

Urgent Decisions Summary Document

Officer Title	Responsible Committee	Form No.	Date Issued / Signed by CEX	Subject	Date Reported in Members' News	Reason for Use of Urgent Decision Form	Financial Implications	Source of Funding
Head of Place Development	LPP	642	08/06/2023	AONB Review Consultation Response	08/06/2023	Committee timings: To submit EEBC's response to AONB Review consultation before the deadline.	£0	N/A
Head of Place Development	LPP	643	08/06/2023	Environmental Outcomes Consultation Response	09/06/2023	Committee timings: To submit EEBC's response to Environmental Outcomes consultation before the deadline.	£0	N/A
Head of Place Development	LPP	644	08/06/2023	Government Technical Consultation on the Infrastructure Levy Response	09/06/2023	Committee timings: To submit EEBC's response to Government Technical Consultation on the Infrastructure Levy before the deadline.	£0	N/A
Head of Finance	S&R	645	23/06/2023	Household Support Fund Tranche 4	23/06/2024	To enable the first tranche of the funding to be released to the recipient immediately in order for the funding to be allocated to residents in the intended time period.	£50,000	Government: Household Support Fund
Head of Property & Regeneration	S&R	646	18/07/2023	Gas Contract Renewal 1 & 2	18/07/2023	Urgent approval to enter into a contract with an energy supplier for Gas supply. Quick turnaround times, from quote to contractor signature, are necessary in this sector to secure quoted energy prices, which are only held for a limited time and subject to volatile energy prices (due to external factors, e.g. the war in Ukraine).	£363,540	Estimated total contract value. Revenue Budget.

Head of Place Development	LPP	647	20/07/2023	Statement of Common Ground between Elmbridge BC and Epsom & Ewell BC regarding the emerging Local Plans	18/07/2023	To meet the timescales for Elmbridge BC to progress their local plan, which did not align with LPP Committee.	N/A	N/A
Head of Place Development	Planning	648-650 653-668 56-57 73-74 76-85	31/07/23 > 07/08/23	Grouped planning related decisions		Authorised by Director during review of scheme of delegation.	£0	N/A
N/A	N/A	651 & 652	N/A	Decision not progressed and subsequently closed	N/A	N/A	N/A	N/A
Director of Corporate Services	Council	669	08/08/2023	Scheme of Delegation	09/08/2023	The volume of business would mean it is prejudicial to the smooth running of the council to have to wait until the next scheduled meeting.	£0	N/A
N/A	N/A	670	N/A	N/A Form Cancelled	N/A	N/A	N/A	N/A
N/A	N/A	671	N/A	Duplication of Form 111 below.	N/A	N/A	N/A	N/A
N/A	N/A	1-55 58-72 75 86-96 98-108	27/07/2023 > 04/10/2023	Standard delegated decision	N/A	The Urgent Decision Form was used to record standard delegated decisions while the Council was updating its record keeping processes.	N/A	N/A
Director of Corporate Services	N/A	97	08/08/2023	Updated scheme of delegation	N/A	Duplication of Form 669.	N/A	N/A
Head of Finance	S&R	109	04/10/2023	2024/25 Surrey/Sutton Business Rates Pool	17/11/2023	The invitation was received from Surrey County Council, with an urgent response required before the next committee.	£150,000	Expected benefit of remaining in the Pool.

