and landowner).
- 2.8 EECAN subsequently submitted a planning application on 24 December 2025 to install a single storey timber outbuilding, to the rear of the NHS Wellness Centre, to accommodate the storage of larger items for the LoT. Planning permission was granted on 4 March 2026.
- 2.9 The CIL bid proposal included links to police approved metal storage units as examples of the type of storage shed to be installed (see Appendix 1). The example metal storage units highlighted had dimensions no larger than 2.2m width x 1m depth x 2m height.
- 2.10 As set out above the approved planning application is for a timber structure as opposed to a metal structure. It also has substantially larger dimensions of 7.2m width x 3.4m depth x 3.4m height (see Appendix 2). This poses increased risks in terms of security, theft and vandalism (see 4.2 for more detail).

3 Legal arrangements

- 3.1 Initially it was understood that the store would be connected to the Library and linked to the MOU with SCC, however, SCC have recently confirmed this will not be the case.
- 3.2 Therefore, EEBC would need to set up a legal agreement direct with EECAN for the use of the land on which the storage unit would be located.

- 3.3 To facilitate this request, a legal agreement would need to be granted direct to EECAN and this can only be done by committee approval. In contrast (acting under their Scheme of Delegation), officers are under a Best Value obligation to expose all letting opportunities to the open market. This ensures that any other charities with a requirement for storage in the grounds of Bourne Hall are provided with the opportunity to express their interest and bid accordingly.
- 3.4 If a legal agreement to EECAN is authorised by committee, then it will not be granted on a commercial basis (as it was never exposed to the market), but instead, the Council will be perceived to be working in partnership with EECAN to deliver the larger LoT items. Clearly, the Council will not be involved operationally (that is the role of EECAN and volunteers) but there will be an implied perception that the Council is assisting the project by offering free accommodation. Committee must appreciate that it will be potentially exposed to the same risks as EECAN in operating the larger LoT items in the event of an injury claim.
- 3.5 By their nature, the larger LoT items (e.g. hedge cutters) carry a significantly greater risk of injury than the smaller LoT items delivered by Surrey County Council. Please note that whilst the legal agreement would include full indemnification by EECAN in the event of an incident, a landlord can never fully outsource risk under a legal agreement. Furthermore, in the event of an incident or injury claim, there is potential for both EECAN and the Council to be referenced within any associated claim.

4 External storage unit core risks and mitigation measures

- 4.1 There are health and safety and operational risks to the Council in entering a legal agreement for an external storage unit on our land and in the operation of the LoT. These are set out below:
- 4.2 **Security, Theft and Vandalism** - The presence of a store containing desirable and portable items within an open park significantly increases the risk of theft, vandalism and attempted break-ins. The absence of CCTV in the Park reduces deterrence, limits enforcement options, and restricts post-incident investigation. Previous theft of power tools and equipment from secured Council sites (e.g. Bourne Hall garages, Epsom cemetery, Longmead Depot and council vehicles) provides evidence of persistent, local risk.
- 4.3 **Potential Mitigation:** Requirement within the legal agreement that:
- The store complies with police approved specifications.
 - The Council would take no responsibility for damage or break in and any costs to repair are to be covered by EECAN which will be stated in the legal agreement.

- 4.4 **Antisocial Behaviour** - The store may become a focal point for antisocial behaviour, particularly out of hours. Experience indicates that visible infrastructure in parks can attract loitering, vandalism or nuisance behaviour, even where well managed.
- 4.5 **Potential mitigation**: A requirement within the legal agreement that:
- The store complies with police approved specifications.
 - No items left outside or displayed externally at any times.
 - Ability to remove the store if anti-social behaviour escalates.
 - The Council would take no responsibility for damage or break in and any costs to repair are to be covered by EECAN which will be stated in the legal agreement.
- 4.6 **Public Safety – Use and Transfer of Equipment** - The park acts as a transfer point for potentially hazardous equipment. There is a risk of misuse, informal testing, or accidental injury within a public space.
- 4.7 **Potential mitigation**: Requirement within the lease that:
- The unit would operate solely as a collection and return point and not as a repair, demonstration or testing location.
 - Equipment transfers must take place in accordance with agreed operating procedures and health and safety requirements.
 - The Council would retain the right to suspend operation of the scheme where public safety concerns arise (Note that as a scheme that will be independently operated by the occupiers, the Council would not be involved in verifying or certifying the safety or suitability of items exchanged through the scheme).
 - The operator would be responsible for ensuring the area surrounding the unit remains clear of abandoned, damaged or excess equipment and for the prompt removal of any items giving rise to safety, nuisance or visual concerns.
- 4.8 **Fuel, Batteries and Fire Risk** - Equipment may be returned with residual fuel or damaged batteries, creating risks of vapour build-up, leakage and ignition. Particularly concerning in a timber framed building in a public open space. Lithium-ion batteries present a high-risk fire hazard.
- 4.9 **Potential mitigation**: Requirement within the legal agreement that:
- The store complies with police approved specifications.
 - No flammable or toxic items would be permitted to be stored in the unit.

- A power supply to the store would not be permitted.
- The Council would take no responsibility for damage or break in and any costs to repair are to be covered by EECAN which will be stated in the legal agreement.

5 Additional considerations

- 5.1 In addition to the core risks set out above, there are additional risks related to the running of the LoT from Bourne Hall.
- 5.2 Members of the public are likely to direct queries, complaints and reports about the Library of Things to Bourne Hall reception, regardless of formal responsibility. This creates unplanned workload, distracts staff from core duties, and risks operational creep.
- 5.3 Damage, theft or antisocial behaviour is likely to occur out of hours, with a high risk that incidents are informally reported to Bourne Hall staff or perceived as a Council managed issue.
- 5.4 It would be advised that operational mitigation measures are implemented to reduce the impact on EECAN staff, such as clear signage and instructions for using the LoT and the store.

6 Summary

- 6.1 In determining to agree to a fixed term legal agreement the Council requires an appropriately sized, secure and police approved weatherproof and inflammable storage unit to mitigate against the risks identified above. The approved larger timber structure poses a significantly increased risk to security, theft, fire and vandalism.

7 Risk Assessment

Legal or other duties

- 7.1 Equality Impact Assessment
 - 7.1.1 None arising from this report.
- 7.2 Crime & Disorder
 - 7.2.1 As set out in section 4 of this report.
- 7.3 Safeguarding
 - 7.3.1 None arising from this report.
- 7.4 Dependencies
 - 7.4.1 None arising from this report.

7.5 Other

7.5.1 None arising from this report.

8 Financial Implications

8.1 The legal agreement would be granted at nil rent for 2 years and will be terminable by the landlord if the LoT ceased to operate from Bourne Hall or if other problems arise giving both parties the ability to terminate.

8.2 The Council would take no responsibility for damage or break ins to the storage unit and any costs to repair are to be covered by the legal agreement.

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

9 Legal Implications

9.1 If the committee agrees to the proposals in this report, a new legal agreement will need to be prepared for the free use of land on which the storage unit will be located, and officers will need to ensure that the entity holding the agreement has the capacity to hold it. For example, an unincorporated association cannot hold a lease directly as it lacks capacity to do so. Consideration will need to be explored as to what type of legal agreement the Council could offer. Officers will need to consider whether a break clause should be added for both parties.

9.2 Furthermore, in view of the best value consideration the Council will need to find out the market value for this transaction and in order to satisfy best value consideration a grant could be given to cover the let.

9.3 **Legal Officer's comments:** As set out in the above report.

10 Policies, Plans & Partnerships

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

- Green & Vibrant

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

10.3 **Climate & Environmental Impact of recommendations:**

10.3.1 The LoT will directly support the delivery of action 49 within the Climate Change Action Plan (2025-2029), being to explore opportunities to promote reuse across the Borough, such as setting up a Library of Things.

10.3.2 It will also support action 41, “to engage with a range of partners, and relevant specialist groups in the community...to deliver shared sustainability objectives and share best practice.”

10.4 **Sustainability Policy & Community Safety Implications:**

10.4.1 The initiative promotes sustainable consumption and waste reduction. Community safety implications are covered under the risk assessment (section 4).

10.5 **Partnerships:**

10.5.1 None

10.6 **Local Government Reorganisation Implications:** None for the purposes of this report. It is expected that the legal agreement would be maintained for the remaining existence of the council with the successor authority arriving at their own agreement in due course.

11 Background papers

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

Previous reports:

- None

Other papers:

- None

Appendix 1: External Storage shed examples

Included as part of the Library of Things Community Infrastructure Levy (CIL) bid proposal.

