

Public Document Pack



EPSOM & EWELL BOROUGH COUNCIL

PLEASE NOTE: this will be a 'virtual meeting'.

The link to the meeting is: <https://attendee.gotowebinar.com/register/3088340554958364941>
Webinar ID: 905-630-347

Telephone (listen-only): 0330 221 9914, Telephone Access code:806-335-265

30 November 2020

SIR OR MADAM

I hereby summon you to attend a meeting of the Council of the Borough of Epsom and Ewell which will be held virtually on **TUESDAY, 8TH DECEMBER, 2020 at 7.30 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf. A link to the meeting is provided above.

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

A handwritten signature in black ink, appearing to read 'K. Beldan'.

Chief Executive

Public information

Please note that this meeting will be a ‘virtual meeting’

This meeting will be held online and is open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council’s website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection.

Information about the membership of the Council is available on the [Council’s website](#). The website also provides copies of agendas, reports and minutes.

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

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Mayor agree to discuss any other such matters on the grounds of urgency, the Council will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are not permitted at meetings of the Council. [Part 4 of the Council’s Constitution](#) sets out which Committees are able to receive public questions, and the procedure for doing so.

COUNCIL

Tuesday 8 December 2020

7.30 pm

<https://attendee.gotowebinar.com/register/3088340554958364941>

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

AGENDA

1. DECLARATIONS OF INTEREST

To receive declarations of the existence and nature of any Disclosable Pecuniary Interests from Members in respect of any item to be considered at the meeting.

2. MINUTES (Pages 5 - 16)

To confirm the Minutes of the Extraordinary Meeting of the Council held on 14 July 2020 and Meeting of the Council held on 21 July 2020.

3. MAYORAL COMMUNICATIONS/BUSINESS

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

4. CHAIRMEN'S STATEMENTS (Pages 17 - 28)

To receive statements from the Chairmen of the Council's policy committees, briefing Members on current events and issues relating to the relevant Committee's area of work.

A period of 15 minutes will be set aside for Members to ask questions on the statement of any policy committee Chairman.

5. ANNUAL REPORT OF THE AUDIT, CRIME & DISORDER AND SCRUTINY COMMITTEE 2019/20 (Pages 29 - 36)

This report presents the Annual Report of the Audit, Crime & Disorder and Scrutiny Committee 2019/20 in accordance with the requirements of Article 6 of the Council's Constitution.

6. CALENDAR OF MEETINGS 2021-2022 (Pages 37 - 42)

Approval of the extended Municipal Calendar from May 2021 to July 2022.

This page is intentionally left blank



EPSOM AND EWELL

**Minutes of the Extraordinary Meeting of the COUNCIL of the BOROUGH OF
EPSOM AND EWELL held virtually on 14 July 2020**

PRESENT -

The Mayor (Councillor Humphrey Reynolds); The Deputy Mayor (Councillor Peter O'Donovan); Councillors Arthur Abdulin, John Beckett, Steve Bridger, Kate Chinn, Christine Cleveland, Monica Coleman, Alex Coley, Nigel Collin, Neil Dallen, Hannah Dalton, Robert Foote, Chris Frost, Liz Frost, Bernice Froud, Rob Geleit, Luke Giles, David Gulland, Christine Howells, Previn Jagutpal, Colin Keane, Eber Kington, Jan Mason, Steven McCormick, Lucie McIntyre, Debbie Monksfield, Julie Morris, Barry Nash, Phil Neale, David Reeve, Guy Robbins, Clive Smitheram, Alan Sursham, Chris Webb, Peter Webb and Clive Woodbridge

Absent: Councillors Bernie Muir

The Meeting was preceded by prayers led by the Mayor's Chaplain

1 DECLARATIONS OF INTEREST

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

2 MAYORAL COMMUNICATIONS/BUSINESS

The Mayor announced the sad passing of Honorary Alderman Ruby Smith who was a former Mayor and Stoneleigh RA Councillor for over 15 years. The Council observed a minute's silence.

3 ELECTORAL REVIEW

The Local Government Boundary Commission for England (the Commission) had notified the Council of its intention to carry out an electoral review of the Council. The review would consider the total number of councillors on the

Council, and then review the numbers and boundaries of electoral divisions within the Council.

An Extraordinary meeting of the Council had been called to receive a presentation from the Commission regarding the electoral review process.

The Council received a presentation from Susan Johnson, Lead Commissioner and Mark Cooper, Review Officer as representatives of the Commission. The presentation included the following matters: The Commission's approach to the review; the reasons for the review; councillor numbers; warding patterns; timeline.

In response to questions from Members of the Council, the Commission representatives provided the following information:

- a) **Interpretation of neighbouring council sizes.** The Commission representatives informed Council that Appendix 4 of the briefing pack provided to Councillors provided data relating to council sizes within Epsom and Ewell Borough Council's CIPFA family group. The Commission representatives informed Council that this data was intended to be used as an indicator of the spectrum of council sizes locally, and it was not the Commission's aim to standardise Councils to the same size. In reviewing the Council's size, the Commission would consider the Council's view of its requirements for governance, scrutiny, committee membership and representation for electors.
- b) **Electorate.** The Commission representatives informed Council that legislation required that projected electorate figures for 5 years following the date of the review be used for the purposes of the review. This would be the projected electorate for 2027.
- c) **Review of Borough Boundary.** The Commission representatives informed Council that this review could not make changes to the Council's boundaries with other local authorities.
- d) **Potential changes to local government structure in Surrey.** The Commission representatives informed Council that potential changes to local government structure in Surrey would not affect the electoral review process unless formally agreed by the Secretary of State before the end of the electoral review process. In the event that changes to local government structure affecting the Borough of Epsom and Ewell were agreed prior to the completion of the review, the Commission would seek to pause the review process to identify the most appropriate future steps. The Commission representatives informed Council that the Commission would be very careful to communicate with residents that the electoral review process was separate to discussions about local government structure, and would not influence those discussions.

