

# Public Document Pack

Simon Young, Solicitor  
Head of Legal and Democratic Services



## LICENSING AND PLANNING POLICY COMMITTEE

Wednesday 7 December 2016 at 7.30 pm

Council Chamber - Epsom Town Hall

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

Councillor Graham Dudley  
(Chairman)  
Councillor David Wood (Vice-  
Chairman)  
Councillor Michael Arthur  
Councillor Chris Frost  
Councillor Rob Geleit

Councillor Tina Mountain  
Councillor Martin Olney  
Councillor David Reeve  
Councillor Clive Smitheram  
Councillor Jean Steer

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Young', written over a faint, larger version of the same signature.

Head of Legal and Democratic Services

For further information, please contact Sandra Dessent, tel: 01372 732121 or email: [sdessent@epsom-ewell.gov.uk](mailto:sdessent@epsom-ewell.gov.uk)

### AGENDA

#### 1. QUESTION TIME

To take any questions from members of the the Public

**Please note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question to the Committee.**

#### 2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

**3. MINUTES OF PREVIOUS MEETING** (Pages 3 - 6)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 6 September 2016 (attached) and to authorise the Chairman to sign them.

**4. YOUR INVOLVEMENT IN PLANNING** (Pages 7 - 44)

The Committee considered and approved the 'Your involvement in planning' draft document for public consultation at the Licensing and Planning Policy Committee on 6 September 2016 (Minute 14 refers). The consultation commenced on 16 September 2016 and closed on Friday 28 October 2016. The Committee are asked to agree the revised document, 'Your involvement in planning and recommend its' adoption at Council

**5. CORPORATE PLAN: PERFORMANCE REPORT ONE 2016 TO 2017** (Pages 45 - 62)

This report provides an update against the Council's Key Priority Performance Targets for 2016 to 2017, under the new Corporate Plan. The Committee are asked to consider the performance report and approve the Key Priority Performance target.

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE  
held on 6 September 2016**

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**PRESENT -**

Councillor Graham Dudley (Chairman); Councillor David Wood (Vice-Chairman);  
Councillors Michael Arthur, Chris Frost, Rob Geleit, Martin Olney, David Reeve,  
Clive Smitheram and Jean Steer

In Attendance: Councillor Tella Wormington

Absent: Councillor Tina Mountain

Officers present: Mark Berry (Head of Place Development), Carol Humphrey (Place  
Development Improvement Manager) and Sandra Dessent (Democratic Services  
Officer)

**10 QUESTION TIME**

A question was asked by a member of the public, in relation to Item 04, Epsom and Ewell Local Plan Strategic Housing Market Assessment (SHMA). The question was an enquiry regarding the Borough's objectively assessed housing need figure identified in the SHMA, and the subsequent effect on the Borough's green belt.

The Chairman provided a verbal response at the meeting, outlining the process for producing a new Borough-wide housing target, and also undertook to send a copy of the Council's response to a recent local press enquiry.

**11 DECLARATIONS OF INTEREST**

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

**12 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 13 July 2016 were agreed as a true record and signed by the Chairman.

**13 EPSOM AND EWELL LOCAL PLAN STRATEGIC HOUSING MARKET ASSESSMENT**

In October 2014 it was agreed by the Licensing and Planning Policy Committee to produce a new Strategic Housing Market Assessment (SHMA) that would

identify an objectively assessed housing need for the borough. This has subsequently been produced in partnership with Kingston-upon-Thames and North East Surrey.

The importance of having an NPPF compliant plan was stressed and the figure identified in the SHMA was a crucial piece of evidence that would be used to inform the review of the Borough's Local Plan housing policies and site allocations.

The Committee considered the SHMA and the following points were made:

- The self-build register was introduced in the Housing and Planning act in April 2016. The Committee was informed that the Government was actively encouraging self-build as a means to increase housing stock, however this type of housing would not have an advantage over other methods of housing delivery.
- All local authorities had a responsibility to produce their own evidence based housing target, however the Council had a duty to cooperate with other local authorities to accommodate housing demand. The Council were obligated to demonstrate that the duty to cooperate criteria had been met as part of the process for producing a sound Local Plan.
- As part of the evidence base for a partial review of the Core Strategy a Green Belt study was currently being undertaken to assess the quality of the Borough's Green Belt against specific criteria. Following completion of the study, the Council could more accurately calculate the Borough's housing target.
- The social rented sector, as referred to in the SHMA was defined as follows:

'Social rented housing – owned by local authorities and private register providers (as defined in section 80 of the Housing Regeneration Act (2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.'

Accordingly, the Committee approved the publication of the Strategic Housing Market Assessment (SHMA), and agreed that the objectively assessed housing needs figure identified in the SHMA be used to inform the preparation of a new Borough-wide housing target.

#### 14 CONSIDERATION OF THE DRAFT DOCUMENT, YOUR INVOLVEMENT IN PLANNING FOR PUBLIC CONSULTATION

Under the Planning and Compulsory Purchase Act 2004, all local planning authorities are required to produce a Statement of Community Involvement (SCI). This document sets out how and when the Council will carry out

consultations and involve the community in both the preparation of planning policy documents and decisions on planning applications.

The Committee was advised that the current document was sixteen years old, and there had been at least sixty changes in legislation since the original document had been published. The revised document, 'Your involvement in Planning', took into account factual and digital changes, updated language and provided a glossary of terms.

The Committee considered the revised draft document and made the following points:

- Section 1 of the document provided a comprehensive description of how the planning service sits within the Place Development Division. It was agreed to add a reference to permitted development, whilst not under the control of the planning service, or requiring consultation, the additional wording would inform the public that advice on the process was available.
- It was noted that no Neighbourhood Plans were currently in force, and it had therefore not been considered necessary to make reference to them in the document. However, should any organisations or groups make representations in the consultation stage, the document could be updated in agreement with the Committee.

Accordingly, subject to the addition detailed above, the Committee approved the revised draft document, 'Your involvement in Planning, for public consultation.

*Postscript: The addition of a reference to permitted development in the 'Your involvement in Planning' draft document, will be worded as follows; 'There is some development that can be carried out without the need for planning permission. This is known as permitted development. The team can give advice on this and further information can be found on the National Planning Portal website.'*

*The meeting began at 7.30 pm and ended at 8.35 pm*

COUNCILLOR GRAHAM DUDLEY (CHAIRMAN)

**RECOMMENDATION TO FULL COUNCIL TO ADOPT THE DOCUMENT, YOUR INVOLVEMENT IN PLANNING**

<u>Report of the:</u>	Head of Place Development
<u>Contact:</u>	Carol Humphrey
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices (attached):</u>	Annexe 1: Your involvement in Planning Annexe 2: Consultation responses Annexe 3: Equalities Impact Assessment
<u>Other available papers (not attached):</u>	Planning and Compulsory Purchase Act 2004 Localism Act 2011 Statement of Community Involvement 2006

**REPORT SUMMARY**

**This report invites the Committee to agree and recommend that Full Council adopt the document, Your involvement in Planning, which is appended to this report.**

**RECOMMENDATION**

- (1) The Committee is asked to agree the revised document, Your involvement in Planning and recommend that Full Council adopt it at their next available meeting.**

*Notes*

**1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 We have revised the adopted Statement of Community Involvement (SCI) as part of maintaining an up to date suite of planning documents in relation to the operation of the service.

## **2 Background**

- 2.1 Our document, Your involvement in Planning sets out how we will engage with our local community and organisations with regard to planning policy and development management. We originally adopted a statement of community involvement in 2006 and as legislative requirements have changed it has become progressively out of date. This new document sets out how and when we will carry out consultations and involve the community in both the preparation of planning policy documents and decisions on planning applications.
- 2.2 Members will recall that they considered and approved a draft document for public consultation at their committee on 6 September 2016 (Minute 14 refers). The consultation commenced on 16 September 2016 and closed on Friday 28 October 2016.
- 2.3 We received six responses to our consultation and these are set out in annexe 2 along with an officer comment in each case.
- 2.4 Generally, the draft document was well received and supported. There were some detailed comments made. We have therefore made some minor amendments to the document which will be available on our website once it has been adopted by Full Council.