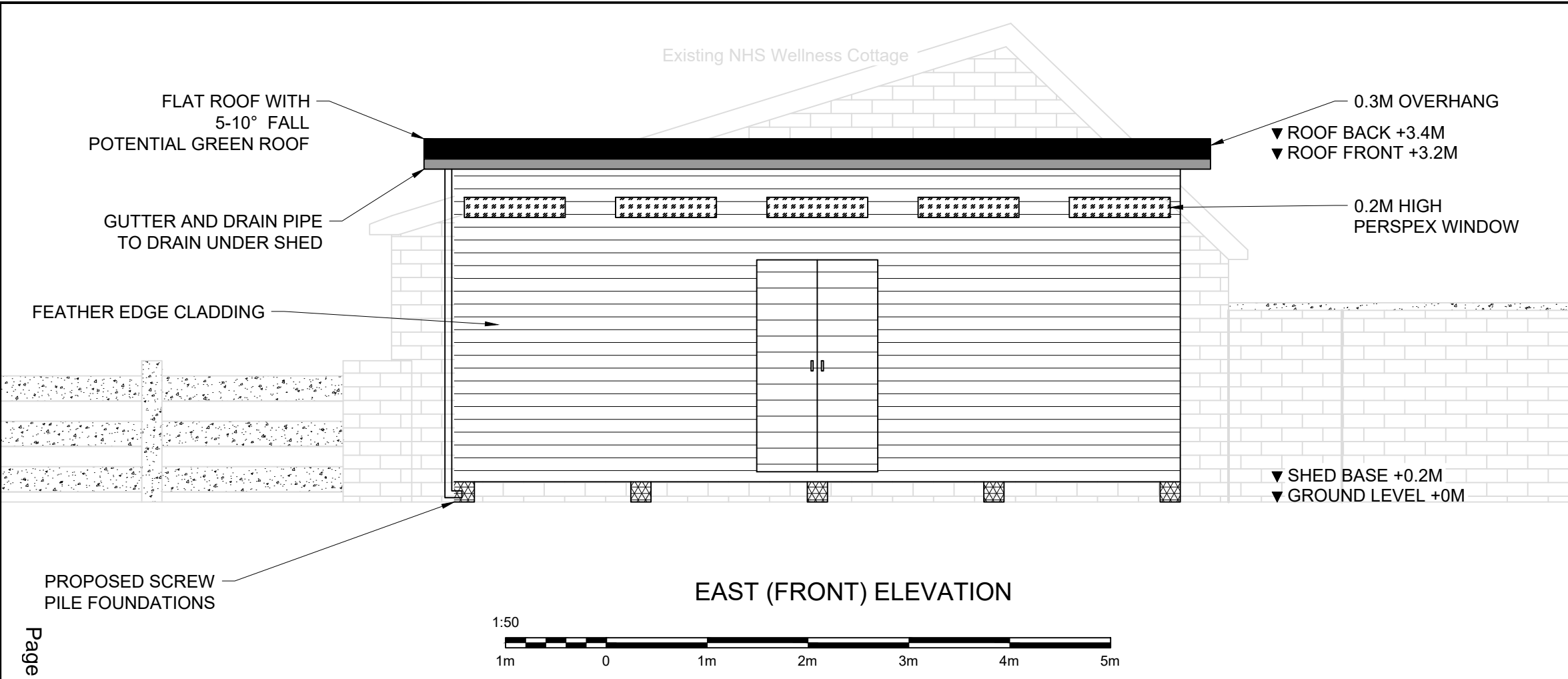
5x4 Metal Shed (The Saracen) - Police Preferred



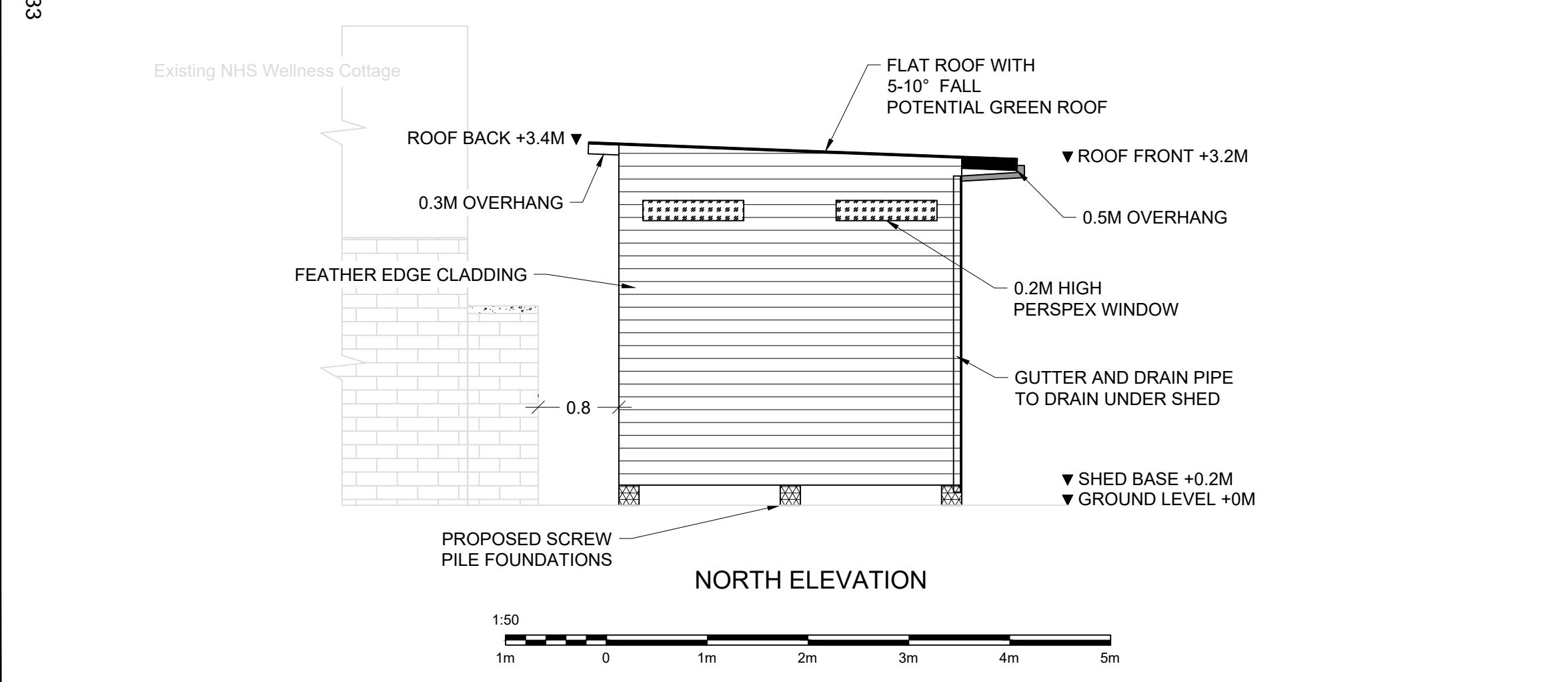
Bike Storage x 3 - Police Approved



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Page 33



NOTES:
ALL LEVELS AND DIMENSIONS IN METERS

REV	DATE	DESCRIPTION	DWN	CHK	APP
REVISIONS:					
CLIENT: EPSOM & EWELL CLIMATE ACTION NETWORK					
PROJECT: LIBRARY_OF_THINGS STORE					
TITLE: ELEVATIONS_EAST_AND_NORTH					
DRAWN: RJW		CHECKED: WJW		APPROVED: WJW	
DATE: DEC_25		SCALE: 1:50@A3		REF: N/A	
DRAWING NUMBER: 0004				REVISION: 2	

Agenda Item 6
Appendix 2

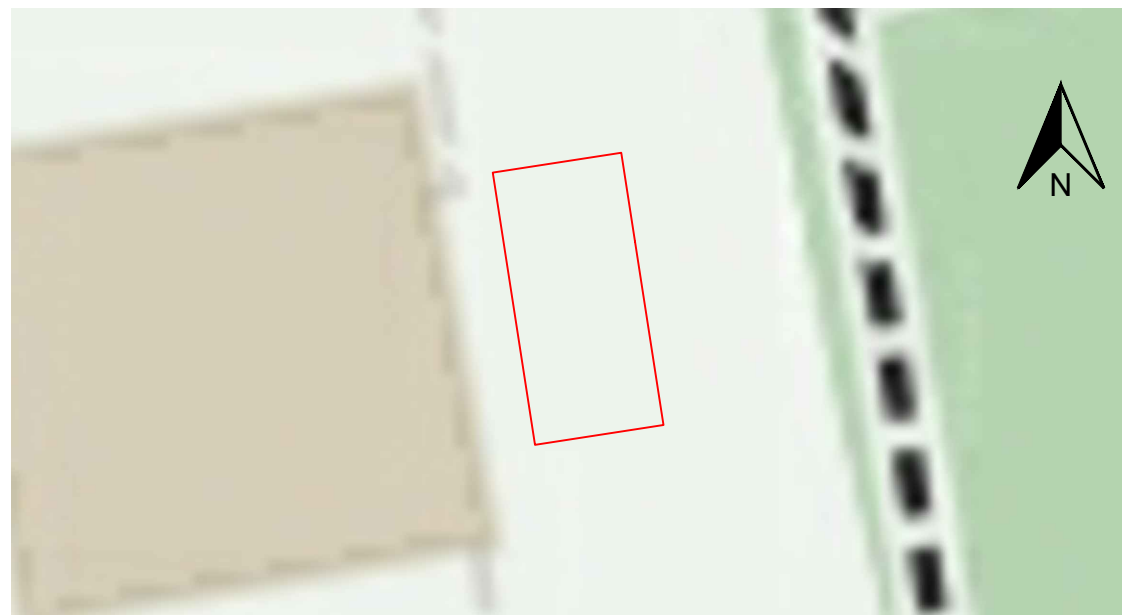
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DO NOT SCALE