Following questions from Members of the Council and a statement from the Chairman of the Strategy and Resources Committee, the Mayor thanked the Commission representatives for their attendance and presentation.

The meeting began at 7.30 pm and ended at 8.36 pm

COUNCILLOR HUMPHREY REYNOLDS
MAYOR

This page is intentionally left blank



EPSOM AND EWELL

**Minutes of the Meeting of the COUNCIL of the BOROUGH OF EPSOM AND
EWELL held virtually on 21 July 2020**

PRESENT -

The Mayor (Councillor Humphrey Reynolds); The Deputy Mayor (Councillor Peter O'Donovan); Councillors Arthur Abdulin, John Beckett, Steve Bridger, Kate Chinn, Christine Cleveland, Alex Coley, Nigel Collin, Neil Dallen, Hannah Dalton, Robert Foote, Chris Frost, Liz Frost, Bernice Froud, Rob Geleit, Luke Giles, David Gulland, Christine Howells, Previn Jagutpal, Colin Keane, Eber Kington, Jan Mason, Steven McCormick, Lucie McIntyre, Debbie Monksfield, Julie Morris, Bernie Muir, Barry Nash, Phil Neale, David Reeve, Guy Robbins, Clive Smitheram, Alan Sursham, Chris Webb, Peter Webb and Clive Woodbridge

Absent: Councillor Monica Coleman

The Meeting was preceded by prayers led by the Mayor's Chaplain

4 DECLARATIONS OF INTEREST

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

5 MINUTES

The Minutes of the meeting of the Council held on 13 February 2020 were agreed as a true record and the Mayor was authorised to sign them.

6 MAYORAL COMMUNICATIONS/BUSINESS

The Mayor announced that he had chosen to support three charities during his mayoral year: Epsom and Ewell Community Fund, Love Me Love My Mind and Age Concern Epsom and Ewell.

The Mayor informed the Council of a number of noteworthy events in which he had participated during the past 2 months, despite the challenges posed by the current pandemic.

7 QUESTIONS

Three questions had been addressed to Committee Chairmen to which written answers had been provided and published.

Three supplementary questions were asked at the meeting and answers given by the relevant Committee Chairman.

8 CHAIRMEN'S STATEMENTS

Council received written statements from the Chairs of Environment and Safe Communities Committee, Community and Wellbeing Committee and Licensing and Planning Policy Committee.

9 THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC

Council received a report setting out the Council's response to the Covid-19 pandemic following a major incident being formally declared across Surrey on 19 March 2020.

Councillor Eber Kington **MOVED** the recommendation in the report.

Upon being put the recommendation was **CARRIED** with a majority vote in favour.

Accordingly, it was resolved to:

- (1) **Note the significant action taken by the Council and its staff in response to the Covid-19 pandemic, including providing essential support to the most vulnerable in the local community and to local businesses and action to keep essential services running.**

10 FINANCIAL IMPACT OF COVID-19

Council received a report setting-out the financial impact of Covid-19 on the Council in the first quarter of 2020/21, and detailing funding sources to mitigate the impact.

Councillor Eber Kington **MOVED** the recommendations in the report.

Upon being put, the recommendations were **CARRIED** with a majority vote in favour.

Accordingly, it was resolved to:

- (1) **Note the projected £2.5m deficit caused by Covid-19 in the first quarter of 2020/21;**
- (2) **Support the continued lobbying of Central Government for further financial support.**

11 LOCAL GOVERNMENT STRUCTURE IN SURREY

Council received a report from the Chief Legal Officer proposing the development of a response to Surrey County Council's statements on reorganising the local government structure in Surrey.

Councillor Eber Kington **MOVED** the recommendation in the report.

Councillor Clive Smitheram **SECONDED** the recommendation in the report.

Upon being put, the recommendation was **CARRIED** with a majority vote in favour.

Accordingly, it was resolved to:

- (1) **Agree this Council's strategic principles on the local government structure debate for Surrey, be:**
 - i. **local democratic accountability;**
 - ii. **devolving decision making to the lowest level commensurate with effective delivery;**
 - iii. **efficient and cost effective service delivery;**
 - iv. **a local authority's knowledge of people and place.**
- (2) **Authorise the Chief Executive to start discussions with all local authorities in Surrey to consider the future structure of local government in Surrey which respect the principles set out at recommendation 11 (1) above.**

12 MOTIONS

Council received three Motions submitted under FCR 14 of Part 4 of the Council's Constitution.

Motion1: "To Thank EEBC Members Staff for Their Work During the Covid-19 Emergency."

The Council resolved by a majority vote to consider this Motion at the meeting. In pursuance of the Council's Rules of Procedure, Councillor Eber Kington **MOVED** and Councillor Peter O'Donovan **SECONDED** the following Motion:

"This Council wishes to place on record its thanks and appreciation to Borough Council officers for their outstanding work in meeting the challenge of the strategic shift in the deployment of staff and resources during the Covid-19 emergency. Your work and the care shown, particularly in support of more vulnerable members of the community, has been both outstanding and inspiring.

This Council also wishes to acknowledge the vital roles paid by those Officers providing key support for services whilst working from home, and also those members of staff who have ensured that the Council's important basic services have continued to be provided to residents during the emergency. Your contributions have been hugely appreciated and have been crucial to the work of the council over the past few weeks.

Whatever your role, our thanks to you all”

An amendment to the motion was **MOVED** by Councillor Debbie Monksfield and **SECONDED** by Councillor Rob Geleit:

The proposed amendment was as follows:

“This Council wishes to place on record its thanks and appreciation to Borough Council officers for their outstanding work in meeting the challenge of the strategic shift in the deployment of staff and resources during the Covid-19 emergency. Your work and the care shown, particularly in support of more vulnerable members of the community, has been both outstanding and inspiring.