## **3 Proposals**

- 3.1 In April this year the Audit, Crime and Disorder and Scrutiny Committee met to consider a report from the planning administrative processes task group. The committee accepted a number of recommendations to review planning processes and documents. (Minute 46 refers)
- 3.2 The revised document, Your involvement in Planning is attached at annexe 1 and has been updated in line with the task group's recommendation 7. The changes to the current 2006 SCI are minor and mainly focus on signposting our website for planning information, providing greater clarity for the reader as well as updating factual information and setting out a glossary of planning terms.
- 3.3 Your involvement in Planning also addresses the task group's recommendation 8 in relation to the publicity for telecommunication applications. The document states that we will publicise these types of applications by way of press and site notice and notify neighbours by letter. We have steered away from setting a radius from the application site for neighbour notification letters, as each application is unique and may require a different and bespoke approach.
- 3.4 Once this committee has agreed the document it will be reported to Full Council for formal adoption.



#### **4 Financial and Manpower Implications**

- 4.1 No direct financial or manpower implications included in this report.
- 4.2 **Chief Finance Officer's comments:** No direct implications, any costs involved have been met from within existing budgets.

#### **5 Legal Implications (including implications for matters relating to equality)**

- 5.1 Section 18 of the Planning and Compulsory Purchase Act 2004 imposes a legal obligation on the Council to produce a Statement of Community Involvement. The document "Your involvement in Planning" has been produced by the Council in fulfilment of that obligation. The document seeks to promote the objective of equality in that it identifies those groups within society who are considered to be under-represented within the planning process and undertakes to engage with them
- 5.2 **Monitoring Officer's comments:** None for the purposes of this report.

#### **6 Sustainability Policy and Community Safety Implications**

- 6.1 None for the purposes of this report.

#### **7 Partnerships**

- 7.1 None for the purposes of this report.

#### **8 Risk Assessment**

- 8.1 None for the purposes of this report.

#### **9 Equalities Impact Assessment**

- 9.1 As this is a change to our current policy on community involvement in planning, we have compiled an Equalities Impact Assessment. This is attached at annexe 3. In agreeing to recommend to Full Council the adoption of the main document, committee is also agreeing to the content of this assessment.

#### **10 Conclusion and Recommendations**

- 10.1 The Committee is asked to approve the document, Your involvement in Planning and recommend that Full Council adopt it.

**WARD(S) AFFECTED: (All Wards);**

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# Your involvement in Planning December 2016



Epsom & Ewell Borough Council  
December 2016

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## Introduction

Planning processes affect everyone who lives and works in the borough and helps to shape the place where we live, work, are educated and visit. The planning decisions we make cover a whole range of places and buildings from homes to workplaces, leisure facilities and open spaces.

This document, sometimes referred to as a Statement of Community Involvement (SCI), sets out how we will involve residents, businesses and other organisations in decisions on plan making and local development. We have produced this document as we recognise the importance of effective community involvement and dialogue. This document explains how we aim to achieve this to ensure a transparent and open planning process.

It is good practice to regularly review our approach to community involvement and revise it where necessary. Revisions are likely to take place when significant changes have occurred to legislation, the range of groups which we wish to engage with, or when different techniques for engagement are identified.

## Section 1

Our planning service sits within our Place Development Division and is made up of two teams – Planning Policy and Development Management.

### Planning Policy

The Planning Policy team handles the preparation of our Local Plan and associated documents that shape the future development of the borough. These include supplementary planning guidance on design quality, sustainable design measures and biodiversity. These policy documents take account of national, regional and local planning policy needs and interests.

The team is also involved in other planning policy and strategic opportunity sites and is responsible for the administration of our Community Infrastructure Levy, town centres management, economic development and heritage advice.

### Development Management

The Development Management team is responsible for making decisions on planning applications along with other related applications such as listed buildings, trees and advertisements. Planning officers also provide pre-planning advice for which there is a fee. Further details can be found on our website [here](#).

Planning application decisions are based on the National Planning Policy Framework (NPPF) and Guidance, the adopted Local Plan and associated documents and other relevant matters known as 'material planning considerations'. The team is also responsible for investigating unauthorised development and ensuring that development is carried out with the necessary planning permission.

There is some development that can be carried out without the need for planning permission. This is known as permitted development. The team can give advice on this and further information can be found on the national [Planning Portal](#) website.

### Planning decisions

In Epsom and Ewell councillors agree planning policy through consideration at the Licencing and Planning Policy Committee and Full Council meetings. The majority of planning applications are usually determined by planning officers with the more complex cases decided by the Planning Committee. All decisions, whether made by planning officers or by a Committee are based on planning policy and relevant material planning considerations.

## Section 2

### Community involvement in planning matters

The views of local residents, businesses and residents/amenity groups are valuable in shaping the future of the area particularly around planning issues. This ensures that the needs and aspirations of our varying communities are considered and balanced against other material planning considerations.

Our goals and standards of community engagement are set out below.

#### The goals are:

- To provide active, early and continuous public involvement
- To provide reasonable public access to information
- To provide an opportunity to comment prior to planning decisions
- To ensure that our actions serve the collective public interest
- To invite and consider public input on plans, proposals and alternatives.

In order to achieve this, we have adopted the following standards for community involvement in the preparation of planning policy:

#### **Openness and transparency:**

We identify clear objectives and indicate at the outset any limiting factors on the extent and nature of community involvement. We will ensure that all information and publications are accurate, clear, concise and readily accessible to all interested parties.

#### **Inclusive:**

We recognise the diversity of views and work towards an understanding of issues and concerns. We will ensure that the level of involvement reflects the importance of the issues and will provide feedback.

#### **Appropriate:**

We recognise that our diverse community has different needs and provide equity of access to the process where practicable. We understand that specific groups/individuals are under-represented within the planning process and will try to ensure that these less vocal members of our community are consulted.

#### **Efficiency:**

We manage participation in a cost-effective manner, using existing networks, structures and means of communication where possible; meeting the time frames agreed.

**Publicly  
accountable - a  
learning  
organisation:**

We seek to achieve the best possible process and outcomes and learn from this for future consultation exercises.

Under-represented groups within the planning process may include the following and we will endeavour to engage with them:

- Children and young people
- 18-30 year olds (especially those in employment)
- Those who don't speak English as their first language
- Older people
- Black and minority ethnic people
- Gypsy and Traveller communities
- Residents who work outside the borough
- People who work in the borough but live elsewhere
- Homeless persons
- Students
- Lesbian, Gay, Bisexual and Trans (LGBT) community
- Carers

**The benefits of effective community involvement or participation**

Most community involvement in plan making and planning applications involves providing information to let interested parties know about something, consulting people to ask their views, or gathering evidence on planning matters. Effective community involvement benefits everyone in the following ways:

- We reach informed decisions
- Real issues can be addressed at appropriate times
- Conflict can be avoided or managed
- Relationships can be built on
- Reduced costs leading to speedier and smoother implementation.

**How we will keep you informed and involved in planning matters**

When you are involved in planning consultation exercises you can expect the following from us as a minimum:

- All draft documents published for consultation along with relevant background papers and evidence will be available on our website [www.epsom-ewell.gov.uk/planning](http://www.epsom-ewell.gov.uk/planning) from the beginning of our consultation period



- Copies of all draft and final documents along with the background papers and evidence will also be available to view at the Town Hall in Epsom and local libraries with internet access
- All resident groups and amenity societies, that have registered with us, will be notified of the availability of consultation draft documents on our website
- We will give advance notice, wherever possible of forthcoming consultation through our borough newsletter, press releases, website, and social media
- All consultees identified in planning regulations will be notified of the availability of consultation draft documents on our website
- We will aim to provide enough information to you to understand and respond to the consultation and we will hold consultation events in accessible buildings
- We aim to set out documents and associated forms and questionnaires as clearly and as simply as possible
- We will use different forms of publicity such as press releases, public notices, direct mail, our website and social media
- Current planning applications and related information will be available to view on our website, at the Town Hall or at local libraries with internet access
- We will publicise planning applications in accordance with the table on pages [12 and 13](#)
- We will make it clear how and when you can make your views known and will treat all respondents equally, giving the relevant weight to your comments reflecting their relevance to the particular consultation or notification
- We will make your comments publicly available, usually on our website so that others with a similar interest can view them
- We will publish a report of consultation on draft policy documents which will summarise all planning related comments received in the publicised time period and how they have been taken into account in the final document. This will be made available on our website and in hard copy at the Town Hall or at local libraries with internet access

### What community involvement methods will we use?

The table below lists some of the options for community involvement. This will involve information provided to and dialogue with interested parties. The methods used will comply with our standards of community engagement and will be appropriate to the particular needs of the persons involved and the nature and impact of the decision to be made. The list below is not exhaustive.