Parking & Enforcement Manager	E	110	09/10/2023	Vary car parking charges	09/10/2023	To enter into parking agreement with local gym in Ewell and to agree concessionary rate of parking for local NHS parking permits. Could not wait for the next committee due to impact on the organisations subject to these proposals.	Gym to cover costs of parking so no loss to Council. Permits to generate income for Council in region of £15k per annum.	N/A
Director of Corporate Services	S&R	111	10/10/2023	To agree payments to be made to 7 residents who are attending university outside of the borough in accordance with the legacy from Chuter Ede trusts	13/10/2023	Payments needed to be made as soon as possible, prior to the next committee meeting.	£1,750	Chuter Ede Trusts Fund
Transport & Waste Services Manager	E	112	16/11/2023	Response to Simpler Recycling consultation	17/11/2023	Response deadline did not align with committee meeting dates.	N/A	N/A
Head of Housing & Community	C&W	113	20/11/2023	Response to Legal Route Cap consultation	15/05/2024	Short consultation window.	£0	N/A
Revenue & Benefits Manager	S&R	114	11/01/2024	Household Support Fund 4	11/04/2024	To enable distribution of HSF funds by the scheme deadline of 31 March 2024, officers need to commence work immediately and before the next scheduled S&R committee which is in two weeks on 25 January.		
CFO & S151 Officer	S&R	115	11/01/2024	Consultation response to provisional 2024/25 government finance settlement	11/03/2024	Consultation response deadline was before the next committee.		
Principal Licensing Officer	LPP	116	05/03/2024	Hypnotism Performance at Epsom Playhouse	15/05/2024	Insufficient time to meet performance deadline.	N/A	N/A

Transport & Waste Services Manager	E	117	07/03/2024	Two Defra consultations on Extended Producer Responsibility (EPR) scheme for Waste Electrical and Electronic Equipment (WEEE)	11/03/2024	Timing of the consultations.	N/A	N/A
N/A	N/A	118	N/A	Decision not progressed and subsequently closed	15/05/2024	N/A	N/A	N/A
N/A	N/A	119	N/A	Decision not progressed and subsequently closed	15/05/2024	N/A	N/A	N/A
Planning Policy Manager	LPP	120	26/03/2024	Response to Government Consultation – Strengthening planning policy for brownfield development	27/03/2024	Insufficient time to meet consultation response deadline.	£0	N/A
Estates Surveyor	S&R	121	20/05/2024	Lease renewal to Bambini Nursery, Ewell Court House	21/05/2024	There was a significant risk the Council would lose the negotiated and favourable agreement if it waited until the next committee. Consequently EEBC was financially exposed, potentially leaving the Council with a vacant unit and loss of income.	£55,000	N/A
Head of Place Development	LPP	122	09/04/2024	Response to Government Consultation – Changes to various permitted development rights	12/04/2024	Timing of the consultation.	£0	N/A
Parking & Enforcement Manager	E	123	30/04/2024	Amendment to Evening Parking Fee in Ashley Centre Car Park	30/04/2024	Several complaints related to this matter had been received and any further delay was likely going to have a further negative impact on car park usage and Epsom Playhouse attendance.	To be seen. Aim is that current levels of parking visitors are retained at £5 for 5 hours rather than lost due to £7 fee.	N/A

Community Development Manager	S&R	124	07/05/2024	Household Support Fund 5 (HSF5)	08/05/2024	To enable distribution and spend of HSF funds by the scheme deadline, which was prior to the next committee meeting.	£88,000	Government: Household Support Fund
Parking & Enforcement Manager	E	125	13/05/2024	Police Parking Hope Lodge	13/05/2024	The parking was required before the next committee.	£6,250	Surrey Police
Parking & Enforcement Manager	E	126	13/05/2024	Playhouse Production Parking	13/05/2024	The parking concession for the production team was required in time for the Production, which was before the next committee.	Limited. Up to 10 crew staying all day offered £8 Parker card rate. Would otherwise have most likely parked elsewhere. Supports Playhouse event.	N/A
Director of Corporate Services	S&R	127	17/05/2024	Procurement of Document Management Software	17/05/2024	To sign the contract to progress the implementation at the price agreed.	£309,600	Capital and Revenue budgets.
Parking & Enforcement Manager	E	128	23/05/2024	Festival of Arts - Bourne Hall Parking	29/05/2024	Event takes place prior to next Committee.	Limited. 2 hr parking rate allows all day parking to encourage dwell time at event.	N/A
Community Development Manager	C&W	129	03/06/2024	Community Football	03/06/2024	To renew an SLA for the community football scheme, which was needed before the next committee.	£7,700	Service budget
Community Development Manager	C&W	130	03/06/2024	Epsom & Ewell Refugee Network	03/06/2024	Renew an SLA to for refugee network, which was needed before the next committee date.	£10,000	Government funding