*This Council also wishes to acknowledge the vital roles paid by those Officers providing key support for services whilst working from home, and also those members of staff who have ensured that the Council’s important basic services have continued to be provided to residents during the emergency. **In addition this council will identify a scheme to reward council staff for their exceptional efforts during the emergency caused by Covid-19.***

Your contributions have been hugely appreciated and have been crucial to the work of the council over the past few weeks

Whatever your role, our thanks to you all.”

Upon being put the amendment was **LOST** with a majority vote against it.

Following the resolution of the amendment, the substantive motion was debated and put to a vote.

Upon being put the motion was **CARRIED** with a majority vote for it.

Accordingly, the Council resolved:

This Council wishes to place on record its thanks and appreciation to Borough Council officers for their outstanding work in meeting the challenge of the strategic shift in the deployment of staff and resources during the Covid-19 emergency. Your work and the care shown, particularly in support of more vulnerable members of the community, has been both outstanding and inspiring.

This Council also wishes to acknowledge the vital roles paid by those Officers providing key support for services whilst working from home, and also those members of staff who have ensured that the Council’s important basic services have continued to be provided to residents during the emergency. Your contributions have been hugely appreciated and have been crucial to the work of the council over the past few weeks.

Whatever your role, our thanks to you all

Motion 2: “Enforcement against cars idling.”

The Council resolved by a majority vote to refer this Motion to the Environment and Safe Communities Committee for consideration.

Motion 3: “To Support Action Promoting Community Cohesion, Anti-Racism, Equality and Justice”

The Council resolved by a majority vote to consider this Motion at the meeting. In pursuance of the Council’s Rules of Procedure, Councillor Alex Coley MOVED and Councillor Hannah Dalton SECONDED the following Motion:

“This Council notes and values the contribution that Epsom and Ewell communities and social media groups are making in support of community cohesion, anti- racism and calls for equality and justice

In support of these local initiatives, including the “We Stand Together” movement, the Borough Council will:

- I. Invite local schools to contribute to a Borough Council programme celebrating multiculturalism and the achievements of differing communities in the borough*
- II. Use the EEBC Business Newsletter, Business Breakfasts and our conversations with the BID to raise issues of racism and prejudice in the workplace and, leading by example, encourage equality in recruitment practices, investment in unconscious bias training and other active ways to create equality.*
- III. Use the Community Safety Partnership to encourage local people to use their voice and report hate crimes to the police, and to develop with our partners a system for monitoring the outcomes of such reporting.*
- IV. Continue our conversations with Community Leaders to better understand how the Borough Council can best manage its services to support those communities and best use its influence to make a positive difference.*
- V. Listen to our own staff about their experiences and create an environment where they can speak freely, and raise awareness among Officers and Members to ensure equal access to services”*

An amendment to the motion was **MOVED** by Councillor Kate Chinn and SECONDED by Councillor Debbie Monksfield:

The proposed amendment was as follows:

“This Council notes and values the contribution that Epsom and Ewell communities and social media groups are making in support of community cohesion, anti- racism and calls for equality and justice

In support of these local initiatives, including the “We Stand Together” movement, the Borough Council will:

- I. *Invite local schools to contribute to a Borough Council programme celebrating multiculturalism and the achievements of differing communities in the borough*
- II. *Use the EEBC Business Newsletter, Business Breakfasts and our conversations with the BID to raise issues of racism and prejudice in the workplace and, leading by example, encourage equality in recruitment practices, investment in unconscious bias training and other active ways to create equality.*
- III. *Use the Community Safety Partnership to encourage local people to use their voice and report hate crimes to the police, and to develop with our partners a system for monitoring the outcomes of such reporting.*
- IV. *Continue our conversations with Community Leaders to better understand how the Borough Council can best manage its services to support those communities and best use its influence to make a positive difference.*
- V. *Listen to our own staff about their experiences and create an environment where they can speak freely, and raise awareness among Officers and Members to ensure equal access to services*
- VI. *Commit to work with partners and lobby the government for immediate action to implement the recommendations on the recent PHE report on the disproportionate impact of Covid-19 on our Black, Asian and Minority Ethnic communities.***

Upon being put the amendment was **CARRIED** with a majority vote for it, and became the substantive motion.

Following the resolution of the amendment, the substantive motion was debated and put to a vote.

Upon being put the motion was **CARRIED** with a majority vote for it.

Accordingly, the Council resolved:

This Council notes and values the contribution that Epsom and Ewell communities and social media groups are making in support of community cohesion, anti- racism and calls for equality and justice

In support of these local initiatives, including the “We Stand Together” movement, the Borough Council will:

- I. Invite local schools to contribute to a Borough Council programme celebrating multiculturalism and the achievements of differing communities in the borough**
- II. Use the EEBC Business Newsletter, Business Breakfasts and our conversations with the BID to raise issues of racism and prejudice in the workplace and, leading by example, encourage equality in**

recruitment practices, investment in unconscious bias training and other active ways to create equality.

- III. Use the Community Safety Partnership to encourage local people to use their voice and report hate crimes to the police, and to develop with our partners a system for monitoring the outcomes of such reporting.**
- IV. Continue our conversations with Community Leaders to better understand how the Borough Council can best manage its services to support those communities and best use its influence to make a positive difference.**
- V. Listen to our own staff about their experiences and create an environment where they can speak freely, and raise awareness among Officers and Members to ensure equal access to services**
- VI. Commit to work with partners and lobby the government for immediate action to implement the recommendations on the recent PHE report on the disproportionate impact of Covid-19 on our Black, Asian and Minority Ethnic communities.**

The meeting began at 7.30 pm and ended at 9.21 pm

COUNCILLOR HUMPHREY REYNOLDS
MAYOR

This page is intentionally left blank

CHAIRMEN'S STATEMENTS

Head of Service:	Amardip Healy, Chief Legal Officer
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Chairs/Chairmen's Statements

Summary

To receive statements from the Chairs/Chairmen of the Council's Policy Committees, briefing Members on current events and issues relating to the relevant Committee's area of work.

