Minutes of the Meeting of the PLANNING COMMITTEE held at the Council Chamber, Epsom Town Hall on 5 November 2026

PRESENT -

Councillor Clive Woodbridge (Chair); Councillor Phil Neale (Vice-Chair); Councillors Liz Frost (as nominated substitute for Councillor Neil Dallen), Alison Kelly, James Lawrence, Kieran Persand and Chris Watson

Absent: Councillor Neil Dallen, Councillor Robert Leach, Councillor Jan Mason and Councillor Humphrey Reynolds

Officers present: Simon Taylor (Head of Development Management and Planning Enforcement), James Tong (Solicitor) and Dan Clackson (Democratic Services Officer)

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25 DECLARATIONS OF INTEREST

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

26 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on the 10 September 2026 and authorised the Chair to sign them.

27 26/00879/FUL: THE LODGE, BOURNE HALL, SPRNG STREET, EWELL, SURREY, KT17 1UD

Description:

Internal and external repair and refurbishment of entrance lodge and new boiler and extraction vents to facilitate reuse of existing building for social housing.

Officer Recommendation:

Approval, subject to conditions and informatives and Statement of Intent (relating to social housing use).

Officer Presentation:

The Committee received a presentation on the application from the Head of Development Management and Planning Enforcement.

Public Speaking:

No members of the public registered to speak on the application.

Decision:

Following consideration, Councillor Liz Frost proposed a motion that the Officer recommendation be agreed as set out in the report. The proposal was seconded by Councillor Alison Kelly. Subsequently, the Committee unanimously resolved to:

Grant Planning Permission, subject to

a) A Statement of Intent to secure use of the building for social housing, and

b) The following Conditions and Informatives:

Conditions

1) Timescale

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

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 (as amended).

2) Approved Plans

Unless otherwise agreed in writing by the local planning authority, the development hereby permitted shall be carried out in accordance with the Location Plan and plans numbered DL01, GA05, GA06, GA07 and GA08, all received 12 October 2025.

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

3) Further Details

Prior to the commencement of works, final details of all internal and external materials shall be submitted in writing to the local planning authority. Details shall include but not be limited to the following:

a) Full window specifications, having regard to the existing quality of the existing windows

b) Replacement of red pots to the existing chimney

c) Extractor vents for the bathroom and kitchen

d) Location and specifications for the boiler

e) External pavers

f) Sleepers

g) Rainwater goods

The extent of works for (a) shall be undertaken in consultation with the Council's Conservation Officer prior to samples or similar works being undertaken, where required. Thereafter, the works shall be carried out in accordance with approved details and methodology.

Reason: To comply with Sections 16 and 17 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to preserve the listed building and the features of special architectural or historic interest which possesses.

4) Gates Specifications

Prior to the removal of the gates to the main archway, final details of works specifications including storage, length of time and replacement temporary fencing, shall be submitted in writing to the local planning authority. The refurbishment works shall be carried out in accordance with approved details.

Reason: To comply with Sections 16 and 17 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to preserve the listed building and the features of special architectural or historic interest which possesses.

5) Construction Management Plan

No works shall take place on site until a Construction Transport Management Plan has been submitted to and approved in writing by the local planning authority. The approved statement shall be adhered to throughout the construction period and shall include:

a) Protection of listed buildings

b) Arrangements to work on Spring Street

c) Routing onto the site

d) Parking for vehicles of site personnel, operatives and visitors

e) Loading and unloading of plant and materials

f) Storage of plant and materials used in constructing the development

g) Programme of works (including measures for traffic management)

h) Provision of boundary security hoarding behind any visibility zones

i) Wheel washing facilities

j) Measures to control the emissions of dust and dirt during construction

k) A scheme for the recycling/disposing of waste resulting from demolition and construction works

l) Hours of operation.