Letting you know about something we are doing	Asking for views and evidence and discussing them
Providing information to local media	Discussions and interactive forums with key interested parties including one to one meetings with selected stakeholders
Create and update our web pages	Consultation including the use of social media
Brief Borough Councillors and local groups	Public meetings, drop-ins, exhibitions, roadshows and/or workshops
Programme of regular press releases	Mail outs to interested parties
Distributing posters, fliers and promotional material	Questionnaires and surveys and the use of structured feedback forms
Publish and deliver newsletters, leaflets and summary sheets	Focus/steering/advisory groups
Use email, letters and/or social media	Make material available in our offices, libraries or on line
Provide briefings and local drop in sessions	Consulting existing community/amenity groups to discuss planning matters
Official launch event	

### Things you can do to make your involvement effective

We will expect the following of you so that your involvement is effective:

- That you provide comments in a clear and precise format relating to the issues being considered and within the published timescale

- That if you wish to comment during formal consultation periods on more than one aspect of a draft policy document, you use our questionnaire or form although we will still accept letters listing a range of points
- That you accept that comments will be made publicly available
- That you are courteous and respectful of other people's views
- That you are aware and accept that planning policy documents need to be in general conformity with national planning policy
- That in considering comments on planning policy documents and applications we are unable to guarantee that views of individuals or organisations will prevail.

We can record your contact details on our consultation database. This will ensure that you are informed of any of our policy planning consultations (not planning applications). The link [here](#) will help you add your details.

## Section 3

### Community involvement in plan making

The Local Plan is critical in delivering our vision for the development of the borough over a period of time. The Local Plan policies are important as they are used to guide future development.

### The Local Plan programme

We produce a Local Plan programme that lists our current planning policy documents as well as our timetable for updating and preparing new ones. This includes information on proposed consultation periods where these are scheduled. You can find our latest copy online [here](#)

This timetable also includes information on supplementary planning documents and related documents.

We review and roll forward the timetable regularly. The Local Plan programme and the planning pages of our website are the first place to look if you want to find out about current and future planning policy documents and the opportunities to be involved.

Your involvement in the preparation of the Local Plan and other related planning policy documents is welcomed and we will try our best to let you know what work is underway.

The main steps in preparing a Local Plan or other planning policy document that will become part of the development plan for the area are:

Letting people know that we are preparing the plan or document, what it is intended to cover and inviting comment on what it should include.



Publish the initial Issues and Options document we intend to submit to the Secretary of State for examination. Invite comments on the areas of draft strategy/policy and the options available.



Submit to the Secretary of State, the plan or document and all related documents such as the sustainability appraisal for independent examination.



Publish the recommendation of the Inspector following the independent examination where the public can make written comments.



Consider any amendments and amend, where required, the plan or document and then adopt the plan or document if the examination has found it to be sound. There may need to be an additional period of consultation.

Our supplementary planning documents are linked to and provide further information and detail on policies within the adopted Local Plan or other development plan documents. They do not require independent examination as we already have an adopted Local Plan but we will produce them with public involvement and consultation.

We also produce technical supporting documents for example on shopfronts and solar panels on homes. These are available on our website and on request at the Town Hall for inspection. Depending on the nature of these studies we may carry out public consultation on them before they are finalised.

We keep a record of individuals and organisations who have said that they may wish to be involved in preparing planning policy documents. This includes organisations such as political groups, residents' associations, amenity groups, adjoining councils, service providers such as power companies, and community and voluntary organisations.

There may be an opportunity for you to be involved in the initial stages of evidence gathering for a particular Local Plan document. We will seek to involve key groups and individuals who are registered on our local database list.

### **The Community Infrastructure Levy (CIL) – Consultation**

The Community Infrastructure Levy (CIL) is a tariff system that allows us to raise funds from developers to contribute towards the funding of infrastructure such as roads, school and health facilities to support growth. The CIL preparation and consultation process is different to that set out for the development of the Local Plan and is established in the Community Infrastructure Levy Regulations 2010 (as amended). Regulations 15 and 16 require councils to undertake a clearly defined consultation procedure prior to adopting a CIL Charging Schedule.

Two rounds of consultation must be undertaken on the proposed charging schedule. The CIL Draft Charging Schedule and relevant documents must then be submitted to the Secretary of State for public examination by an appointed examiner. Our CIL was formally adopted in July 2014 following the examination.

Although the CIL consultation process is subject to these CIL Regulations, rather than the procedure for consultation and preparation of Local Plan documents, we have and will continue to ensure that the CIL consultation process is based on the principles set out in this document.

### **Duty to Co-operate (DtC)**

There is now a duty on us to co-operate with others in the plan making process. This was introduced through the Localism Act 2011. Section 110 of the Act requires councils and public bodies to “engage constructively, actively and on an ongoing basis” in the preparation of Local Plan documents, including in the preparation of evidence to support these documents.

The intention of the duty to cooperate is that local authorities, in cooperation with neighbouring authorities and other public bodies, take the lead in tackling the big issues that cut across administrative boundaries.

This duty relates to sustainable development or the use of land that has a significant impact on at least two local planning areas. These issues that may not be able to be addressed by just one local planning authority working alone are set in paragraph 156 in the NPPF, and could include:

- Housing where a wider housing market area has been identified
- Provision of major retail/or employment sites
- Provision of infrastructure for transport, waste treatment, minerals energy generation, telecommunications, water supply, water quality and strategic biodiversity conservation
- Measures needed to address climate change, including the management of flood risk
- Provision of education facilities.

## Section 4

### Community involvement in planning applications

We welcome community involvement. This section explains how and when you can become involved in how decisions are made on planning applications. There are two distinct stages for community involvement in planning decisions. The pre application consultation which may take place with communities and is undertaken by developers prior to the submission of a planning application and the application consultation which we carry out once an application has formally been submitted to us.

In the consideration of planning applications, there are often opposing views and the decision we make may not be welcomed by all parties. In coming to our decision we will follow national planning rules and our planning policies.

### Pre application planning discussions

On very large scale development proposals<sup>1</sup> applicants are required to undertake early community consultation and to submit the results of this as part of their planning application in the form of a consultation statement. These statements should include:

- What has been consulted on
- Who has been consulted

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<sup>1</sup> Developers proposing major or significant developments (over 200 homes or 4 hectares and/or floor area over 10,000 square metres or 2 hectares) are now legally obliged to consult the local community. They will need to have regard to any comments received before submitting their planning application.

- How they were consulted
- When consultation was undertaken
- Who was responsible for undertaking the consultation?
- How the feedback was used to shape the proposal?

The aim of the process is to encourage discussion in the community before a formal application is submitted and to try to avoid unnecessary or late objections during the formal application stages.

### Consultations and notification on planning applications

We receive approximately 900 planning applications a year (excluding applications for works to trees) and we aim to decide most within eight weeks and major applications within 13 weeks. Within this time period we carry out planning application publicity. The statutory requirements are set out in legislation. The Town and Country Planning (Development Management Procedure) (England) Order 2015 also provides details of the official organisations that must be consulted on particular types of planning application.

Generally, we carry out publicity by three traditional methods – statutory advertisements in local newspapers, site notices about planning applications usually found on street lamps and letters to neighbours. However, a very important additional source of information is our website. This provides a search facility which shows key information about every current application, provides facilities to view the plans, drawings, and associated documents and allows people to send in their comments on line. It is also possible for you to set up automatic alerts to receive email notifications of applications of interest. Further information can be found [here](#).

The amount of consultation will be proportionate to the type and scale of the planning applications. In all cases publicity will meet legal requirements but there will be cases where additional notification is carried out. The cost of advertising in the local press is high, whilst circulation levels are falling as content moves online. Evidence indicates that the most effective form of public consultation on planning applications is to write to neighbours or display site notices.

We have set out our arrangement below.