Recommendation (s)

The Council is asked to:

- (1) consider the Statements from the Chairs/Chairmen of the Policy Committees in accordance with Standing Orders.**

1 Reason for Recommendation

- 1.1 Part 4 of the Council's Constitution (Rules of Procedure, FCR 11) sets out that the Chair/Chairman of each of the Policy Committees is able to submit a statement to be included as a standard item on the agenda for each meeting (excluding the Annual meeting and budget meeting). The statement will brief members on the current events and issues relating to the relevant committee's area of work.

2 Background

- 2.1 The following statements have been submitted for inclusion on the agenda for this meeting, and are attached at Appendix 1:
 - 2.1.1 Chair of the Community and Wellbeing Committee, Councillor Barry Nash
 - 2.1.2 Chair of the Licensing and Planning Policy Committee, Councillor David Reeve

2.1.3 Chair of the Strategy and Resources Committee, Councillor Eber Kington

2.2 The procedure of questions on Chairs/Chairmen's Statements is as follows:

2.2.1 Each Chair/Chairman in the order listed on the agenda presents their Statements to the meeting;

2.2.2 At the conclusion of all the Chairs/ Chairmen's statements, 15 minutes will be set aside for Members to ask questions on the statement of any Chair/ Chairman.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 No comments are provided on Chairs/Chairmen's Statements.

3.2 Crime & Disorder

3.2.1 No comments are provided on Chairs/Chairmen's Statements.

3.3 Safeguarding

3.3.1 No comments are provided on Chairs/Chairmen's Statements.

3.4 Dependencies

3.4.1 No comments are provided on Chairs/Chairmen's Statements.

3.5 Other

3.5.1 No comments are provided on Chairs/Chairmen's Statements.

4 Financial Implications

4.1 No comments are provided on Chairs/Chairmen's Statements.

4.2 **Section 151 Officer's comments:** No comments are provided on Chairs/Chairmen's Statements.

5 Legal Implications

5.1 No comments are provided on Chairs/Chairmen's Statements.

5.2 **Monitoring Officer's comments:** No comments are provided on Chairs/Chairmen's Statements.

6 Policies, Plans & Partnerships

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

No comments are provided on Chairs/Chairmen's Statements.

6.2 **Service Plans:** No comments are provided on Chairs/Chairmen's Statements.

6.1 **Climate & Environmental Impact of recommendations:** No comments are provided on Chairs/Chairmen's Statements.

6.2 **Sustainability Policy & Community Safety Implications:** No comments are provided on Chairs/Chairmen's Statements.

6.3 **Partnerships:** No comments are provided on Chairs/Chairmen's Statements.

7 Background papers

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

Previous reports:

- None

Other papers:

- Constitution of Epsom & Ewell Borough Council

This page is intentionally left blank

CHAIR/CHAIRMEN'S STATEMENTS TO COUNCIL

Councillor Barry Nash

Chair of the Community and Wellbeing Committee

I would like to convey my thanks to the Officers in every service across the Council, for their continued and impressive co-ordinated response to the coronavirus pandemic.

This year has been extremely challenging for everyone across the community and as a council we are hopeful that elements of normality will return next year.

The C&W committee have had to make some difficult decisions during November, not least the decision to close the Playhouse until the end of the current financial year.

Unfortunately, due to its size, the Playhouse is disproportionately affected by social distancing requirements through:

- **Auditorium capacity** – reduced from 450 to 87
- **Dressing room capacity** – reduced from 78 to 13 people. This prevents most of the larger professional shows, amateur societies, and dance schools from using the theatre.
- **Foyer capacity** – this is the most restrictive area being reduced to only 15 people compounded by the front of house male and female toilets (each reduced to a capacity of 2). This would lead to queues quickly forming in the foyer, thereby reducing its capacity further. To ensure compliance with social distancing, staff would also be required to manage the queues, again reducing its capacity.

The Playhouse will require modest staff resources whilst it is closed to carry out daily administration, maintain contact with promoters and hirers, as well as process refunds and maintenance of backstage equipment. For the remainder of the time, they will continue to be redeployed to support the Council's Covid-19 response and assist with enforcement and regulatory activities.

The committee also decided that due to the current social distancing guidelines, Ewell Court House and Bourne Hall Café would also remain closed until further notice.

In addition, it was agreed that the boroughs participation in the Surrey Youth Games will be deferred until 2022. Whilst regrettable, organising the Surrey Youth Games requires a huge amount of preparation and lead time from staff, as well as from the other boroughs across Surrey at a time when each borough is focusing on its response to the continuing challenges of the pandemic.

The Defoe Court project with Sanctuary Housing is progressing after some legal delays, which have been outside of the council's control. The aim is to have the project completed during January 2021, which will be an important new facility, providing up to 24 flexible single units to support our Temporary Accommodation numbers during these challenging times.

Current nightly paid Temporary Accommodation numbers have been sitting at 90 and the Housing Team are working tirelessly to reduce these numbers. The council is aware that there will be an increasing pressure on its temporary accommodation because of the financial impact of the pandemic on individuals. As part of this, there will be a review of new opportunities next year, which will include looking to increase the number of private landlords to our portfolio. This would help to reduce the financial impact of temporary accommodation costs, as well as using the extra Ministry of Housing, Communities and Local Government funding (MHCLG), to recruit an additional member of the team to help tackle the ongoing housing challenges.