Reason: To ensure that the development does not prejudice the free flow of traffic and conditions of safety on the highway or cause inconvenience to other highway users and to safeguard the listed buildings in the vicinity in accordance with Policies CS5 and CS16 of the Core Strategy 2007 and Policies DM8 and DM35 of the Development Management Policies Document 2015.

Informatives

1) Positive and Proactive Discussion

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

2) Building Control

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

3) Working Hours

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

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

4) Pre Commencement Conditions

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

5) Building Safety Levy

The Building Safety Levy (England) Regulations 2025 comes into effect on 1 October 2026. It prescribes that the Building Safety Levy is charged on applications that result in new dwellings, new bedspaces in purpose-built student accommodation and change of use to residential purposes. It levies a charge that developers must pay before completion or occupation of the building. The levy will be collected by local authorities and paid to central government to fund building safety improvements across England.

Levy information must be submitted with the building application. Please refer to https://www.epsom-ewell.gov.uk/residents/planning/building-control/building-safety-levy for further information.

6) Protected Species

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

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

7) Listed Building Consent

This permission does not grant listed building consent for the works, for which separate consent is required under the Planning (Listed Buildings and Conservation Areas Act) 1990.

8) Changes to the Approved Plans

Should there be any change from the approved drawings during the build of the development, this may require a fresh planning application if the changes differ

materially from the approved details. Non-material changes may be formalised by way of an application under s.96A Town and Country Planning Act 1990.

9) Naming and Numbering

The applicant is advised to contact Epsom and Ewell Borough Council at an early stage to discuss naming and numbering of the development. Refer to 01372 732000 or https://www.epsom-ewell.gov.uk/street-naming-and-numbering for further information.

28 26/00880/LBA: THE LODGE, BOURNE HALL, SPRING STREET, EWELL, SURREY, KT17 1UD

Description:

Internal and external repair and refurbishment of entrance lodge; temporary removal, repair and redecoration of iron entrance gates and lantern; and specialist repair to griffin statue over south entrance gate.

Officer Recommendation:

Approval, subject to conditions and informatives.

Officer Presentation:

The Committee received a presentation on the application from the Head of Development Management and Planning Enforcement.

Public Speaking:

No members of the public registered to speak on the application.

Decision:

Following consideration, Councillor Liz Frost proposed a motion that the Officer recommendation be agreed as set out in the report. The proposal was seconded by Councillor Phil Neale. Subsequently, the Committee unanimously resolved to:

Grant Listed Building Consent, subject to the following Conditions and Informatives:

Conditions

1) Timescale

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

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

2) Approved Plans

Unless otherwise agreed in writing by the local planning authority, the development hereby permitted shall be carried out in accordance with the Location Plan and plans numbered DL01, GA05, GA06, GA07 and GA08, all received 12 October 2025.

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

3) Further Details

Prior to the commencement of works, final details of all internal and external materials shall be submitted in writing to the local planning authority. Details shall include but not be limited to the following:

a) Door trimming to accommodate new floor coverings on both floors, and the extent thereof and justification for such works

b) Door replacements, having regard to necessary building regulations changes and quality of existing doors

c) Staircase replacement, having regard to necessary building regulations changes

d) Full window specifications, having regard to the existing quality of the existing windows

e) Ceilings, having regard to the existing quality of the ceilings

f) Kitchen door

g) Replacement of red pots to the existing chimney

h) Electrics for lighting

i) Extractor vents for the bathroom and kitchen

j) All services

k) Location and specifications for the boiler

l) Victorian-style cast iron radiators

m) Period hearths

n) Cast iron radiators

o) External pavers

p) Sleepers

q) Rainwater goods

The extent of works for (a)-(e) shall be undertaken in consultation with the Council's Conservation Officer prior to samples or similar works being undertaken, where required.

Thereafter, the works shall be carried out in accordance with approved details and methodology.

Reason: To comply with Sections 16 and 17 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to preserve the listed building and the features of special architectural or historic interest which possesses.