Location plan 1:2500



Site plan: 1:200



NOTES:
ALL LEVELS AND DIMENSIONS IN METERS

RED LINE BOUNDARY:

REV	DATE	DESCRIPTION	DWN	CHK	APP

REVISIONS:

CLIENT:
EPSOM & EWELL CLIMATE_
ACTION_NETWORK

PROJECT:
LIBRARY_OF_THINGS
STORE

TITLE:
LOCATION_AND_SITE_PLAN

DRAWN: RJW	CHECKED: WJW	APPROVED: WJW
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DATE: DEC_25	SCALE: N/A	REF: N/A
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DRAWING NUMBER: 0001	REVISION: 1
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Agenda Item 6
Appendix 3

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HOGSMILL RIVER STEPPING STONES

Head of Service: Ian Dyer, Head of Operational Services
Report Author Stewart Cocker
Wards affected: Ewell Court Ward; West Ewell Ward;
Urgent Decision?(yes/no)
If yes, reason urgent decision required:
Appendices (attached):

Summary:

The Environment Agency (EA) has advised that, for safety reasons, it wishes to remove the stepping stones from the Hogsmill River unless another organisation agrees to assume responsibility for their ongoing safety and maintenance.

This report considers the role of EEBC in protecting the stepping stones from removal whilst providing a safe crossing point.

Recommendation (s)

The Committee is asked to:

(1) Agree one of the options set out 3.11 of this report.

1.1 If option 1 or 2 is selected, delegate to the Interim Assistant Head of Service for Streetcare and the Head of Property and Regeneration in consultation with legal to enter into an agreement with the EA subject to detailed legal review, agreement of inspection and maintenance responsibilities and clarification of insurance implications.

(2) Note the submission of the CIL application for funding the construction of a new pedestrian footbridge.

(3) Note any on-going inspection and maintenance costs of the stepping stones would need to be covered within the Environment committees budget envelope.

2 Reason for Recommendation

- 2.1 The Hogsmill River stepping stones, installed c1983, are a long established and valued feature with the Hogsmill Local Nature Reserve. The EA as landowner of the riverbed and banks, has advised that it wishes to remove the stepping stones on public safety grounds unless another organisation agrees to resume responsibility for their ongoing inspection, maintenance and associated liability.
- 2.2 As EEBC owns the land either side of the river crossing, the Council may choose either to assume responsibility for the stepping stones or to consider provision of a safer, alternative crossing point, such as a pedestrian footbridge, or both.

3 Background

- 3.1 The EA unusually owns the bed and banks of the Hogsmill River. Despite extensive searches by the Countryside and Legal & Estates Teams, together with enquiries made to the EA and Thames Water, no formal agreement relating to the stepping stones has been found.
- 3.2 From an operational standpoint the stepping stones present two significant safety issues. Firstly, the concrete steps on the northern bank have been undermined through erosion caused by dogs entering and exiting the river at this point, creating a risk of collapse into the river. Secondly, the new wetland outflow channel has altered water levels within the Hogsmill River, resulting in prolonged submergence of the stepping stones, making them significantly more slippery than in the past.
- 3.3 Following a risk assessment undertaken by the EA which identified public safety concerns, barriers preventing access to the stepping stones were erected by the EA in September 2025.
- 3.4 At a recent meeting with EEBC, the EA advised that its preferred option is removal of the steps and stepping stones on public safety grounds unless another organisation agrees to assume responsibility for their ongoing safety. Given EEBC's ownership of the adjoining land, together with the stepping stones status as a popular and long-established feature within the Hogsmill Local Nature Reserve, the Council may wish to consider whether it is prepared to assume responsibility for the crossing.
- 3.5 Whilst repair works to the northern steps and measures to reduce water levels may be achievable, the EA's position remains that the stepping stones should be removed unless another organisation agrees to assume responsibility for their ongoing, inspection, maintenance and associated liability through a formal agreement.

- 3.6 Should the Council decide not to assume responsibility for the stepping stones, the EA has advised that they will be removed. In these circumstances, EEBC could consider the future provision of a pedestrian footbridge as a safer and more accessible alternative crossing point within the Hogsmill Local Nature Reserve.
- 3.7 Alternatively, should the Council agree to assume responsibility, consideration could still be given to the future provision of a pedestrian footbridge to provide a safer and more accessible alternative crossing route whilst retaining the stepping stones as a heritage feature.
- 3.8 If members would like to assume responsibility for the stepping stones, measures would need to be taken to address the current risks. This could include warning signs, anti-slip surfacing, handrails, quarterly inspections, defect reporting and planned and reactive maintenance. However, such measures would reduce rather than eliminate the ongoing public safety risks associated with the crossing.
- 3.9 A pedestrian footbridge would provide improved accessibility for users of all ages and abilities, with the additional benefit of improved access to the newly created Chamber Mead wetland area.
- 3.10 In terms of costs, a new footbridge will likely cost over £100k including design and planning fees. For example, the new footbridge constructed across the wetland outflow channel cost approximately £130,000 to construct. Under the provision of green infrastructure Strategic CIL funding is a possible source of financing the capital costs and a Strategic CIL application has been submitted and remains subject to assessment should this be the preferred option.
- 3.11 Options
- 3.11.1 Option 1: agree to take on the liability for the steps and stepping stones subject to being able to drop the water level, undertake immediate repair works, agree a formal inspection and defect reporting regimes and undertake maintenance of the steps and stepping stones.
- 3.11.2 Option 2: agree to take on the liability for the steps and stepping stones subject to being able to drop the water level, undertake immediate repair works and continue to maintain the steps and stepping stones. Agree to deliver a new footbridge as an alternative safer fully accessible crossing point subject to being granted CIL funding and securing additional funding for the design and planning of a footbridge.
- 3.11.3 Option 3: do not agree to take on the liability for the steps and stepping stones and acknowledge the EA will remove them.

- 3.11.4 Option 4: Agree to deliver a new footbridge as an alternative safer fully accessible crossing point subject to being granted CIL funding and securing additional funding for the design and planning of a footbridge.

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

- 4.1.1 The stepping stones have provided a well-used river crossing for over forty years. A new foot bridge would provide a safer river crossing for all ages and abilities.

4.2 Crime & Disorder

- 4.2.1 A well-used public open space is invariably a safer open space, either retaining the stepping stones or provision of a footbridge or both will maintain access and help prevent antisocial behaviour.

4.3 Safeguarding

- 4.3.1 None for the purposes of this report.

4.4 Dependencies

- 4.4.1 None for the purposes of this report.

4.5 Other

- 4.5.1

5 Financial Implications

- 5.1 If the committee decides to take on liability for the safety and maintenance of the stepping stones there will be an immediate cost, approximately £1,000 to repair the undermined concrete steps on the northern bank. On going maintenance of the stepping stones is however minimal and would be covered by existing budgets. For example, the repair to the steps is as far as is known, the first repair in over forty years. In contrast a new footbridge will require a much larger sum to be secured via CIL for construction, with ongoing maintenance costs, such as painting every 15 to 20 years to control corrosion that currently could cost in the region of £8000. Funds for the design and planning stages of the new footbridge will need to be sought from the Strategy and Resources Committee.
- 5.2 **Section 151 Officer's comments:** Financial implications are contained within the body of the report.

6 Legal Implications

6.1 Any agreement to assume liability for the stepping stones should be subject to detailed legal review, agreement of inspection and maintenance responsibilities and clarification of insurance implications.

6.2 **Legal Officer's comments:** as detailed above

7 Policies, Plans & Partnerships

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

- Safe and well maintained – by providing well managed green spaces for people to go out and enjoy we are helping to improve our residents' and visitors' health and wellbeing and also protecting nature.
- Green and Vibrant – by managing the Borough's nature reserves, we make our open spaces wonderful places for both and people and wildlife. The green spaces found in Epsom and Ewell are one of the main reasons people choose to live here.

7.2 **Service Plans:** The matter **is not** included within the current Service Delivery Plan. The importance of maintaining good public access within the Hogsmill Local Nature Reserve is described in the Hogsmill Local Nature Reserve Management Plan 2017 to 2117.

7.3 **Climate & Environmental Impact of recommendations:** Improving access to our open spaces encourages residents to stay local and reduce car journeys.

