

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE  
held at the Council Chamber, Epsom Town Hall on 26 May 2022**

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**PRESENT -**

Councillor Steven McCormick (Chair); Councillor Peter O'Donovan (Vice-Chair);  
Councillors Steve Bridger, Neil Dallen, Liz Frost, Rob Geleit, David Gulland (as  
nominated substitute for Councillor Julie Morris), Barry Nash and Phil Neale

In Attendance:

Absent: Councillor Julie Morris and Councillor Peter Webb

Officers present: Victoria Potts (Head of Place Development), Ian Mawer (Planning  
Policy Manager) and Stephanie Gray (Senior Democratic Services Officer)

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**43 QUESTION TIME**

No questions were received from members of the public.

**44 DECLARATIONS OF INTEREST**

Councillors made the following declarations of interest regarding items on the  
agenda:

Declarations of Interest

Councillor Liz Frost, Other Interest: In the interests of openness and  
transparency, Councillor Liz Frost declared that she is a member of the Epsom  
Civic Society, and that she came to the meeting with an open mind.

Declarations of Interest

Councillor Neil Dallen CBE, Other Interest: In the interests of openness and  
transparency, Councillor Neil Dallen declared that he lives in Town Ward, is a  
Councillor for Town Ward and has an interest in Town Ward. Councillor Dallen  
confirmed that he came to the meeting with an open and unbiased mind.

Declarations of Interest

Councillor Steven McCormick, Other Interest: In the interests of openness and  
transparency, Councillor Steven McCormick declared that he is a member of the  
Epsom Civic Society, and that he came to the meeting with an open mind.

**45 MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting of the Licensing and Planning Policy Committee held on 26 April 2022 were agreed as a true record and signed by the Chair.

**46 STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

The Committee received a paper submitted to it for a decision to undertake a public consultation on an updated Draft Statement of Community Involvement in line with the Council's statutory requirements.

The following matters were considered by the Committee:

- a) **Communication regarding consultation period:** Officers confirmed that communication would also be sent to everyone on the database who has expressed an interest in planning matters. This communication is in addition to publication on the Council's webpage, and the consultation material that will be available at the Town Hall and libraries within the Borough.
- b) **Update/re-validation of Supplementary Planning Document (SPD):** a Councillor enquired whether there was a need to re-validate the SPD to give it additional weight. Officers confirmed that if this proves necessary, it having been reviewed, this will be done.
- c) **CIL Charging Schedule:** Officers confirmed that the CIL Charging Schedule will be reviewed as part of the Local Plan process.

Following consideration, it was resolved:

- (1) **To approve the revised draft Statement of Community Involvement (Appendix 1 of this report), inclusive of additional clarification regarding Section 6, (in consultation with the Chair and the Vice Chair) for a four-week public consultation period.**

**47 PLANNING FRAMEWORK - LOCAL PLAN PREPARATION**

The Committee received a report setting out the framework in which the new local plan will be prepared.

An up-to-date framework is presented which includes changes to the basis on which the council will prepare the local plan to reflect changes in national planning policy and the revised evidence base.

This will be what shapes the strategic direction of the spatial strategy and policies of the new Local Plan.

The following matters were considered by the Committee:

- a) **Key evidence base:** it was noted that the Strategic Housing Market Assessment (SHMA) 2016, is to be superseded by the Housing and Economic Development Needs Assessment (HEDNA).
- b) **Climate change:** A Councillor asked how far the Local Plan can go in respect of climate change goals. An Officer explained that the Plan can set targets in excess of national standards relating to water and energy efficiency, however viability will always need to be considered.

Following consideration, it was resolved to:

- (1) **Agree the revised planning framework which will be the foundation for the Local Plan preparation, incorporating minor changes to the framework, in consultation with the Chair and the Vice Chair.**
- (2) **Agree the framework will be kept under review and any changes to national planning policy which have implications for the local plan preparation will be reported to the LPPC.**

#### 48 PLACE DEVELOPMENT - FUNDING ALLOCATION

The Committee received a report setting out that Council has been successful in securing funding to enable the development of a community led masterplan for Epsom Town Centre as follows: -

£100,000 through the LEP Regional Projects Development Fund to fund the development of an Epsom Town Centre Masterplan.

£125,000, from The Department for Levelling Up, Housing and Communities Round 2 of the PropTech Engagement Fund to fund digital community engagement associated with the Epsom Town Centre Masterplan.

In addition, as part of a Joint East Surrey bid, the Council has been successful in securing £125,000 through the LEP to provide a Shared East Surrey Economic Development Initiative.

The Committee considered the following matters:

- a) **Purpose of the funds:** Officers stated that the purpose of the funds was to fund specialist external input.
- b) **Timeframe to spend funds:** Officers stated that the time available within which the funds have to be spent, is tight, and that all funds have to have been spent by the end of September 2022.
- c) **Epsom Town Centre Masterplan:** it was agreed that the word "leisure" be added to bullet 2 under item 2.3 so that it reads: "The facilities and infrastructure that would be needed to support the development of key sites (parking, retail, social, community, transport and leisure)".

Following consideration, it was resolved to:

- (1) Agree to delegate authority to the Head of Place Development to use the allocation of £100,000 awarded to the Council through the LEP Regional Projects Development Fund for the development of an Epsom Town Centre Masterplan.**
- (2) Agree to delegate authority to the Head of Place Development to use the allocation of £125,000 awarded to the Council through The Department for Levelling Up, Housing and Communities Round 2 of the PropTech Engagement Fund digital community engagement for the Epsom Town Centre Masterplan**
- (3) Agree to delegate authority to the Head of Place Development to use the allocation of £125,000 to the four East Surrey local authorities through the LEP to provide a Shared East Surrey Economic Development Initiative.**
- (4) Note that the consultation period is from the end of July 2022 to 31 August 2022.**

*The meeting began at 7.30 pm and ended at 8.34 pm*

COUNCILLOR STEVEN MCCORMICK (CHAIR)