	Website only	Press notice	Site notice	Neighbour letter
Planning application accompanied by an Environmental Statement		✓	✓	✓
Planning application involving a major departure from the Development Plan		✓	✓	✓
Planning application for development that affects a Public Right of Way		✓	✓	✓
Planning application for Major Development which in this context means (a) 10 or more homes or housing development on a site of 0.5 hectares or more where the number of the dwellings is not known (b) the provision of one or more building where the new floor space is 1,000 square metres or more or (c) development on a site of 1 hectare or more		✓	✓	✓
Planning application for minor development involving (a) less than 10 homes or (b) where new floor space is less than 1,000 square metres or (c) change of use applications				✓
Listed Building Consent		✓	✓	✓
Planning applications affecting the character and appearance of a Conservation Area or the setting of a Listed Building		✓	✓	✓
Householder applications				✓
Telecommunication applications		✓	✓	✓
Display of advertisements and signage			✓	
Tree Preservation Order applications				✓
Certificates of lawful development - proposed	✓			
Certificates of lawful development - existing				✓
Notification of works to trees in a conservation area	✓			
Prior approval for larger house extensions				✓
Prior notification of changes of use				✓



The statutory publicity requirements for applications for Listed Building and Conservation Area consent are laid out in Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended). The arrangements for applications affecting the setting of a Listed Building or Conservation Area are in Sections 67 and 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Publicity arrangements for applications accompanied by an Environmental Impact Assessment are prescribed by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended).

We receive some applications where we do not undertake consultation. These relate to Lawful Development Certificates where we test the application against planning law and non-material amendment proposals where the change to the original application is very minor.

Assessing the comments received is a rigorous process and we take account of a range of material planning considerations such as:

- Whether the proposal conflicts with any of our planning policies
- Whether the appearance and size of a new building is generally in keeping with its neighbours and the surrounding area
- Whether adjoining residents will suffer any unreasonable overshadowing, overlooking or loss of privacy
- Whether a proposed use is a suitable one for the area
- Whether there will be any unreasonable increase in general disturbance, for example from the comings and goings of extra traffic
- Whether new roadways, accesses and adequate parking will be safe for road users and pedestrians
- Whether new public buildings have satisfactory access for the disabled
- Whether, in the case of an application for an advertisement or signage, the proposed sign is too large or unsightly
- Whether a public footpath is affected
- Whether there is any visual effect upon the landscape, e.g. loss of trees
- Impact on the character and appearance of a Listed Building/Conservation Area in the case of applications for Listed Building Consent or Conservation Area Consent.

However, the following cannot be taken into account:

- Boundary and other disputes between neighbours, e.g. private rights of way, drainage issues or covenants
- Loss of view, unless, in limited circumstances, that view should be protected in the public interest

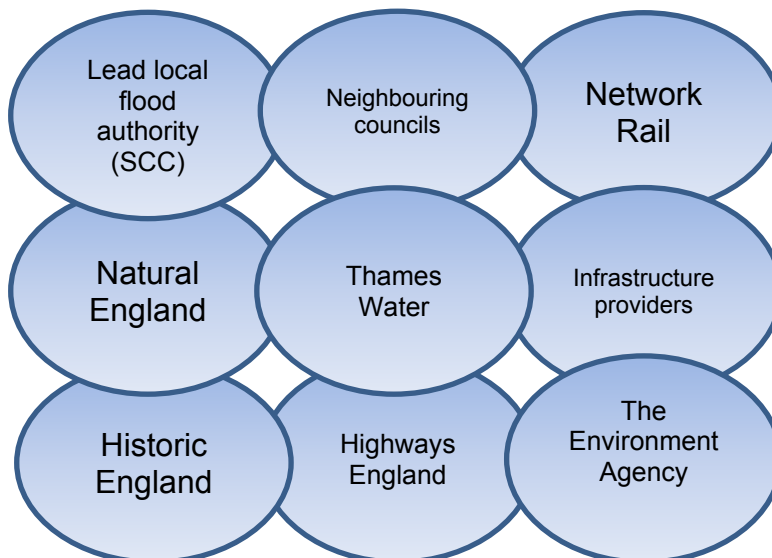
- Loss of trade through increased competition
- Moral objections e.g. to amusement arcades and betting shops
- Loss of property value.

There are some very specialised applications that we receive where the issues that we can consider are limited. For example, we cannot take into consideration what a proposed advertisement might advertise or residential amenity issues in relation to works to a listed building as we will only be looking at the technical issues relating to the works to the building.

If you are notified on a planning application, you can only be certain that your views will be taken into account if they are submitted within the time frame set out in our notification letter, which is usually 21 days. This time scale may be reduced if we are re-consulting on amended plans or additional information that we have received.

We welcome views from the wider community on planning applications and all submissions are considered. The most effective way to express your views is online using our [website](#). Please be aware that however you notify us, your input will be made public.

We consult other groups and bodies as appropriate to the particular nature of the submitted planning application. Whilst this list is not exhaustive these specific statutory consultation bodies include:



## How are decisions made?

Most planning decisions are made by planning officers but the more complex cases are decided by the Planning Committee. Decisions are based on local and national planning policy together with any other material planning considerations. Normally our Planning Committee meets every four weeks at the Town Hall and the public and media are welcome to attend to watch the proceedings.

## Public representation at Planning Committee

When an application is determined by the Planning Committee<sup>2</sup>, there are three categories of public speaker that can speak per application – objector, supporter and applicant/agent. If an individual wishes to speak at a Planning Committee, they must register their wish to do so between 6pm and 7pm on the evening of the meeting at the Town Hall reception desk. We operate a first come first served basis. Normally, in addition to the applicant/agent, only one other person can speak for or against a single application. Each individual can speak for three minutes in the form of a statement.

Further details about our public speaking arrangements at the planning committee can be found in part four of our [constitution](#).

## Petitions

Anyone who lives, works or studies in the borough may create and submit a petition to us. Please visit our [website](#) for further information about them and [ePetitions](#).

## Section 5

### What happens next?

After determining an application, we will place the decision notice on our website under the relevant application reference number. If an application has been refused or withdrawn, then post application discussions may be held with the applicants.

At this time, you can view the documents and letters received in response to a planning application on line where you can also view the planning officer's report and recommendation.

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<sup>2</sup> Types of application considered by the Planning Committee include all major applications, those made by the Council or staff and any that borough councillor has requested be considered.

## Appeals

The applicant has the right to appeal against a refused planning application, a planning condition or if we have not determined the application within a set timeframe. The Planning Inspectorate deals with appeals and is a national body entirely separate from the Council. All those individuals who originally commented on the planning application will be notified of the appeal.

The Planning Inspectorate will be sent or emailed copies of all the plans, application forms and correspondence that we have received regarding the original planning application so that they have all the relevant information before making a decision.

There are costs for all parties involved in the appeal process and it is in everyone's interests to try and achieve a satisfactory conclusion before an application goes to appeal.

For some householder appeals interested people will not have the opportunity to make further representation about the appeal. Any representations made at the application stage will be taken into account by the Planning Inspector. For all other appeals there will be the opportunity to make further representations. For further information please visit the Planning Inspectorate website at [www.planningportal.gov.uk/planning/appeals](http://www.planningportal.gov.uk/planning/appeals)


## Section 6

### Where can you get information about planning?

 [www.epsom-ewell.gov.uk](http://www.epsom-ewell.gov.uk)

 Write to us at:  
Place Development  
Epsom & Ewell Borough Council  
Town Hall  
The Parade  
Epsom  
Surrey  
KT18 5BY

 Email us:  
[supportgrouprequests@epsom-ewell.gov.uk](mailto:supportgrouprequests@epsom-ewell.gov.uk)

 Call us:  
Customer Support - 01372 732000  
  
Opening hours: 9am – 5pm Monday to Friday

On Facebook [www.facebook.com/EpsomEwellBC](http://www.facebook.com/EpsomEwellBC)

Twitter @EpsomEwellBC

#### Local councillors

We have 38 councillors that represent wards within the borough. You can find who your local councillors are by:

- Going on line at [www.epsom-ewell.gov.uk](http://www.epsom-ewell.gov.uk)
- Asking at the Town Hall
- Phoning our Customer Support service

#### Planning Aid

Planning Aid is a service offering independent professional advice and support on Town and Country planning matters to community groups and individuals. You can contact them at:

South East Planning Aid  
Kent Architecture Centre,  
1<sup>st</sup> Floor Admiral's Office  
Main Gate Road  
The Historic Dockyard  
Chatham  
Kent  
ME4 4TZ

Tel: 0870 850 9806  
Email: [secw@planningaid.rtpi.org.uk](mailto:secw@planningaid.rtpi.org.uk)

## Planning Portal

The Planning Portal is a national website that offers clear guidance on the planning system [www.planningportal.co.uk](http://www.planningportal.co.uk)

## Section 7

### Glossary of terms

**Community:** in this document community is considered to be a group of people who have common characteristics. Communities can be defined by location (such as a street or a neighbourhood), race, ethnicity, age, occupation, a shared interest (such as cycling or local businesses) or affinity (such as religion and faith) or other common bonds.