7.4 **Sustainability Policy & Community Safety Implications:** As above in 6.3

7.5 **Partnerships:** EEBC take part in the Hogsmill Catchment Partnership which aims to achieve significant improvements in both biodiversity and public access to the Hogsmill River.

7.6 **Local Government Reorganisation Implications:** The construction of a new footbridge would be post 1st April 2027.

8 Background papers

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

Previous reports:

-

Other papers:

- [Hogsmill Local Nature Reserve 2017 - 2117](#)

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FREE SUMMER TENNIS

Head of Service:	Ian Dyer, Head of Operational Services
Report Author	Samantha Whitehead
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	
If yes, reason urgent decision required:	
Appendices (attached):	Appendix One – Tennis Court Utilisation

Summary

To review the continued success of the Pay-to-Play Tennis Scheme, including participation levels, income generation and investment in court maintenance, and to seek approval for the continuation of free morning tennis sessions during 2026 school summer holidays.

Recommendation (s)

The Committee is asked to:

- (1) **Note the progress of the Pay to Play Tennis Scheme**
- (2) **Approve the proposal to offer free morning tennis sessions on all tennis courts in the borough from 22 July 2026 to 31 August 2026.**

1 Reason for Recommendation

- 1.1 The Pay-to-Play tennis scheme was introduced in April 2024 and has continued to demonstrate strong growth, with memberships increasing from 268 in 2024/25 to 316 in 2025/26 and ad-hoc bookings increasing from 1404 to 1868 over the same period.
- 1.2 The free morning tennis sessions offered during last year's school summer holiday period also proved popular and it is proposed that the initiative is repeated in 2026.

2 Background

- 2.1 At the Environment Committee Meeting on 13 June 2023, members took the decision to introduce Pay to Play Tennis in the borough through the adoption of a Lawn Tennis Association (LTA) grant funded gate access system and the web-based booking platform called Clubspark.

- 2.2 The scheme was launched in April 2024, and residents were encouraged to participate in the scheme through direct marketing at the tennis courts and online. Residents either purchase a household membership for up to five people at a cost of £40 per year (£20 per year for low-income households), allowing unlimited play, or book courts on an ad-hoc basis at a rate of £6 per hour. To encourage continued participation in the scheme, the price has been fixed at the introductory rate for 2025/26 and 2026/27.
- 2.3 Tennis coaches were appointed at Court Recreation Ground, Alexandra Park and Auriol Park. Coaches pay an annual package price which allows them to book the courts for up to 10 hours per week. Coaches can buy multiple 10 hour packages up to a maximum of 30 hours per week. Currently the Coach at Court Rec buys 30 hours a week, Alexandra Rec, 20 hours and Auriol Park 10 hours a week. As part of the Coaching agreement, all tennis coaching providers take part in the Barclays Free Park Tennis Initiative, offering at least one hour of free, supervised, community tennis activity at their designated location each weekend.

3 Income, Expenditure and Utilisation

- 3.1 Table 1 below sets out the income received from ad-hoc court bookings, memberships and coaching agreements (net of card payment fees), together with the maintenance and software costs incurred during 2025/26. Whilst tennis income exceeded the budgeted level, maintenance expenditure of £21,140.11 was incurred for repainting and line marking works at Court Recreation Ground and Alexandra Park tennis courts. As a result, a drawdown of £7,984.46 was made from the Repairs and Renewals Reserve, reducing the reserve balance from £16,411 to £8,426.54.
- 3.2 In addition to membership and ad-hoc booking income, the Council has received approximately £9,662 from tennis coaching package agreements. These agreements enable approved coaches to delivery coaching session from Borough tennis courts whilst contributing towards the ongoing maintenance and operation of the facilities.
- 3.3 Table 2 below shows the number of memberships and ad-hoc bookings sold between April 2024 and 15 May 2026.

2025/26 Tennis performance	Budget (£)	Actual (£)	Variance (£)
Tennis Income (net of card payment fees and including coaching income)	17,500.00	31,634.62	14,134.62
Tennis Maintenance costs	0	-21,140.11	-21,140.11
Clubspark Software costs	-2,380.00	-3,358.97	-978.97
Net shortfall	15,120.00	7,135.54	-7,984.46

Repairs and Renewals Reserve	Balance at 01/04/25 (£)	Drawdown to fund maintenance works (£)	Reserve Balance remaining (£)
Repairs and Renewals	16,411	-7,984.46	8,426.54

Table 1- Income and Expenditure 2025/26

Number of Memberships, Discounted Memberships and Ad-Hoc Bookings				
Financial Year	Ad-hoc Bookings Non-Members	Discounted Family Membership	Annual Family Membership	Grand Total
2024/25	1404	19	249	1672
2025/26	1868	21	295	2184
2026/27	336	3	67	406
Grand Total	3608	43	611	4262

Table 2 - Number of memberships and ad-hoc bookings up to 15 May 2026

3.4 The graphs shown in Appendix One demonstrate utilisation at each of the five sites.

4 Maintenance of the Tennis Courts

4.1 During 2025/26, the following works were completed:

- Moss treatment – all sites
- Leaf blowing/sweeping – all sites
- Court cleaning, surface binder, repainting and line marking at Court Recreation Ground and Alexandra Park

Planned maintenance for 26/27 includes:

- Moss treatment – all sites
- Leaf blowing/sweeping – all sites
- Court cleaning, surface repairs, surface binder and repainting at Auriol Park

- 4.2 Two Neighbourhood CIL bids have been submitted by Councillors Coley and Woodbridge for the regeneration of the tennis and basketball courts at Poole Road and Gibraltar Recreation Grounds. These bids have been approved by the CIL Panel and will now be considered by the Strategy and Resources Committee for final approval. If successful, both sites will also benefit from the introduction of pickleball, a rapidly growing sport that offers inclusive opportunities for participation across a wide range of ages and abilities.

5 Free Tennis Sessions

- 5.1 We currently offer two hours of free, bookable, tennis sessions every weekend throughout the year. At Alexandra, Auriol and Court one of these sessions is provided by the Tennis Coaches under the LTA/Barclays Free Park Tennis Scheme.

Site	Saturday	Sunday
Alexandra Park	9am-10am 10am-11am - Activator Led	
Auriol Park	9am-10am 10am-11am - Activator Led	
Court Rec	10am-11am	10am-11am - Activator Led
Gibraltar Rec	9am-11am	9am-11am
Poole Road	9am-11am	9am-11am

6 Free Summer Tennis

- 6.1 Last year, a total of 566 bookings were made under the free morning tennis scheme during the summer holiday period, demonstrating significant public demand for the initiative. Bookings made at each site during the period were:
- Alexandra Park - 203
 - Auriol Park – 75
 - Court Recreation Ground – 164
 - Gibraltar Recreation Ground - 36
 - Poole Road - 88
- 6.2 Due to the popularity of the initiative, it is proposed that members agree to offer a similar scheme in 2026.
- 6.3 The proposal is to offer free morning tennis sessions (up to 12 noon) from 22 July 2026 to 31 August 2026, covering the school holiday period.

- 6.4 The scheme acts as an introduction to the Clubspark online booking platform and the Borough's tennis facilities, providing residents with an opportunity to try the facilities before committing to a paid membership or making ad-hoc bookings.

7 Risk Assessment

Legal or other duties

7.1 Equality Impact Assessment

- 7.1.1 Tennis in the borough is accessible to people of all ages, abilities, genders, and ethnic backgrounds. To support low-income households, a 50% discount is available on the standard household membership, alongside free tennis sessions offered throughout the year.

7.2 Crime & Disorder

- 7.2.1 None for the purpose of this report

7.3 Safeguarding

- 7.3.1 All tennis coaching sessions are delivered by fully qualified coaches and volunteer activators, all of whom have undergone DBS checks.

7.4 Dependencies

- 7.4.1 The ongoing success of the Pay to Play Tennis Scheme in the borough will be dependent on a sustained marketing campaign, reinvestment in the tennis facilities using the ringfenced income generated by the scheme, and a robust relationship with tennis coaching providers.

7.5 Other

- 7.5.1 None

8 Financial Implications

- 8.1 The income generated by the scheme is set out in section 3 of this report. As agreed by the Environment Committee on 13 June 2023, all income raised will be used to pay the annual Clubspark software administration fee and to fund the ongoing maintenance and refurbishment of the tennis courts.
- 8.2 The proposed free summer sessions are expected to be accommodated within existing budgets and are not anticipated to have material impact on the overall annual income.

- 8.3 **Section 151 Officer's comments:** Financial implications are within the body of the report.

9 Legal Implications

- 9.1 Epsom and Ewell Borough Council have entered into a grant funding agreement with LTA which means that we are legally obligated to provide Pay to Play Tennis facilities in the Borough for the remainder of the 5 year term.
- 9.2 **Legal Officer's comments:** None for the purposes of this report

10 Policies, Plans & Partnerships

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

- Safe and Well
- Smart and Connected
- 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:** Pay to Play Tennis ensures the ongoing sustainability of Park Tennis in the borough.