As we come out of the second lockdown, it is our understanding that the Rainbow Centre and the Community and Wellbeing Centre will re-open from 2 December and they will continue to provide services within the current government guidelines.

Lastly, as to the future of Epsom Hospital, the decision to build a new Acute Hospital site was confirmed on 3 July by the Clinical Commissioning Group, with Sutton as the chosen location. After a review of the decision, the Independent Reconfiguration Panel (IRP) on behalf of the Secretary of State for Health and Social Care, recommended that the NHS proceed to implement its plans to build the new Acute Hospital at Sutton and the Secretary of State Matt Hancock accepted their recommendation.

Councillor David Reeve
Chair of the Licensing & Planning Policy Committee

The Council's Licencing and Planning Policy Committee remains fully committed to working with all Councillors, residents and stakeholders to bring forward a new Local Plan as quickly as possible.

Unfortunately, the Council's ability to commence with a Regulation 18 Consultation this year has been impacted significantly by the COVID-19 pandemic, the two associated national lockdowns and the restrictions under the Tier 2 arrangements given the continued high infection rates.

The Government has also announced a fundamental overhaul of the Planning system in England and as part of this, their intention to bring forward a completely different approach to Plan making. A considered Consultation response to the Government's proposals was approved by the Licencing and Planning Policy Committee on 22 October 2020.

As the Government's proposed transition arrangements to the new style Local Plans do not reflect our particular local circumstances (i.e. we are some way off being at the preparation for Regulation 19 stage), the Council has written to both the Secretary of State at MHCLG, and the Minister of State for Housing for clarification on how best to move forward. We have also highlighted the need to avoid the risk of Councils directing further officer time and local tax payers' money on activities that the Government have announced they are intending to abolish to make way for their new Local Plan arrangements.

Members have been kept informed of all the responses the Council has received.

The Government have also set out proposals for a different algorithm for determining the numbers of new homes they expect to be built in each local authority area. This comes at a time when the Office for National Statistics has published revised 2018 figures for household growth projections which would have resulted in Epsom and Ewell's housing number reducing from 575 homes per year, to just 215 homes per year using the Government's established formula. Unfortunately, the Government's proposed new algorithm could increase Epsom and Ewell's housing target to beyond 600 new homes per year, a change that would also impact disproportionately on other Councils in this part of the country. The Government are expected to come to a final decision in the coming weeks on which algorithm they are intending to use and in turn, the new housing targets that will apply for each local authority.

Given the huge variation in housing numbers associated with different Government algorithms, a confirmed housing target will be key to determining the Local Plan Strategy for the Council and the content of any Regulation 18 Consultation.

I will ensure that Members are all kept informed on all further announcements from Government regarding confirmation of Epsom and Ewell's new housing target or about the requirements and timetable for the new style Local Plan and they are reported to the next available Licensing and Planning Policy Committee.

On 10 September we changed our Statement of Community Involvement to reflect required amendments whilst we are under COVID-19 restrictions. We also adopted our Communications and Engagement Strategy for the new Local plan.

On 12 November 2020 we designated the first Neighbourhood Forum and Neighbourhood Area in Stoneleigh and Auriol. The council supports the creation of neighbourhood forums as they increase the participation of local residents and businesses in the formal planning process. We look forward to working closely with Stoneleigh and Auriol over coming months and years.

And lastly, on 3 November we published our Annual Monitoring Report for 2019-2020.

Councillor Eber Kington
Chair of the Strategy and Resources Committee

Covid-19 Pandemic – The Council’s Response

We are in difficult times, the nation’s health and the health of the national economy are both being challenged. However, since the beginning of the pandemic our Officers have acted to manage those challenges, many of them adopting new ways of working as well undertaking new and crucial roles. This has continued to be the case during the recent national lockdown, and in December as our borough, along with the rest of Surrey, moved into Tier 2.

Officers with responsibility for our emergency response and liaison with the Surrey Local Resilience Forum and the Government, have continued to work with speed and to great effect to ensure our residents remain safe and informed. The Community Hub was reconvened during the lockdown supporting our most vulnerable residents, and the High Street Taskforce have been visiting a number of sites where there have been complaints of noncompliance, including Nonsuch, the Downs and the skate park at Longmead. Our Environmental Health Team have been continuing their work supporting businesses to be covid secure, and our Housing Team, facing significant pressures, have maintained their strong support for those facing homelessness as well as our local rough sleepers.

Many of our Officers are continuing their vital work as normal, but not in normal conditions. My thanks to Operational Services, our recycling teams, meals at home, the cemetery staff, the Countryside Team and Rangers, Communications Team, Planning, Enforcement, the Revenues and Benefits Team, Contact Centre staff, and our Officers in Democratic and Legal Services, Finance, ICT, HR, Property, Governance, Environmental Health and Housing.

It is vital for our residents’ well-being that our normal services continue to provide them with a high level of support and security, but it also vitally important to ensure that the Borough Council itself remains in a strong financial and operational position as, hopefully, we move forward to more settled times. Again, my thanks to you all.

High Court Injunction

On 20 May 2019 the High Court granted the Council an Injunction lasting 3 years forbidding Persons Unknown Occupying Land and/or Depositing Waste from setting-up an encampment or occupying land for residential purposes of 10 vehicles or more on 57 sites within the Borough, without written permission from the Local Planning Authority, or planning permission granted by a planning inspector; or from bringing on those 57 sites any vehicle whether for the purposes of disposal of waste and materials or otherwise.