4) Gates Specifications

Prior to the removal of the gates to the main archway, final details of works specifications including storage, length of time and replacement temporary fencing, shall be submitted in writing to the local planning authority. The refurbishment works shall be carried out in accordance with approved details.

Reason: To comply with Sections 16 and 17 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to preserve the listed building and the features of special architectural or historic interest which possesses.

5) Standard of Workmanship, Clarifications and Reminders

The following measures shall be implemented and the development thereafter maintained in accordance, unless otherwise agreed in writing by the Local Planning Authority:

a) All works shall be carried out to a very high standard to conserve the special interest of the listed building, all historic fabric and features shall remain in situ at all times and be protected from, damage, fire and theft. All making good shall be carried out in matching historic/traditional materials

b) New floor coverings shall be lightweight and fitted without the removal of existing historic skirtings. Solid floors such as stone floors within the main rooms of the house would require consent.

c) Piperuns shall follow those existing as far as possible and cause the minimum notching and penetrations necessary

d) Power tools such as angle grinders which are very damaging are not allowed and hand tools should be used.

e) No lifting of floorboards

f) No historic joinery shall be cut or damaged in the installation of any kitchen or other items, such as skirtings, window sills, door architraves, etc.

Reason: To ensure a satisfactory appearance on completion of the works and to ensure that the special architectural, historic interest and heritage significance of the listed building is preserved in accordance with Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Section 16 of the National Planning Policy Framework 2024, Policy CS5 of the Core Strategy 2007 and Policy DM8 of the Development Management Policies Document 2015.

6) Construction Management Plan

No works shall take place on site until a Construction Transport Management Plan has been submitted to and approved in writing by the local planning authority. The approved statement shall be adhered to throughout the construction period and shall include:

a) Protection of listed buildings

b) Arrangements to work on Spring Street

c) Routing onto the site

d) Parking for vehicles of site personnel, operatives and visitors

e) Loading and unloading of plant and materials

f) Storage of plant and materials used in constructing the development

g) Programme of works (including measures for traffic management)

h) Provision of boundary security hoarding behind any visibility zones

i) Wheel washing facilities

j) Measures to control the emissions of dust and dirt during construction

k) A scheme for the recycling/disposing of waste resulting from demolition and construction works

l) Hours of operation.

Reason: To ensure that the development does not prejudice the free flow of traffic and conditions of safety on the highway or cause inconvenience to other highway users and to safeguard the listed buildings in the vicinity in accordance with Policies CS5 and CS16 of the Core Strategy 2007 and Policies DM8 and DM35 of the Development Management Policies Document 2015.

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

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levy will be collected by local authorities and paid to central government to fund building safety improvements across England.

Levy information must be submitted with the building application. Please refer to https://www.epsom-ewell.gov.uk/residents/planning/building-control/building-safety-levy for further information.

29 APPEALS PERFORMANCE

The Committee received and noted the Summary of Planning Appeal Decisions and Current Appeals.

The Committee noted that the 11 Ruxley Close application seen on the current appeals table had mistakenly been listed as 'pending' – in actuality it had been dismissed.

30 ENFORCEMENT PERFORMANCE

The Committee received and noted the Summary of Incoming and Closed Enforcement Cases by Month.

31 PLANNING PERFORMANCE

The Committee received and noted the Summary of Planning Performance by Quarter.

32 UPCOMING APPLICATIONS

The Committee received and noted the Summary of Likely Applications to be Heard at Planning Committee.

The Committee noted that the South of Oak Glade application was listed 'Major' as the reason for potentially coming to Committee. The Head of Development Management and Planning Enforcement explained that the report had been drafted prior to the publication of the Government's planning committee regulations and national scheme of delegation – under the new regulations, the South of Oak Glade following would now be considered a Schedule 2 application, and would go to come to Committee if referred by the Nominated Member and Officer.

The meeting began at 7.30 pm and ended at 7.58 pm

COUNCILLOR CLIVE WOODBRIDGE (CHAIR)