10.5 **Partnerships:** The Lawn Tennis Association and Tennis Coaching Providers.

11 Background papers

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

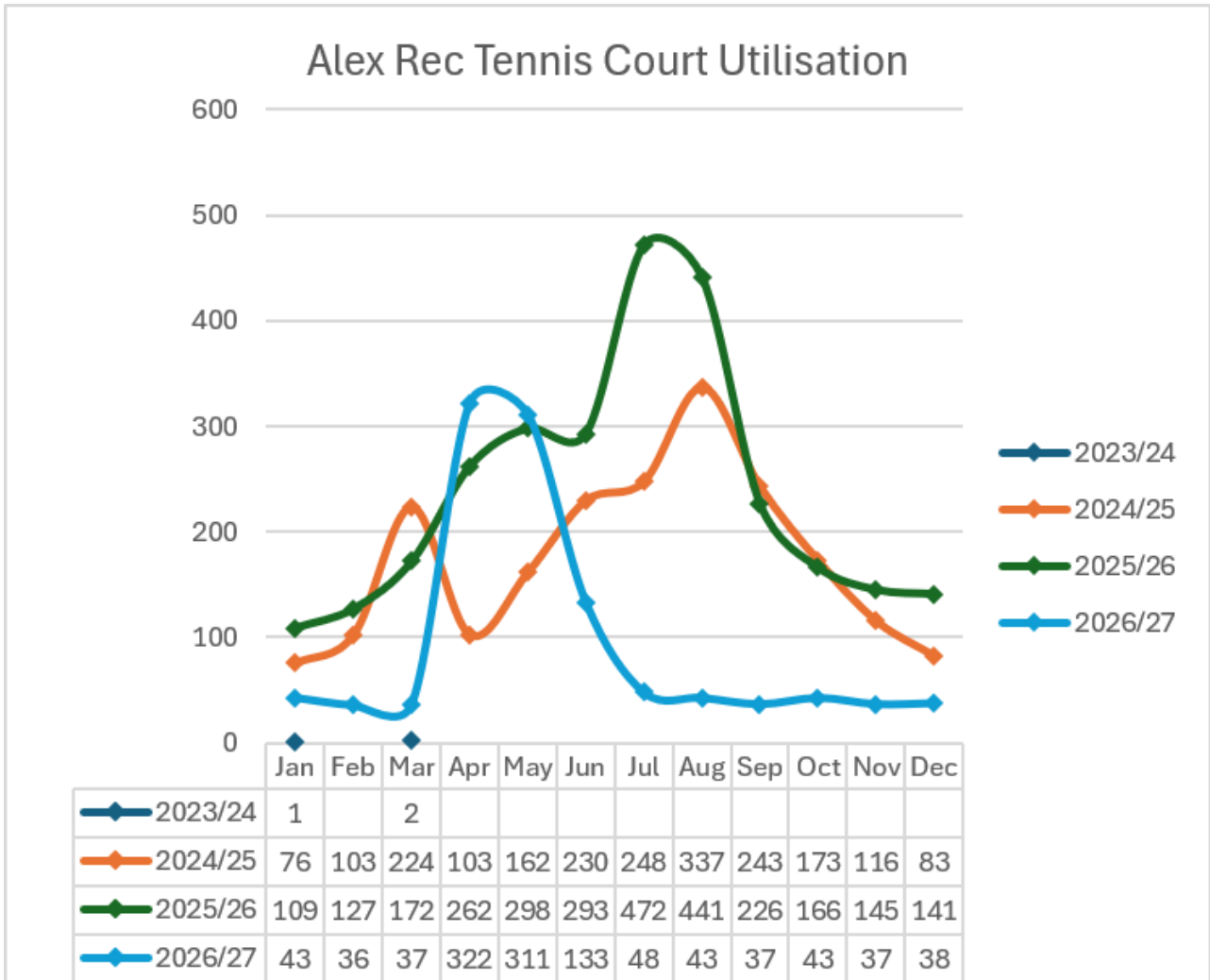
Previous reports:

- Tennis in the Borough Report – 13 June 2023
- Annual Review of Tennis in the Borough – 17 March 2025

Other papers: none

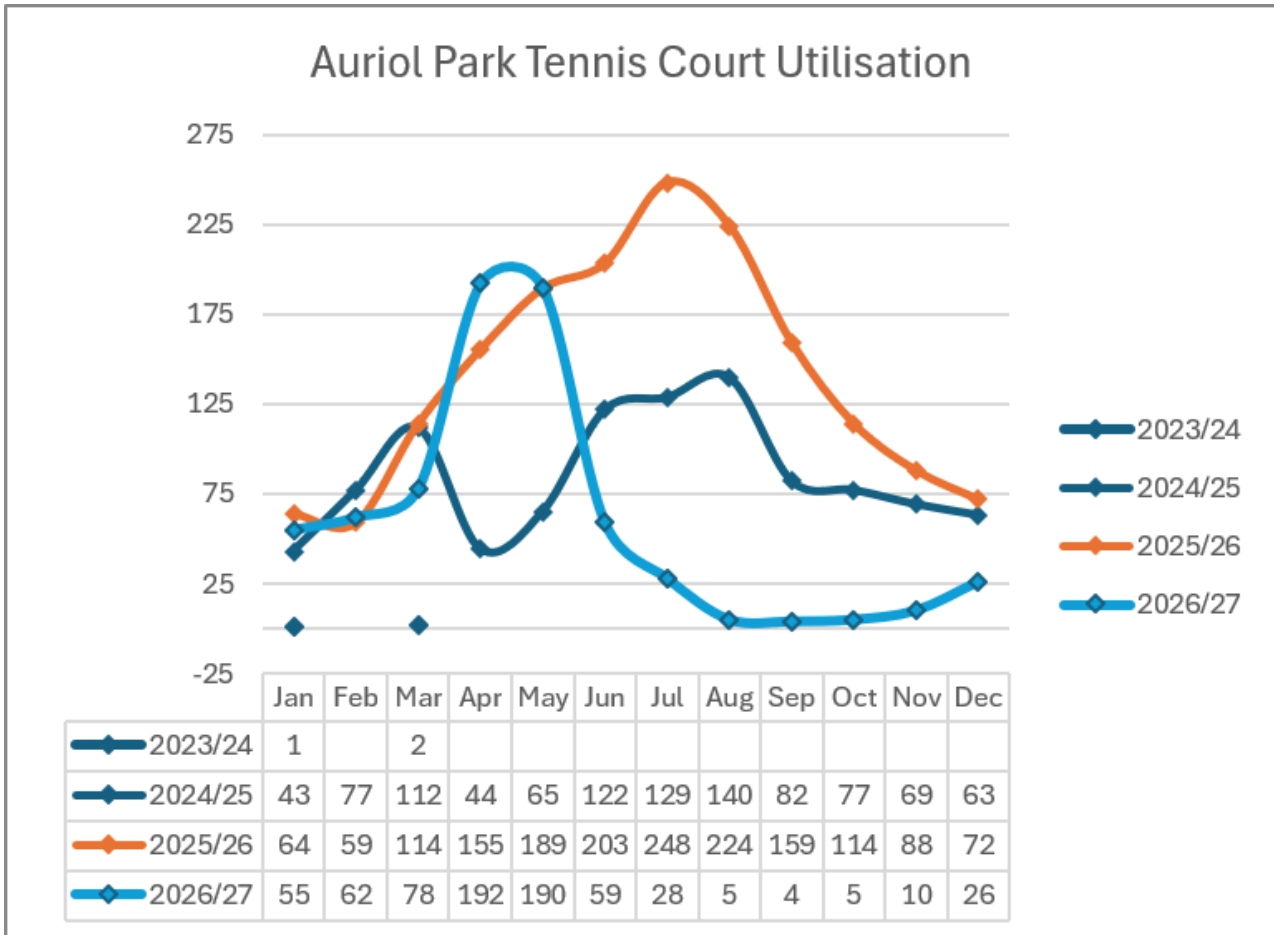
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Alexandra Recreation Ground – Tennis Court Utilisation



Please note that bookings made beyond June 2026 are predominantly made by Tennis Coaching Providers.