**Community Infrastructure Levy:** this is a levy allowing councils to raise funds from owners and developers of land undertaking new building projects in their area.

**Consultation:** a more structured form of participation. A dialogue between individuals or groups, based upon a genuine exchange of views, and normally with the objective of influencing decisions, policies or programmes of action.

**Development Plan Document (DPD):** spatial planning documents prepared by the relevant plan-making authority. Subject to independent examination.

**Development Management:** is the process of determining planning applications.

**Duty to Co-operate (DtC):** this is introduced by The Localism Act 2011 and places a legal duty on councils to engage constructively and actively with certain specified bodies to maximise the effectiveness of Local Plan preparation and delivery.

**Engagement:** actions taken to establish effective relationships with individuals or groups so that more specific interaction can then take place.

**Infrastructure:** facilities, services or equipment including roads, schools, health

**Interested parties:** organisations selected on the basis of their interest in the outcomes.

**Local Development Documents (LDD):** comprises the Development Plan Documents, Supplementary Planning Documents.

**Local Plan:** our long term spatial vision for area and the primary strategic policies and proposals to deliver that vision. Defined in the Town and Country Planning (Local Planning) (England) Regulations 2012 as development plan documents dealing with the development and use of land, the allocation of sites, development management and site allocation policies for that area, an area of significant change or special conservation, local plan policies in relation to the area, or any other site allocations document.

**Local planning authority:** the public authority whose duty it is to carry out specific planning functions for a particular area.

**Material planning considerations:** the types of planning issues we can consider include the effect on amenity, impact upon the appearance of surrounding areas and potential traffic problems. Personal circumstances of the applicant, moral issues or the effect the development may have on nearby property prices are not relevant to the consideration of a planning application and will not usually be taken into consideration by the Council.

**National Planning Policy Framework and Guidance:** issued by Central Government to guide planning policy and the determination of planning applications.

**Participation:** an all-round term that describes the extent and nature of activities undertaken by those who take part in public or community involvement.

**Planning committee:** the planning committee is responsible for making decisions on the bigger and more sensitive planning applications received by the Council. The planning committee is made up of 13 councillors who are responsible for deciding planning applications, listed building and conservation area consents.

**Planning inspector/Inspectorate:** the [Planning Inspectorate](#) is an agency of the Department of Communities and Local Government. It may get involved in a variety of work; for example, the processing of planning and enforcement appeals and holding inquiries into local development plans. They also deal with a wide variety of other planning-related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.

**Statement of Community Involvement (SCI):** sets out standards for involving the community in the preparation, alteration and review of local development documents and development control decisions. Our document is known as “Your involvement in Planning”

**Statutory:** required by law (statute), usually through an Act of Parliament.

**Supplementary Planning Documents (SPD):** they are non-statutory documents that expand upon policies and proposals in development plan documents and are a material consideration when determining planning applications. We produce three types of SPD – topic based, Conservation Area Appraisals and Planning Briefs for particular sites. These can be viewed [here](#).

**Sustainability Appraisal:** a sustainability appraisal considers the likely social, economic and environmental effects of policies included in development plan documents.



## Consultation responses

Consultee	Comments made	Our response
Historic England (HE)	The consultation process detailed in the document should be adequate in meeting the requirements of the Local Development Regulations 2004. HE stress that it is important to ensure that stakeholder organisations with interests and responsibilities in the historic environment are fully involved throughout the consultation process.	The comments on who to consult regarding the historic environment are noted and updated within our planning application software system. No change necessary to the document.
Tim Murphy CPRE Surrey	There should be clearer and more prominent publicity regarding the use of the planning application search on the web site.	These comments are noted and the wording changed on our new website to direct customers to this planning application search facility. No change necessary to the document.

<p>Mike Waite Surrey Wildlife Trust</p>	<p>The document is clearly drafted and very helpful. SWT particularly welcome the early reference to biodiversity on page 3. Concerning the section on the Duty to Co-operate (pages 10-11), 'Strategic approaches to biodiversity conservation' might be added to the bulleted list as a further example of cross-border issues, although they realise this list is not intended to be comprehensive. With reference to page 15, the Localism Act 2011 effectively makes the Surrey Nature Partnership (along with LEPs) a statutory consultee under the 'Duty to Co-operate', although this is routinely more relevant to Planning Policy consultations rather than Development Management.</p>	<p>Officers have added the term strategic biodiversity conservation to the bullet points on page 11. The comment regarding the Surrey Nature Partnership is noted and the commentary on page 15 has been altered to reflect that the list is not exhaustive. The statutory consultation bodies that we have specifically identified are the more common ones.</p>
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Mike Ford Tree Advisory Board (TAB)	TAB commented that they think the broad thrust of the document is excellent. They raise two concerns - the use of neighbour consulting letters only for applications for works to Tree Preservation Orders and that works to trees in conservation area notifications will only be on the website.	Officers have considered these points carefully and do not propose to make alterations to the ways of notification in respect of these two types of application. We are now seeking to direct customers to our website where they can register on our public access area and receive regular (weekly) information about applications in their area. The cost of site notices at £12 per notice (without factoring in officer time in displaying them is prohibitive). Officers are also mindful that these applications are some of our more technical ones - for example - the consideration in respect of a tree in a conservation area is binary - we allow the work or we don't and we TPO the tree. This is a technical judgement surrounded by specialist advice and legislation rather than the broader impact assessment used in planning applications.
Natural England	Supports the principle of meaningful and early engagement, but are unable to comment in detail.	Noted.
Sarah Clayton	More information is needed about signing up for application alerts.	Officers have updated the new website to help with this issue. No change to the document is proposed.

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## Community Equality Impact Assessment Form

Community Equality Impact Assessments should be carried out whenever you plan, change or remove a service, policy or function. The process should be used as a health check – a way of consolidating knowledge you have on your service. Please refer to the Community Equality Impact Assessment Guidelines to help you complete this activity.

<b>Name of service, policy, procedure, function or project to be assessed:</b>	Your involvement in planning – an updated document to replace the Statement of Community Involvement (SCI)
<b>Is this a new or existing function or policy?</b>	This is an amended document and is required under the Planning and Compulsory Purchase Act 2004 (amended by the Localism Act 2011) and updates the existing SCI which was adopted in 2006.
<b>Key purpose / objective of this service, policy, procedure, function or project to be assessed:</b>	The document – Your involvement in planning is a process document rather than a planning policy document. It sets out our commitments in relation to consulting our community and other interested persons in relation to planning policy and development management work
<b>Lead Officer</b> – inc. contact details	Carol Humphrey <a href="mailto:chumphrey@epsom-ewell.gov.uk">chumphrey@epsom-ewell.gov.uk</a>
<b>Directorate and Head of Service</b>	Mark Berry – Head of Place Development
<b>Other stakeholders</b> – list all involved	
<b>Start date</b> – The assessment should be started prior to policy / service development and early enough to influence the decision-making process	24 October 2016
<b>End date</b> – The assessment will need to inform decision making so the end date should take this into account	

### **Step 1: Identify why you are undertaking a Community Equality Impact Assessment**

The current SCI was adopted in 2006. Since then there have been a number of pertinent changes including relevant legislation, use of social media and electronic communication. The new document introduces some changes of approach and it is therefore important to carry out this assessment.

### **Step 2: Identify the proposed changes to your service**

Describe the possible changes your proposal will have on your service. Also outline the possible affect(s) it may have on the **protected characteristics**. Following your initial assessment if it is absolutely obvious that your changes will not have any effect on any of the **protected characteristics**, no further analysis or action is necessary. In this event, you must clearly record how you came to this conclusion.

The document is written in plain English to ensure that all interested parties involved in planning matters can understand the opportunities for engaging with and influencing planning policies and decisions that we make. The document is also useful for officers and councillors in understanding their commitment to community involvement.

### **Step 3: Assessment of data and research**

Identify what data and research is available to inform the impact of your proposals on service users and / or staff. Where there are data gaps you should include this as an action within your **Community Equality Impact Assessment Action Plan – Step 7**.

We took account of the existing arrangements, undertook an analysis of other SCIs, changes in legislation, increase in new mode of communication.