Recently the Court of Appeal handed down judgments in *LB Bromley -v- Persons Unknown* [2020] PTSR 1043 and *Canada Goose -v- Persons Unknown* [2020] 1 WLR 2802 which raised questions as to whether there were grounds upon which the Final Order for the Council's Injunction dealing with unauthorised encampments ought to be varied or set aside.

As a result, the Council has been required by the High Court to remove all notices of the Injunction from Council sites at which the Injunction is displayed and make clear on its website that the Court has discharged the previous Injunction which is no longer in force. Obviously, and without the security of the Injunction, the Council will continue to take action against any future unauthorised encampments but will revert to using the much slower Magistrates Court procedure.

At present, the London Borough of Enfield are in Court, as they seek to renew their unauthorised encampments Injunction. It is expected the case will need to proceed to the Court of Appeal or Supreme Court before the matter is fully settled. Their case is due to be heard in the High Court in January 2021, and any appeal process will mean this issue is unlikely to be resolved quickly. The Court has also asked for the Attorney General to instruct lawyers to address the 'wider issues of public importance' raised by Enfield's request for a continued Injunction. The High Court Judge has reserved all legal action on unauthorised encampments to himself and, given his stated position, it is anticipated that LB Enfield will lose in front of this judge.

Going forward, the Court has listed a hearing on the 17 December 2020 for a Case Management Hearing. The purpose of this is for the Court to hear from those authorities who wish to maintain Injunctions and those who wish to discontinue their claims for the current Injunction. In support of our wish to retain an Injunction, EEBC are currently working with Merton, Sutton, Kingston, Richmond, Wandsworth, Hillingdon, Waltham Forest, Enfield, and Elmbridge to reduce the legal costs per Council for representation on the 17th. A number of other Councils are either working separately or in other groups.

At the original High Court hearing when the Borough Council was granted the Injunction our Officers provided compelling evidence and personal testimony of the financial cost and environmental damage caused by unauthorised encampments, as well the effect on the communities local to the sites. The situation now is uncertain, but it is important that this Council seeks to provide the best protection from unauthorised encampments for our residents.

Return to in-person meetings & remote meetings - update

Council & Committee meetings at the Town Hall were cancelled initially to allow a focus by the Council on its responsibilities under the Civil Contingencies legalisation. During that time work started on being able to make decisions via remote meetings. The Member Recovery Group agreed the existing Municipal Calendar could remain

flexible up to the end of July and that the planned remote Council and Committee meetings would return from September 2020. This was achieved.

It was also agreed that an assessment would be made at the end of the year as to whether the Council could and should return to in-person meetings in January 2021. That assessment has been undertaken and, at present, the return to in-person council and committee meetings is constrained by three factors:

1. Current regulations limiting gatherings to 30 in number
2. The Council's own risk assessments for occupancy of Committee Rooms and the Council Chamber with a maximum assessed at just 15 people
3. Technology Infrastructure within the Committee Rooms and Council Chamber, including the lack of a facility to webcast meetings in the event that the Council could consider hybrid meetings (where some members and officers operated from the same room and others joined in remotely from other locations).

Given these restraints, and the Surrey's position as a Tier 2 region, all Council and Committee Meetings will continue to be undertaken remotely. However, when the situation around restrictions and regulations change the position will be considered further and Members advised and a consensus view sought.

This page is intentionally left blank

ANNUAL REPORT OF THE AUDIT, CRIME & DISORDER AND SCRUTINY COMMITTEE 2019/20

Head of Service:	Gillian McTaggart, Head of Policy, Performance & Governance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1: Annual Report of the Audit, Crime & Disorder and Scrutiny Committee 2019/20

Summary

This report presents the Annual Report of the Audit, Crime & Disorder and Scrutiny Committee 2019/20 in accordance with the requirements of Article 6 of the Council's Constitution.

Recommendation (s)

The Council is asked to:

- (1) receive the Annual Report of the Audit, Crime & Disorder and Scrutiny Committee 2019/20.**

1 Reason for Recommendation

- 1.1 Under Article 6 of Part 2 of the Constitution the Audit, Crime & Disorder and Scrutiny Committee is required to report annually to the Council on its work and make recommendations for future work programmes and amended working methods, if appropriate.
- 1.2 This report presents Council with the Annual Report of the Audit, Crime & Disorder and Scrutiny Committee 2019/20. The recommendation asks Council to receive the report.

2 Background

- 2.1 In previous years the Audit, Crime & Disorder and Scrutiny Committee has presented its Annual Report to Council in April each year. Due to the COVID-19 pandemic and lockdown earlier this year, the Committee's consideration of its Annual Report 2019/20 has been delayed.
- 2.2 The Committee approved its Annual Report 2019/20, attached at Appendix 1, at its meeting held on 19 November 2020. The report sets out an overview of the work undertaken by the Committee at its three meetings held during 2019/20.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 None for the purposes of this report.

3.2 Crime & Disorder

3.2.1 None for the purposes of this report.

3.3 Safeguarding

3.3.1 None for the purposes of this report.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None for the purposes of this report.

4 Financial Implications

- 4.1 There are no financial implications within this report.
- 4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

- 5.1 There are no legal implications within this report.
- 5.2 **Monitoring Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

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

6.1.1 Green & Vibrant – A better place to live where people enjoy their surroundings

6.1.2 Safe & Well – A place where people feel safe, secure and lead healthy, fulfilling lives

6.1.3 Opportunity & Prosperity – A successful place with a strong, dynamic local economy where people can thrive

6.1.4 Smart & Connected – Alive and connected socially, economically, geographically and digitally

6.1.5 Cultural & Creative – A centre for cultural and creative excellence and inspiration

6.1.6 Effective Council – Engaging, responsive and resilient Council

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

6.3 **Climate & Environmental Impact of recommendations:** no specific implications.

6.4 **Sustainability Policy & Community Safety Implications:** no specific implications.