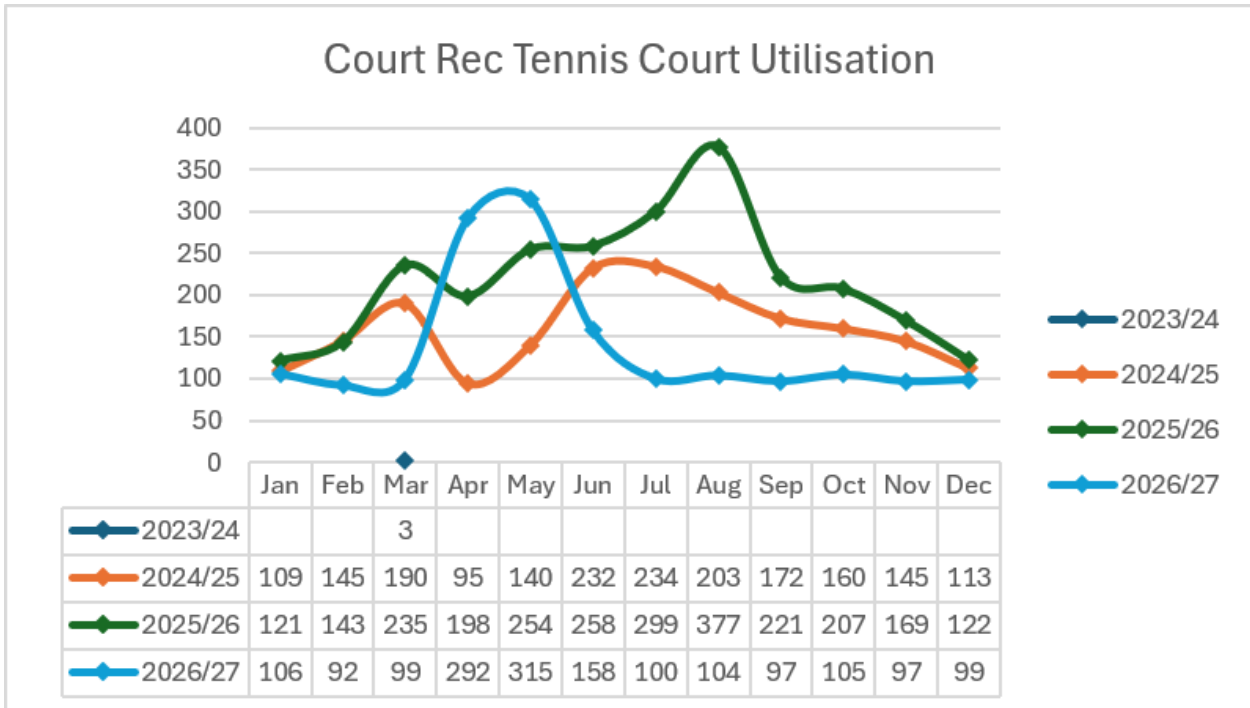
Auriol Park – Tennis Court Utilisation



Please note that bookings made beyond June 2026 are predominantly made by Tennis Coaching Providers.

There was an increase in participation in April 2026 due to the unseasonably good weather.

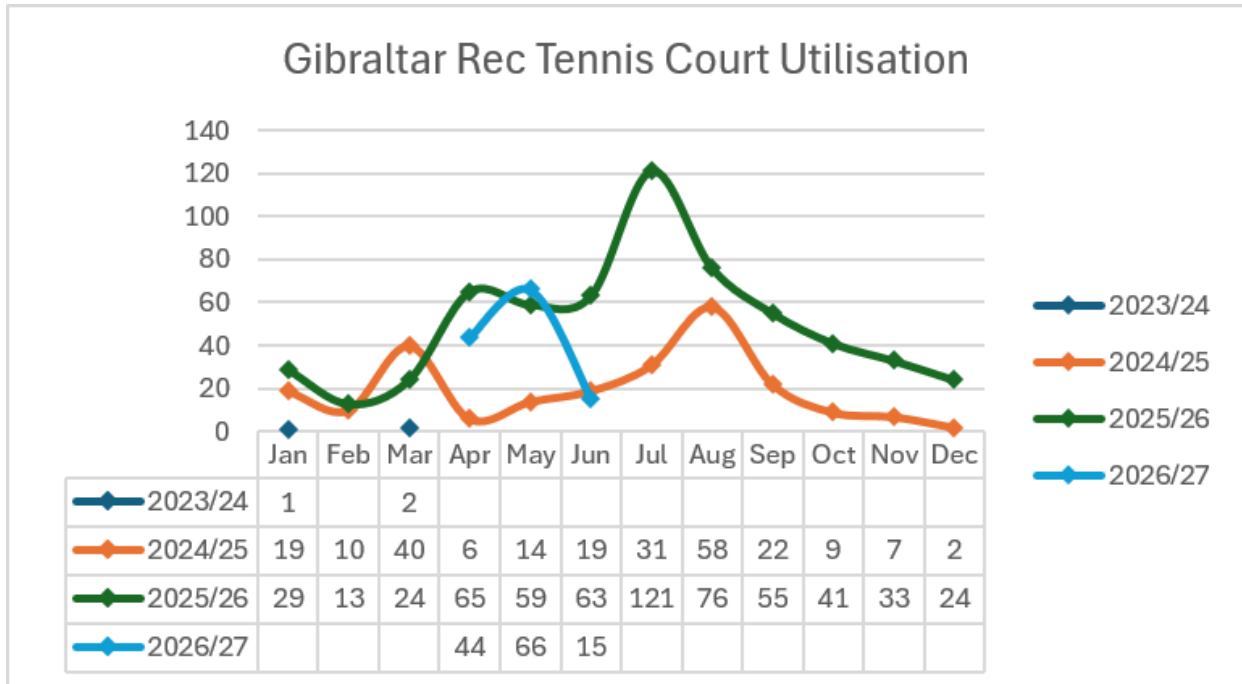
Court Recreation Ground – Tennis Court Utilisation



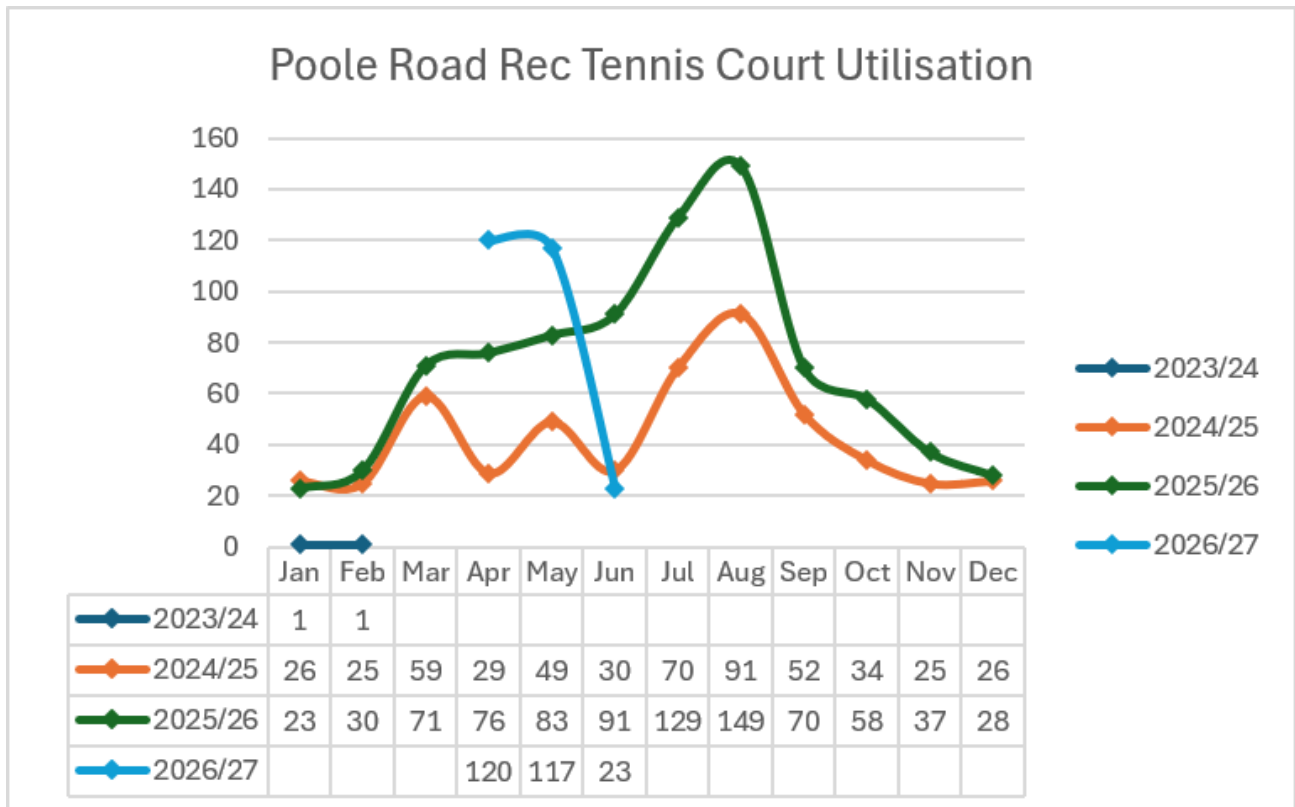
Please note that bookings made beyond June 2026 are predominantly made by Tennis Coaching Providers.

There was a marked increase in participation in April and May 2026 due to the unseasonably good weather.

Gibraltar Recreation Ground – Tennis Court Utilisation



Poole Road – Tennis Court Utilisation



There was a marked increase in participation in April and May 2026 due to the unseasonably good weather.