### **Step 4: Consultation**

Identify what relevant consultation could inform your Impact assessment. If you have recent relevant consultation data you could use this. If not, you will have to undertake new consultation, this should be included as an action within your **Community Equality Impact Assessment Action Plan – Step 7**. Make sure the extent of your consultation is in proportion to the proposed change that is being made. Have you consulted the Equalities Forum?

We invited comments from interested parties including councillors and other community groups and individuals. The draft document was available on our website for comment as well.



Consultee List 14  
September 2016.doc

### **Step 5: Impact Assessment**

Use the data, research and consultation results to consider the positive and negative impacts of the proposals in respect of the three aims;

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and
- Foster good relations

and the protected characteristics of the Equality Duty. Don't forget to consider staff as well as service users. Please use the template below.

<b>Equality Strand</b>	<b>Positive</b> It could benefit Yes / No	<b>Negative</b> Yes (High / Low) / No	<b>No Impact</b> (Yes / No)	<b>Reason</b> Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
Age (e.g. older people, younger people and children)	Yes	No	No	<p>There is a perception that older people are less likely to use electronic communication tools such as our website, email and social media accounts. However older people are increasing their use of online facilities. Although electronic measures are promoted there are many consultation measures which do not rely on internet access and are identified in the document (e.g. advertng through press-releases, public exhibitions, neighbour notification by letter).</p> <p>The document also proposed the use of social media to encourage participation amongst young people.</p> <p>Therefore the measures identified will not have a disadvantageous effect on a person because of their age.</p>

Equality Strand	Positive It could benefit Yes / No	Negative Yes (High / Low) / No	No Impact (Yes / No)	Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
Disability (long-term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.)	Yes	No	No	<p>Some measures identified in the document rely on appropriate access to public venues. An assessment of access will be undertaken when a venue is identified. Whilst this may mean that those with impaired mobility might be less able to participate, there are a range of measures proposed such as through electronic means that will assist. We are able to provide documents in alternative formats on request.</p> <p>Therefore the measures identified will not have a disadvantageous effect on a person because of a disability.</p>
Gender (male, female)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their gender.



<b>Equality Strand</b>	<b>Positive</b> It could benefit Yes / No	<b>Negative</b> Yes (High / Low) / No	<b>No Impact</b> (Yes / No)	<b>Reason</b> Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
<b>Race</b> (Minority ethnic communities e.g. colour, ethnic or national origin, nationality. This includes travellers and gypsies)	Yes	No	No	<p>A number of our consultation measures will require a good understanding of written and/or spoken English. Where a particular ethnic group do not share this language or level of understanding, there is a risk that they may be excluded from participating in consultations.</p> <p>We are able to provide information in alternative formats to meet the needs of those who do not speak English or have difficulty speaking the language and /or understanding it.</p> <p>It is government policy that not all documents should be automatically provided in alternative language formats. We are able to provide documents in alternative language formats on request.</p> <p>The document identifies the Gypsy and Traveller communities as hard to reach and commits to endeavouring to engage with them. We will use a range of methods to ensure all of our communities have opportunities to participate.</p> <p>Therefore the measures identified will not have a disadvantageous effect on a person because of their race.</p>
<b>Religion or belief</b> (Believing faiths/religions e.g. Christians, Hindus, Muslims, people with no faith/religion)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their religion or beliefs.

<b>Equality Strand</b>	<b>Positive</b> It could benefit Yes / No	<b>Negative</b> Yes (High / Low) / No	<b>No Impact</b> (Yes / No)	<b>Reason</b> Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
<b>Sexual orientation</b> (heterosexuals, lesbians, gay men and bisexual men or women)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their sexual orientation.
<b>Gender re-assignment</b> (people who intend, are in the process of or have undergone gender reassignment)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their gender re-assignment.
<b>Marriage and civil partnership</b> – (only in respect of eliminating unlawful discrimination)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their marriage or civil partnership.
<b>Pregnancy and maternity</b>	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their pregnancy or maternity.
<b>Non-statutory Group Consideration</b>				
<b>Other equality issues</b> (please state)				None
<b>Socio-economically disadvantaged</b> (e.g. factors such as family background, educational attainment, neighbourhood, employment status)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of these characteristics.

### Step 6: Decision/Result

Following your analysis, you should make a decision as to whether or not your proposal will negatively or positively impact any protected characteristics. You should take into account all factors such as finance and legal in your decision. Include information about whether stakeholders agree with your findings and proposed response (action plan).

From this analysis the implementation of the consultation measures within the document will not adversely affect any of the protected characteristics.

### Step 7: Community Equality Impact Assessment Action Plan

Once you have taken all factors into account, you need to create an Action Plan using the template below. These actions should be based on the information and analysis gathered during Steps 1 to 6. It should include any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. You should also identify positive actions. The actions need to be built into your service planning framework. Actions / targets should be SMART, Specific, Measurable, Achievable, Realistic and Time framed.

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Issues identified	Actions required	Progress milestones	By when?	Responsible officer(s)

AGENDA ITEM 4  
ANNEXE 3

**Step 8: Sign off**

	<b>Name and job title</b>	<b>Signature **</b>	<b>Date</b>
<b>Lead officer:</b>	Carol Humphrey Place Development Improvement Manager		
<b>Validated by:</b> <b>(Head of Service)</b>	Mark Berry Head of Place Development		
<b>Approved by:</b> <b>(Equalities lead)</b>			
<b>Published on website by:</b> <b>(Communication team)</b>			

\*\* Please type your name to allow forms to be sent electronically

**CORPORATE PLAN: PERFORMANCE REPORT ONE 2016 TO 2017**

<u>Report of the:</u>	Chief Executive
<u>Contact:</u>	Adama Roberts
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Performance Report One 2016 to 2017
<u>Other available papers</u> (not attached):	None

**REPORT SUMMARY**

**This report provides an update against our Key Priority Performance Targets for 2016 to 2017, under our new Corporate Plan.**

**RECOMMENDATION (S)**

*Notes*

- (1) That the Committee considers the performance reported in Annexe 1 and identifies any areas of concern.**
- (2) That the Committee considers the actions that have been proposed or taken where performance is currently a concern as shown in table 3.1.**
- (3) That the Committee approve the proposed Key Priority Performance Target 'Commence the issues and options consultation on a partial review of the Core Strategy by 31 March 2016' as shown in table 3.1.**




**1 Background**

- 1.1 The Council has a four-year Corporate Plan for the period 2016-2010.
- 1.2 The Corporate Plan sets out the Council's vision together with its four Key Priorities. The four Key Priorities are underpinned by 19 Key Priority Objectives and measured against 57 Key Priority Performance Targets.

- 1.3 The delivery of the Corporate Plan will be captured in the performance reports, which are based around Committee cycles and details what will be done, what the targets are and how these will be measured. The desired key outcomes have also been outlined in the Corporate Plan. An annual year-end report will be produced to highlight delivery against the Corporate Plan.

## 2 Corporate Plan: Delivery against Key Priority Performance Targets set

- 2.1 This report tracks the progress against the Key Priority Performance Targets previously agreed by the Committee. On the whole performance is good as shown in the table below. Consideration should be given to the Key Priority Performance Target where performance is currently a concern as shown in table 3.1.

Performance status		
Key to reporting status		Number
<b>Achieved</b>	Target achieved	0
<b>Information Indicators</b>	These indicators are for information only	3
	On track	7
	Slightly off track not a major concern or slippage	1
	Off track or unlikely to be achieved for projected year	1
<b>Total</b>		<b>12</b>

## 3 Actions identified for the Key Priority Performance Target where performance is currently a concern

- 3.1 Red Key Priority Performance Target and remedial actions identified

Off track / not achieved	Actions identified to achieve targets
<p><b>Keeping the Borough clean and green</b> Complete the pre-submission consultation on a partial review of the Core Strategy.</p>	<p>A revised Local Plan Programme was approved on 13 July 2016. This envisages that the issues and options consultation stage will be completed by 31 March 2017 but the pre-submission consultation will not be completed until October 2017. The reasons for this slippage were explained in July and were, in part, due to the unanticipated loss of staff within the Planning Policy team. A recruitment process is well advanced for additional resources to support work on the Local</p>

	Plan. Even the revised programme is challenging and very much dependent on a positive result from the recruitment process. We will not be able to meet the agreed Corporate Plan performance target and this will remain at “Red”
--	---

3.2 This change to the Key Priority Performance Target reflects the revised Local Plan Programme that was approved by this Committee on 13 July 2016. The partial revision of the Core Strategy is “on track” against the agreed programme.