6.5 **Partnerships:** The Committee has a responsibility to review the work of the local Community Safety Partnership each year. It undertook a review of the work of the East Surrey Community Safety Partnership, of which the Council is a key statutory partner, in June 2019.

7 Background papers

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

Previous reports:

- Annual Report 2019/20, Audit, Crime & Disorder and Scrutiny Committee 19 November 2020

Other papers:

- None

This page is intentionally left blank

Annual Report of the Audit, Crime & Disorder and Scrutiny Committee 2019/20

1. Introduction

- 1.1 This Annual Report provides Council with an overview of the work of the Audit, Crime & Disorder and Scrutiny Committee undertaken during 2019/20.
- 1.2 Over the course of the year, the work of the Committee was undertaken by its ten members. Attendance at the three formal meetings of the committee held across the year is set out in the table below.

Member	Actual Attendance at Meetings	Nominated Substitute
Councillor Steve Bridger (Chairman)	3	
Councillor Alex Coley (Vice Chairman)	3	
Councillor Nigel Collin	3	
Councillor Liz Frost	3	
Councillor Rob Geleit	3	
Councillor David Gulland	2	1
Councillor Steven McCormick	2	1
Councillor Phil Neale	2	
Councillor Humphrey Reynolds	2	1
Councillor Alan Sursham	3	

- 1.3 In June 2019 the Committee considered and agreed its work programme for 2019/20. The work programme was designed to ensure that the Committee met its statutory and local responsibilities and provided the Council with added value and assurance.
- 1.4 The April 2020 meeting of the Committee was cancelled due to the COVID-19 emergency and lock down. This has meant that those items included in the work programme for April 2020 have been delayed, but they have since been rescheduled into the Committee's work programme 2020/21.

Effectively Holding Decision Makers to Account

- 1.5 To support effective, transparent and accountable decision making at the Council, the Committee has the power to review policy committee decisions made but not yet implemented through the call-in procedure and to receive an annual report on the use of delegated powers. Although the Committee did not receive any requests to use its call-in power during 2019/20, the Committee considered a report on the use of delegated powers which were

recorded using the delegated authority process from 24 May 2018 to 21 May 2019. The Committee did not raise any concerns regarding these decisions.

- 1.6 The Committee reviewed the work of the local Community Safety Partnership (CSP) undertaken in 2018/19. The Committee was informed that the Borough was covered by the East Surrey CSP, which also comprised Reigate and Banstead Borough Council and Mole Valley and Tandridge District Councils. Meetings were held quarterly with statutory and non-statutory partners invited. For the year 2018-19 the partnership was chaired by the Chief Executive of Tandridge District Council. The local Borough Inspector (Surrey Police being a key statutory partner) attended the June 2019 Committee meeting. He updated the Committee on work undertaken by Surrey Police within the borough across the year.
- 1.7 The Committee monitored progress made against the Council's Key Priority Targets 2019/20 and raised any concerns it had with officers. The Committee examined in particular those targets assigned amber or red status, that is, those identified as slightly off target - not a major concern or significant slippage, and those identified as off target and a major concern and/or significant slippage.

Contributing to more Effective Policies and Improving the Quality of Life for Local People

- 1.8 The Committee received an annual report on matters relating to the Regulation of Investigatory Powers Act 2000 (RIPA). The Act and the Codes of Practice issued under section 71 regulate the way in which the Council conducts surveillance for the purposes of law enforcement. The Committee was informed of use by the Council of its RIPA powers during 2018/19 and provided with the Council's latest version of its Policy & Guidance on Lawful Surveillance for approval.
- 1.9 The Office of the Surveillance Commissioner inspected the Council's RIPA procedures and activity in 2017. A set of recommendations were made and subsequently incorporated into an amended lawful surveillance policy agreed by the Strategy & Resources Committee in April 2018. In 2019, no changes to the policy were felt necessary following a review of the law and good practice. The Audit, Crime & Disorder and Scrutiny Committee approved the Council's Policy & Guidance on Lawful Surveillance for 2019/20. It noted that no applications had been made by the Council under RIPA during 2018/19.

Improving Services and Adding Value

- 1.10 At the beginning of the year the Committee received the Annual Internal Audit Report 2018/19 from internal auditors RSM. This report included the Head of Internal Audit's opinion. No reports were issued with a 'no assurance' level during 2018/19, but two reports, Health & Safety and Project Management – Ebbisham Exit, were issued with partial assurance. A follow up of actions agreed to address internal audit findings of 2017/18 showed that the Council had made good progress in implementing the agreed actions. The Head of

Internal Audit's overall opinion recorded that the Council had an adequate and effective framework for risk management, governance and internal control. To ensure it remained adequate and effective, enhancements to the framework were identified.

- 1.11 At the same meeting the Committee confirmed the adequacy of the arrangements made for preparing the Council's Annual Governance Statement. The Committee considered and endorsed the 2018/19 Annual Governance Statement prior to it being certified by the Chief Executive and Chairman of Strategy & Resources Committee.
- 1.12 The Audit, Crime & Disorder and Scrutiny Committee received two internal audit progress reports from the new internal auditors, Southern Internal Audit Partnership (SIAP), appointed from 1 April 2019 for four years. These reports updated the Committee on work against the Internal Audit Plan 2019/20. SIAP attended these Committee meetings to present their findings and answer members' questions. Progress on the implementation of outstanding high and medium internal audit recommendations made by RSM prior to 1 April 2019 was reported to the Committee midway through the year.
- 1.13 Finally, the Committee received a report which enabled it to meet its responsibilities for monitoring the development of the Council's risk arrangements. The Committee confirmed that it was satisfied with the arrangements in place for risk management and following review of the Leadership Risk Register, the Committee did not identify any risks which it wished to raise with the Leadership Team.