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FOOD HYGIENE SERVICE PLANS

Head of Service:	Rod Brown, Head of Housing & Community
Report Author	Oliver Nelson
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Food Service Plan

Summary

In compliance with national monitoring arrangements, this report sets out how the Council intends to discharge its statutory responsibilities in respect of food hygiene in the year 2026-2027 and reports on activities in the previous year.

Recommendation (s)

The Committee is asked to:

- (1) **Adopt the service plan for food hygiene.**

1 Reason for Recommendation

- 1.1 To demonstrate compliance with the [framework agreement on official feed and food controls by local authorities](#).
- 1.2 To update the committee on the priorities within the service areas and the planned use of resources.

2 Background

- 2.1 The Environmental Health team based within the public protection service is deployed in many areas of public and environmental health including food hygiene (inspections and interventions within food businesses).
- 2.2 There are legal requirements and expectations from national authorities that the service be adequately resourced and planned, with those plans being agreed by the appropriate policy making bodies within each local authority.
- 2.3 Best practice in the area of regulatory service is to establish transparent

plans for the deployment of public resources and to publicise those plans

2.4 Risk Assessment

Legal or other duties

2.5 Equality Impact Assessment

2.5.1 None arising from this report

2.6 Crime & Disorder

2.6.1 None arising from this report

2.7 Safeguarding

2.7.1 None arising from this report

2.8 Dependencies

2.8.1 The achievement of the targets are dependent on broadly the same level of resource allocation being maintained and not lost or allocated to other services.

2.9 Other

2.9.1 None

3 Financial Implications

3.1 The proposals are funded from within the existing budgetary allocation.

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

4 Legal Implications

4.1 The council must comply with the guidance and code of practise issued by the Food Standard Agency. Via statutory returns, the Food Standards Agency monitor the effectiveness of the Authority's action taken in this service areas. The risk of under resourcing these areas is a decrease in public protection and public health, adverse publicity arising from annual reports on local authority performance and non-fulfilment of statutory obligations

4.2 The adoption of the service plan will assist the council in discharging its statutory duties.

4.3 **Legal Officer's comments: as set out in the above report**

5 Policies, Plans & Partnerships

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

- Safe and Well
- Effective Council

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

5.3 **Climate & Environmental Impact of recommendations:** None

5.4 **Sustainability Policy & Community Safety Implications:** None

5.5 **Partnerships:** None

5.6 **Local Government Reorganisation Implications:** None

6 Background papers

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

Previous reports:

- None

Other papers:

- Framework Agreement on Official Feed and Food Controls by Local Authorities, 2010 (Food Standards Agency)
[<https://acss.food.gov.uk/sites/default/files/multimedia/pdfs/enforcement/frameworkagreementno5.pdf>] accessed 1/6/27
- Food Law Code of Practice, 2025 (Food Standards Agency)
[<https://www.food.gov.uk/about-us/food-and-feed-codes-of-practice>] accessed 1/6/27

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Food Safety Service Plan 2026-2027

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1.0 Service Aim, Objectives, Key Tasks and Targets

1.1 Objective, Aims and Key Tasks

- To meet statutory responsibilities in respect of national requirements concerning official controls of food in a cost effective and responsible manner in accordance with statutory guidance.
- To encourage best practice and publish advice on Food Safety to businesses and voluntary groups.
- To discharge food safety inspection and enforcement responsibilities in accordance with the Food Law Code of Practice, Regulators Code and the Epsom & Ewell enforcement and compliance policy.
- To implement national and local food sampling programmes and to promote Food Safety.

1.2 Links to Corporate Objectives and Targets

The food inspection service is relevant to several of the current key priorities.

Opportunity and Prosperity

By ensuring a level playing field through appropriate and proportional regulatory interventions, holding to account the worst offenders and supporting business by providing a degree of trusted technical advice.

Safe and Well

By ensuring a minimum standard of hygiene in business to reduce the occurrence of ill health through food borne disease and by promoting good hygiene practice in the home.

Effective Council

By discharging our duties in the most time and cost effective way.

2.0 Background

2.1 Profile of the Local Authority

The Borough of Epsom & Ewell is situated in the North East of Surrey, with an area of 3,411 hectares, of which over half is open space, particularly to the South and West. The Borough has a population of approximately 81,000 predominantly in suburban areas. There are in the region of 31,320 households in the Borough and the average household size is 2.58 people.

2.2 Organisational Structure

The service exists as part of the general Environmental Health Team which is responsible for a range of statutory services, and which is positioned within the wider

public protection team comprising Environmental Health, Licensing and Community Safety. Owing to long term recruitment difficulties and in order to deliver the statutory minimum service, vacant posts are covered by agency contracted staff.

Specialist services, when required, are provided as follows

- (i) Public Analyst: Public Analyst Scientific Services 54 Business Park Valiant Way Wolverhampton. WV9 5GB
- (ii) Microbiological testing: UK Health Security Agency, Food, Water and Environmental Laboratory, Manor Farm Road, Porton Down Salisbury Wiltshire SP4 0JG

2.3 Scope of the Food Service

The Food Safety Service exists to ensure that all food produced, purchased, stored or distributed in the Borough meets statutory requirements under conditions which are hygienic. It is a statutory service and is principally centred on the delivery of Official Controls such as inspections and audits in compliance with national requirements followed by appropriate enforcement action as necessary. By providing this service, the Council actively contributes to the maintenance of high standards of hygiene in processes of production, preparation and sale of food throughout the Borough. Advice is given to food businesses and handlers to ensure they meet legal requirements and observe best practice designed to protect public health.

The Service also undertakes occasional food sampling, a service which complements and reinforces the overall objective of protecting public health. Sampling exercises are typically carried out as part of national surveillance projects or in response to a local incident or complaint.

In certain circumstances the service works in association with the UK Health Security Agency (UKHSA), in relation to the investigation of notifications of infectious disease and food poisoning.

In addition to programmed and demand driven food hygiene inspections, and the investigation of complaints related to food and food premises, other services are delivered in commercial business premises. These include health and safety interventions, infectious disease investigations and pollution emanating from premises where food is prepared, processed or sold. The full range of the environmental health service includes the varied elements of pollution control, conditions in private sector housing, health and safety in workplaces and other public protection and public health obligations.

2.4 Demands on the Food Service

As at April 2026 there were 611 food premises in the Borough, of these 444 were restaurants, cafes, canteens or other caterers, and 139 were retailers. The remainder are made up of small scale producers and distributors. 133 premises fall into the higher risk categories of A to C. Category A requires inspection at 6 month intervals, category

B at 12 month intervals and category C at 18 month intervals in accordance with Food Law Code of Practice. There are 120 unrated businesses where the Council has received a registration but has yet to inspect. These mainly consist of low risk home caterers combined with recently established conventional catering premises. The service is currently implementing a desktop assessment process to categorise and then prioritise these businesses for inspection. Presently there are no approved (significant food manufacturing), establishments operating within the Borough.

Environmental Health Services are based at the Town Hall, and the service is available from 9am to 5pm Monday to Friday although a substantial proportion of premises only open in the evening necessitating out of hours visits. In the event of a major incident or an outbreak of food poisoning, there are arrangements for contacting senior officers outside of normal office hours.

A significant proportion of catering establishments are operated by people whose first language is not English. In rare circumstances arrangements are in place for professional translation of necessary documentation and use of interpreters.

2.5 Enforcement Policy

The Council's Enforcement and Compliance Policy was revised in 2025 and reflects the national Regulators Code.

3.0 Service Delivery

3.1 Food Premises Inspections

The service has the aim of carrying out interventions in line with the Food Law Code of Practice (England) issued by the Secretary of State.

Additional to programmed inspections, the service also carries out a proportion of revisits during the same period. These are necessary to check whether informal action has been successful, where compliance with notices needs to be assessed and where a formal request has been made by a food business operator as part of the Food Hygiene Rating Scheme.

Any significant increase in the numbers of food related complaints or incidents would place additional demands on the service. Without additional resources this demand could only be met at the expense of the premises inspection programme and/or other areas of environmental health.

3.2 Food Complaints and requests for service

Procedures exist to deal with food complaints which allows for working with Buckinghamshire and Surrey Trading Standards when necessary.

Enforcement of food safety is undertaken in accordance with the Food Safety Act 1990, Retained EU Regulation 852/2004, the Food Safety and Hygiene (England) Regulations 2013 and associated legislation. Decisions to bring enforcement and legal proceedings in appropriate cases are made in accordance with the Compliance and Enforcement Policy and the Scheme of Delegated Authority to Officers.

3.3 Primary Authority

The Council is committed to the Primary Authority principle whereby, in order to ensure consistency of enforcement, a business can form a partnership with a local authority, often, but not always the authority where its head office exists and enforcement issues can be moderated by that authority.

Epsom & Ewell have no formal partnerships with any food business at this time.

3.4 Advice to Business

Businesses are encouraged to consult the Council's website in the first instance or else the advice displayed on the website of the Food Standards Agency. Enquiries of a specific and/or technically complex nature will normally be dealt with by telephone. However officers frequently advise businesses during programmed inspections and other food hygiene interventions such as complaints or sampling visits.