#### **4 Financial and Manpower Implications**

4.1 **Chief Finance Officer’s comments:** *There are no financial implications arising directly from this report – any implications arising from particular pieces of work require to be considered when decisions on those items are made.*

#### **5 Legal Implications (including implications for matters relating to equality)**

5.1 **Monitoring Officer’s comments:** *Whilst there are no implications arising directly from this report, the progression of the Core Strategy (see 3.1 above) and other development plan documents are matters to which the Committee will need to continue to pay close attention.*

5.2 *The Government has previously consulted upon proposals to withhold New Homes Bonus from authorities with no adopted Local Plan in place. A Government Minister also suggested, in effect, that, in 2017, five years after the National Planning Policy Framework was published, all authorities should have a plan in place which conforms with the Framework. There are also proposals to amend the Neighbourhood Planning Bill to ensure plans are in place and up to date, and to possibly give County Councils a bigger role in preparing or advising on local plans.*

5.3 *Whilst the above are not a particular cause for concern in Epsom & Ewell at this time, they are matters which need to be considered, particularly in any respect in which our adopted plan does not conform to the current Framework.*

5.4 *I am satisfied that the recently revised Local Plan Programme, approved by this Committee in July represents the most expeditious route to achieving this.*

#### **6 Sustainability Policy and Community Safety Implications**

6.1 There are no particular community safety implications for the purpose of this report.

#### **7 Risk Assessment**

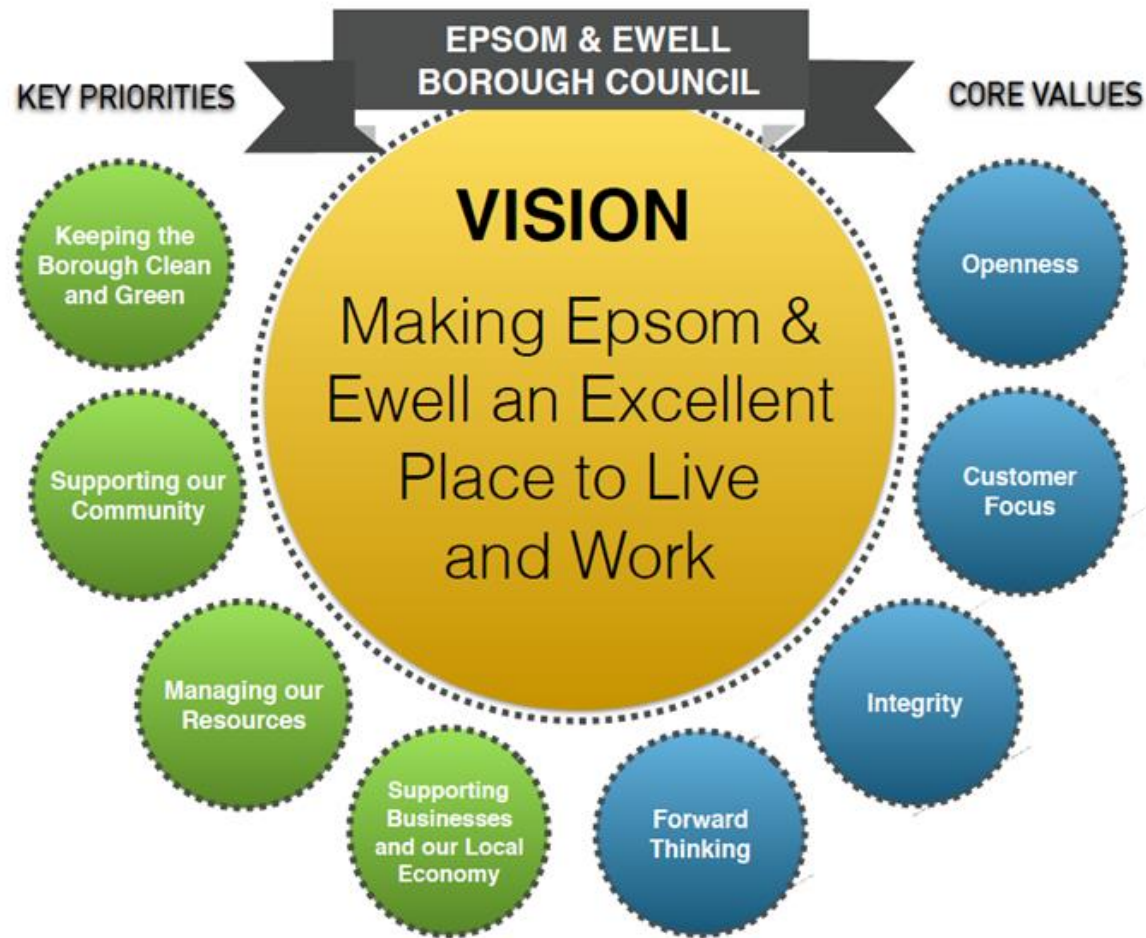
7.1 Actions have been identified for those Key Priority Performance Targets where performance is currently a concern.

## **8 Conclusion and Recommendations**

- 8.1 The Committee is requested to consider the performance reported and identifies any areas of concern.
- 8.2 The Committee is requested to consider the actions that have been proposed or taken for the Key Priority Performance Target where performance is currently of concern.
- 8.3 The Committee is requested to approve the revised Key Priority Performance Target, 'Commence the issues and options consultation on a partial review of the Core Strategy by 31 March 2017'.

**WARD(S) AFFECTED: N/A**









**Corporate Plan: Key Priority Performance Targets**  
**Licensing and Planning Policy Committee – Performance Report One 2016/2017**



KEY OUTCOMES	KEY SUCCESS MEASURES
<ul style="list-style-type: none"> <li>• Management plans for all major parks and public spaces</li> <li>• Premium weekly recycling and waste service as standard for all residents introduced from Spring 2017</li> <li>• Recycling clubs with local schools</li> </ul>	<ul style="list-style-type: none"> <li>• External accreditation for our major parks and public spaces</li> <li>• Delivery of the Biodiversity Action Plan</li> <li>• Increase in recycled household refuse</li> <li>• Street cleanliness assessment</li> </ul>

Performance status		
Key to reporting target status		Number
<b>Achieved</b>	Target achieved	<b>0</b>
<b>Information Indicators</b>	These indicators are for information only	<b>3</b>
	On track	<b>7</b>
	Slightly off track not a major concern or slippage	<b>1</b>
	Off track or unlikely to be achieved for projected year	<b>1</b>
<b>Total</b>		<b>12</b>

Keeping the borough clean and green – Key priority						
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:	
Accommodating sustainable development whilst protecting the green belt in accordance with Policy	Members to consider a Strategic Housing Market Assessment	Mark Berry Head of Place Development	31 March 2017	<b>April to Sept:</b> Work on the SHMA has been completed. Scheduled for consideration at the forthcoming L&PPC meeting on 6 September.		
				<b>Oct to Dec:</b>		
				<b>Jan to March:</b>		
	Members to consider a Green Belt Study	Mark Berry Head of Place Development	31 March 2017	<b>April to Sept:</b> The Green Belt Study has been commissioned and the contract has been awarded to Atkins, our consultants have started work on the study. There will be consultation and engagement in November and December 2016 and it is anticipated that there will be a Members' Briefing evening on 21 February 2017 with the Study reported to the 23 February 2017 L&PPC meeting.		
			<b>Oct to Dec:</b>			
			<b>Jan to March:</b>			

Keeping the borough clean and green – Key priority						
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:	
Accommodating sustainable development whilst protecting the green belt in accordance with Policy	Complete the pre-submission consultation on a partial review of the Core Strategy	Mark Berry Head of Place Development	31 March 2017	<p><b>April to Sept:</b> A revised Local Plan Programme was approved on 13 July 2016. This envisages that the issues and options consultation stage will be completed by 31 March 2017 but the pre-submission consultation will not be completed until October 2017. The reasons for this slippage were explained in July and were, in part, due to the unanticipated loss of staff within the Planning Policy team. A recruitment process is well advanced for additional resources to support work on the Local Plan. Even the revised programme is challenging and very much dependent on a positive result from the recruitment process. We will not be able to meet the agreed Corporate Plan performance target and this will remain at “Red”.</p>		
				<p><b>Oct to Dec:</b></p>		
				<p><b>Jan to March:</b></p>		