Conclusion

- 1.14 The Audit, Crime & Disorder and Scrutiny Committee wishes to record its thanks to all those who contributed to the work of the Committee over the year.

This page is intentionally left blank

CALENDAR OF MEETINGS 2021-2022

Head of Service:	Amardip Healy, Chief Legal Officer
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – draft Municipal Calendar 2021-22

Summary

Approval of the extended Municipal Calendar from May 2021 to July 2022.

Recommendation (s)

The Council is asked to:

- (1) Approve the Municipal Calendar for 2021-2022.**

1 Reason for Recommendation

- 1.1 It is necessary to set dates for meetings of the Council, its Committees, Sub-Committees and Advisory Panels for the forthcoming year to enable their business to be efficiently processed.
- 1.2 A programme of meetings for 2021-22 has been devised on a similar basis as the current year's original programme in terms of the number of meetings, along with their scheduling for Tuesdays and Thursdays where possible. This pattern of meetings was to regularise the days of the week on which meetings occur.
- 1.3 To enable clearer forward-planning, the Calendar has been extended beyond the end of the next Municipal year, to July 2022.
- 1.4 Dates cannot be scheduled for the Licensing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.
- 1.5 The draft Municipal Calendar for approval is attached at **Appendix 1**.

2 Background

- 2.1 In drawing up the Calendar of Meetings for 2021-2022 (Appendix 1), the main considerations have been the need to retain certain reporting chains as far as practicable (e.g. Financial Policy Panel reporting to Strategy and Resources Committee), the timing of fiscal requirements, and any constraints as a result of the Surrey County Council Elections on 6 May 2021. Consideration has also been given as far as practicable to school holidays.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

- 3.1.1 An effective decision-making programme should enable all committees and the Council to process business with the minimum of delay. If a forward-looking calendar were not to be agreed, uncertainty over the Council's ability to complete its business would result.

3.2 Crime & Disorder

- 3.2.1 None.

3.3 Safeguarding

- 3.3.1 None.

3.4 Dependencies

- 3.4.1 None.

3.5 Other

- 3.5.1 None.

4 Financial Implications

- 4.1 The need to preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for Officers at certain points of the year and, whilst not the overriding consideration, the calendar has been devised to try and manage peaks in workload.
- 4.2 **Section 151 Officer's comments:** The proposed calendar will enable to Council to meet statutory financial reporting and budget setting deadlines.

5 Legal Implications

- 5.1 Legislation requires that Agendas are published five clear working days before a meeting.
- 5.2 The Council is entitled to amend any of the dates in the Calendar of Meetings at this time, but should note that it is required to approve a programme of ordinary meetings of the Council for the year at its annual meeting, under FCR 2.1 of Part 4 of the Constitution. By considering and approving the extended calendar early allows the Council to plan more effectively for its decision making processes.
- 5.3 **Monitoring Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.
- 6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None.
- 6.4 **Sustainability Policy & Community Safety Implications:** None.
- 6.5 **Partnerships:** Dates of meetings of Outside and Joint bodies, such as the Epsom and Walton Downs Conservators and Nonsuch Park Joint Management Committee are agreed by those bodies, but included within the Council's Calendar of Meetings to provide a comprehensive reference for Councillors and the public

7 Background papers

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

Previous reports:

- Calendar of meetings 2020-21, Council 18 December 2019

Other papers:

- None

This page is intentionally left blank

Meetings open to the public (start time as stated, unless otherwise amended on agenda papers)	MEETINGS OF THE COUNCIL AND COMMITTEES – MAY 2021 TO JULY 2022																	
	Normal Time	2021								2022								
		May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
COUNCIL	19.30 hrs	18a		20					7			15b		19	17a		19	
AUDIT, CRIME & DISORDER & SCRUTINY COMMITTEE	19.30 hrs		15					18				3		7		14		
COMMUNITY & WELLBEING COMMITTEE	19.30 hrs		10					5			18		17			9		
ENVIRONMENT & SAFE COMMUNITIES COMMITTEE	19.30 hrs	25						19			25		22		24			
EPSOM & WALTON DOWNS CONSERVATORS	18:00 hrs		21					8			TBA					TBA		
EPSOM & WALTON DOWNS CONSULTATIVE COMMITTEE	18:00 hrs							13					TBA					
FINANCIAL POLICY PANEL	18.00 hrs		24					7		30		1				23		
HEALTH LIAISON PANEL	19.00 hrs			1					9				8				5	
HUMAN RESOURCES PANEL	17.00 hrs			8						14							7	
LICENSING & PLANNING POLICY COMMITTEE (<i>Note: LICENSING SUB COMMITTEES arranged as required</i>)	19.00 hrs	27		15				9	21	11	2	20		3	26	26	14	
NONSUCH PARK JMC	Nonsuch Mansion House at 10:00 hrs		21						18			24			25		20	
PLANNING COMMITTEE	19.30 hrs	20	17	22				2	7	4	9	13	10	10	21	19	16	21
SHAREHOLDERS SUB COMMITTEE	18.30 hrs								23			24						
STANDARDS COMMITTEE	19.00 hrs		8						2							7		
STRATEGY & RESOURCES COMMITTEE	19.00 hrs			27				21		16		27		29			26	
<i>SURREY COUNTY COUNCIL EPSOM & EWELL LOCAL COMMITTEE (all at 19.00 hrs except December meeting at 14.00hrs – venues various)</i>	all at 19.00 hrs except December meeting at 14.00 hrs		TBA					TBA			TBA			TBA			TBA	
NOT open to the public																		
Briefing Evenings		24	29	12				16	18	15	13	11	14	24	28	16	30	11

a	Annual Meeting (Mayor Making) at 19.00 hrs
b	Budget meeting (determination of Council Tax)

This page is intentionally left blank