3.5 Food Sampling

The authority undertakes occasional planned food sampling in coordination with the UK Health Security Agency (UKHSA) and local initiatives.

Samples may also be submitted to the UKHSA laboratory or to the Public Analyst in support of food complaint investigations.

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

In respect of an outbreak of food poisoning or infectious disease, procedures are set out in the Surrey Outbreak Control Plan and the Environmental Health Service will act in conjunction with UKHSA under the guidance of the Consultant in Communicable Disease Control (CCDC).

Typically Environmental Health Services receive around 150 notifications of infectious disease annually including food poisoning, actual or suspected, and some notable instances of Hepatitis, Ecoli and legionnaire's disease which require careful handling and which require priority over the majority of other areas of work.

3.7 Food Safety Incidents

Food Alerts are part of a national system of letting local authorities and consumers know about problems associated with food and, in some cases, provide details of specific action to be taken.

Where necessary a media release or high priority visits to premises are arranged.

The resource implications are very much dependent on the category of any given alert 'For Action' alerts can potentially involve a considerable amount of work contacting and inspecting food outlets, whilst 'For information' may involve less response. To date, all work relating to food alerts has been undertaken by environmental health staff and resources are considered adequate. In the event of a large-scale warning, support staff will be drawn from other areas of the Council as required.

3.8 Liaison with Other Organisations

The authority has in place various arrangements to ensure that enforcement action taken in its area is consistent with that in neighbouring local authorities.

Epsom & Ewell is represented on the Surrey Food Liaison and Study Group that includes the other Surrey local authorities, Buckinghamshire and Surrey Trading Standards, UK Health Security Agency and the Food Standards Agency.

Joint working with, in particular, Trading Standards will continue and where possible, inspections will be coordinated as will action on food alerts.

Epsom & Ewell is also represented on the Surrey Infection and Environmental Control Group, which is chaired by UKHSA.

The service responds to planning consultations involving new food premises or alterations to existing premises.

Applications received by the Borough's Licensing Service that includes food preparation or sales are individually screened for likely public risk on health grounds.

3.9 Food Safety Promotion

Resource constraints are such that food safety promotion is largely confined to the point of service delivery and mostly at the time of food premises inspection.

The service will seek to publicise any enforcement action which results in a fine or other sanction issued by the courts.

4.0 Resources

4.1 Staffing Allocation

As at the date of this plan, the retention and deployment of qualified officers, together with competing demands on their time remains a challenge. The Council has responded to this difficulty by adding an additional post however it has not been possible to fill and is presently covered by agency staff. Owing to the size of the team and the competency requirements to fulfil the roles, there is an ongoing vulnerability where even a single experienced staff member leaving exposes the risk of non-compliance with statutory obligations.

However the service has been successful in working with a part time individual who is part qualified and a further person who is competent in food hygiene, but who also carries some of the health and safety service area.

Historically a level of 1.2 FTE has been shown to be sufficient to deliver the requirements of the Food Law Code of Practice in the Epsom and Ewell area. Presently the service can achieve that as long as the contracted support is maintained and staffing levels remain stable.

4.2 Staff Development Plan

The Council operates a system of developmental one to one meetings with staff members and their manager. From this, learning needs are identified and provision made to fulfil them. The Food Law Code of Practice requires at least 10 hours of continuing professional development per authorised officer per year.

5.0 Quality Assessment

In line with the Food Law Code of Practice, monitoring measures are in place to assess performance of food officers and adherence to standard working methodology.

Any newly recruited officer will be assessed in accordance with the team monitoring procedure involving shadowed visits and follow up. This also applies periodically for food officers already in post and for consultancy members of staff. Team meetings address consistency issues within the team and food service matters are discussed.

6.0 Reviewing the 2025-2026 year

6.2 Interventions in 2025-2026

Performance of the service was directly monitored by the Principal Environmental Health Officer in their role as Lead Officer for Food.

The service completed 237 inspections which exceeded the planned number of 161 through a concerted effort to tackle the number of outstanding inspections from previous years, deal with the backlog of businesses awaiting inspection having registered but not received a visit, and to deal with some of the historical low risk businesses. Separately the service made inroads into establishing whether some of the businesses in the database were actually still trading and to mark them as closed if not.

There were an additional 4 inspections requested by businesses having received an adverse food hygiene rating and paying for a reinspection.

6.2 Food Hygiene Rating Scheme

Official food hygiene ratings appear on a national website available for public information at www.food.gov.uk/ratings as well as various mobile device apps. Where a business wishes to improve their score but not wait for the programmed inspection, they may pay a fee to the Council for an additional visit which will be unannounced within a three month window of making that request.

6.3 Complaints

For 2025-2026 44 complaints and other service requests were received and investigated concerning both concerns about food and of food businesses. These ranged from allegations of food poisoning, complaints about hygiene of premises, reports of cockroaches and enquiries from food businesses. Where valid, these complaints were investigated and action taken.

6.4 Sampling

The service took no food or environmental samples in 2025-2026 since priority was given to the delivery of the food inspection programme in accordance with the agreed action plan.

The financial allocation set aside for Epsom & Ewell by UKHSA is in the region of £2,800 per year and this is considered to be adequate. This allocation facilitates bacteriological and qualitative sampling and analysis of food, water and environmental monitoring.

6.5 Education and information

The service does provide a degree of free advice to businesses who either make contact independently or request advice during inspections. Environmental Health staff are also in the position to be able to refer potential new businesses to the local Growth Hub and for Epsom – the Business Improvement District.

6.6 Partnership working

Representation was made on the Surrey Food Liaison Group which includes trading standards officers to develop joint working relationships such as sampling initiatives and procedural guidance.

6.7 Document review

The majority of documentation now exists on the internet and the service no longer carries hard copies of leaflets. The Council's website contains information for businesses and the consumer whilst the Food Standards Agency website contains more technical information for those involved in food production and catering.

6.8 Enforcement

Four hygiene improvement notices and 200 written warnings were issued in 2025-2026.

6.9 Alternative Enforcement Strategy (AES)

The service has an alternative enforcement policy in place for low risk food premises involving a self assessment process. The aim of this strategy is to enable the Council to focus attention on those businesses which present the greatest risk to consumer safety and/or who are failing to meet their statutory obligations whilst relieving low risk businesses from a proportion of formal inspection.

7.0 Plan for 2026-2027

Owing to the Surrey wide Local Government Reorganisation, the year 2026-2027 will be the final year of delivery of this service by this authority following 90 years of work in the field by Inspectors of Nuisances, Sanitary Inspectors, Public Health Officers and finally Environmental Health Officers. During this time the service inspected many thousands of food premises and ensured the production, service and retail of the food in the borough was safe and compliant.

7.1 Programmed inspections 2026-2027

In 2026-2027 207 premises interventions are due. These are broken down as follows.

Category	Number Due
A	2
B	25
C	77
D	101
E	3

Risk ↑

There are an additional 74 inspections reported as overdue however all but 4 of them are low risk category E premises and the service will prioritise the higher risk categories before undertaking work with the lower risk whilst ensuring the planned inspection programme receives the necessary attention.

There are 110 relatively newly registered businesses who are awaiting their first inspections. Businesses are not required to have an inspection prior to opening, however the Food Law Code of Practice normally requires an assessment to take place within 28 days of registration and there are some barriers to becoming established on food delivery aggregators (Just Eat, Deliveroo, Uber Eats) for businesses who do not have a current Food Hygiene Rating. Currently the service is unable to meet this requirement but prioritises higher risk registrations above lower risk businesses.

An overriding element of service planning is to risk assess and prioritise. The expectation is therefore that businesses with a greater risk profile will continue to be prioritised over businesses which are inherently less risky.

7.2 Accuracy of database

The accuracy of the commercial premises database will be ensured by the following means:

- Updating of details via intelligence gathered during other Council visits and reported to the Environmental Health team.
- Use of local knowledge.
- During projects to address category E premises which typically involve check first to see whether the business is still trading.

7.3 Sampling

A shared investigation budget of £450 is available for chemical sampling of food and water. Where this is insufficient, underspends will be located elsewhere to supplement this budget. An allocation of around £2,800 is expected from UKHSA for the routine microbiological sampling of food, water and environmental.

7.4 Complaints

Complaints and enquiries from members of the public will be assessed and priority given to situations representing immediate or urgent public health risks. In some circumstances it will be appropriate to follow the matter up at the next routine inspection or not at all.

7.6 Publicity

The Service will seek to publicise successful initiatives which are of benefit and interest to the public. In particular the service will utilise the Council's social media channels to inform, advise and alert the public to issues pertaining to food safety. It will also publicise any prosecutions and sentencing of businesses who have broken the law and been taken to court by the Council.

7.7 Audit

There are no plans to specifically audit the service in 2026-2027 however the existing agreed action plan arising from the previous Food Standards Agency's intervention is being worked through.