**Supporting Businesses and our  
Local Economy**

**We will do this by:**

Supporting a comprehensive retail,  
commercial and social offer

Maintaining strong links with local business leaders  
and representative organisations

Supporting developers to bring forward the  
development of town centre sites

Delivering an affordable Economic Strategy

Promoting our Borough as an  
excellent place to do business

**KEY OUTCOMES**

High quality/innovative  
building design

Improved transport infrastructure

Visual appearance of the town/  
shopping centres enhanced



**KEY SUCCESS MEASURES**

Businesses attending the  
Business Leaders' meetings

Delivery of Plan E to improve traffic flow  
into Epsom Town Centre

Delivery of the Economic Development  
Strategy Action Plan

Space for start-up/incubator businesses  
to grow and expand

Supporting businesses and our local economy – Key priority						
Key priority objective . We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:	
Supporting developers to bring forward the development of town centre sites	Produce proposals to implement Planning Performance Agreements for Major Planning Applications by 31 July 2016 and implement these once agreed by the Licensing Planning & Policy Committee	Mark Berry Head of Place Development	31 March 2017	<b>April to Sept:</b> Proposed scheme drafted and scheduled on the agenda for the Planning Committee meeting on 8 September 2016.		
				<b>Oct to Dec:</b>		
				<b>Jan to March:</b>		
	Develop a project plan for major applications	Mark Berry Head of Place Development	31 March 2017	<b>April to Sept:</b> This will be a light-touch process which will be designed in line with the approved Planning Performance Agreement procedure. It is achievable but is marked as amber as no substantive progress will be made until the end of September 2016.		
				<b>Oct to Dec:</b>		
				<b>Jan to March:</b>		

Supporting businesses and our local economy – Key priority																											
Key priority objective . We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:																						
Supporting developers to bring forward the development of town centre sites	Number of major planning applications received	Mark Berry Head of Place Development	31 March 2017	<b>April to August:</b> During this period we have received four planning applications.	N/A (information only indicator)																						
				<b>Oct to Dec:</b>																							
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				<table border="1"> <caption>Major applications received within 13 Weeks</caption> <thead> <tr> <th>Month</th> <th>Number of Applications</th> </tr> </thead> <tbody> <tr><td>April</td><td>0</td></tr> <tr><td>May</td><td>1</td></tr> <tr><td>June</td><td>1</td></tr> <tr><td>July</td><td>0</td></tr> <tr><td>August</td><td>2</td></tr> <tr><td>September</td><td>0</td></tr> <tr><td>October</td><td>0</td></tr> <tr><td>November</td><td>0</td></tr> <tr><td>December</td><td>0</td></tr> <tr><td>January</td><td>0</td></tr> <tr><td>February</td><td>0</td></tr> <tr><td>March</td><td>0</td></tr> </tbody> </table>		Month	Number of Applications	April	0	May	1	June	1	July	0	August	2	September	0	October	0	November	0	December	0	January	0
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Supporting developers to bring forward the development of town centre sites	Number of business applications received	Mark Berry Head of Place Development	31 March 2017	<b>April to August:</b> We have defined business applications as: change of use, listed buildings, consent, advertisement applications relating to a business development or use. We have received 61 applications during this period.	N/A (information only indicator)																										
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Month	Number of Applications																														
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Supporting developers to bring forward the development of town centre sites	Number of other planning applications received	Mark Berry Head of Place Development	31 March 2017	<b>April to August:</b> We have received 320 other planning applications. These include, change of use, householder development, advertisement and listed building applications.	N/A  (information only indicator)																										
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<p style="text-align: center;"><b>Other applications received within 8 weeks</b></p> <table border="1"> <caption>Other applications received within 8 weeks</caption> <thead> <tr> <th>Month</th> <th>Number of Applications</th> </tr> </thead> <tbody> <tr><td>April</td><td>69</td></tr> <tr><td>May</td><td>70</td></tr> <tr><td>June</td><td>75</td></tr> <tr><td>July</td><td>51</td></tr> <tr><td>August</td><td>55</td></tr> <tr><td>September</td><td>0</td></tr> <tr><td>October</td><td>0</td></tr> <tr><td>November</td><td>0</td></tr> <tr><td>December</td><td>0</td></tr> <tr><td>January</td><td>0</td></tr> <tr><td>February</td><td>0</td></tr> <tr><td>March</td><td>0</td></tr> </tbody> </table>						Month	Number of Applications	April	69	May	70	June	75	July	51	August	55	September	0	October	0	November	0	December	0	January	0	February	0	March	0
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Supporting developers to bring forward the development of town centre sites	At least 75% of major planning applications determined within 13 weeks or in accordance with a Planning Performance Agreement or agreed extension of time.	Mark Berry Head of Place Development	31 March 2017	<b>April to August:</b> There were no major planning applications determined in July and August.	<b>G</b>																																			
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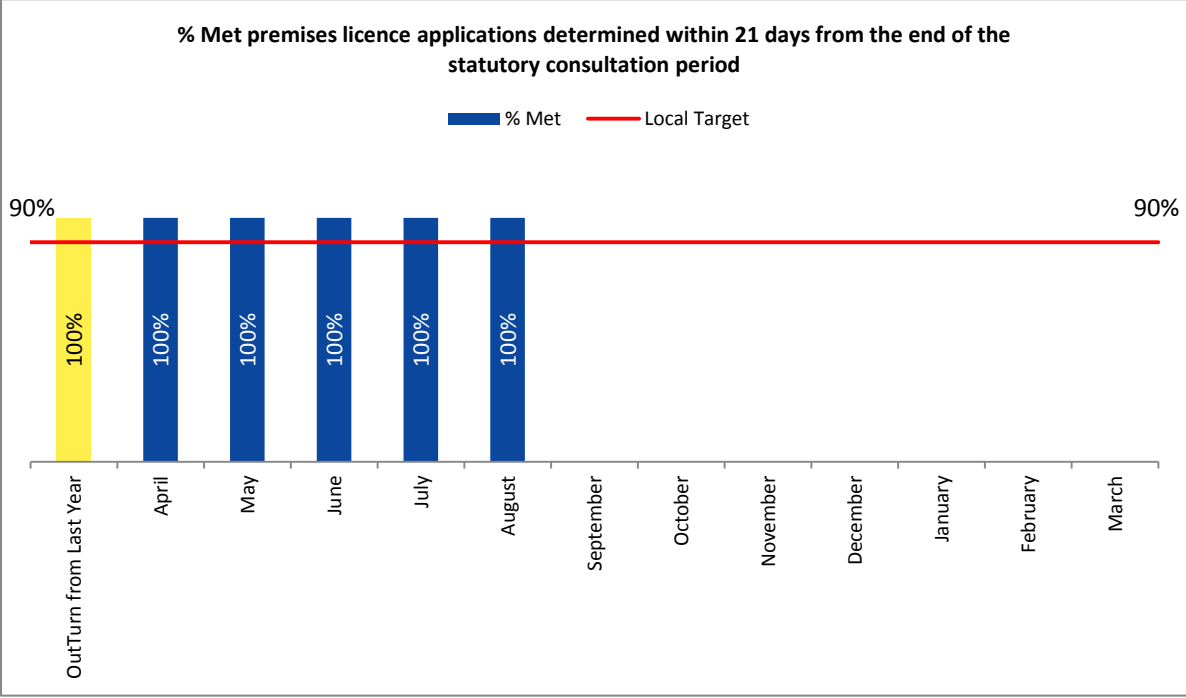
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Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:																																																																	
Supporting developers to bring forward the development of town centre sites	At least 80% of business applications determined within 8 weeks (defined as: commercial, industrial, retail, business change of use, and advertisement applications)	Mark Berry Head of Place Development	31 March 2017	<b>April to August:</b> Good progress made in relation to business application determination rates. Officers successfully agreeing with applicants extension of times.	<b>G</b>																																																																	
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Supporting developers to bring forward the development of town centre sites	At least 90% of other planning applications determined within 8 weeks	Mark Berry Head of Place Development	31 March 2017	<b>April to August:</b> Target met.	<b>G</b>																												
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Supporting a comprehensive retail, commercial and social offer	At least 90% of premises licence application determined within 21 days from the end of the statutory consultation period	Rod Brown Head of Housing & Environmental Services	31 March 2017	<b>April to August:</b> We have received 46 licensing applications during this period. All were determined within 21 days.																																											
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