

# **Matter 1:**

# **Legal Compliance and the Duty to Cooperate**

**14 August 2025**

## **Appendices**

**M1a to M1h**

## Contents

Appendix M1a - Strategic Transport Modelling meeting note 17092024 (Q1.4).....	3
Appendix M1b Transport mitigation meeting 14012025 (Q1.5).....	4
Appendix M1c LCWIP Meeting notes (Q1.6).....	5
23-09-28 - Epsom and Ewell LCWIP - PR1.....	6
23-10-12 - Epsom and Ewell LCWIP - PR2 MeetingNotes.....	9
23-10-26 - Epsom and Ewell LCWIP - PR3 Meeting Notes.....	12
23-11-09 - Epsom and Ewell LCWIP - PR4 MeetingNotes.....	14
231207 - Epsom and Ewell LCWIP - PR5 MeetingNotes.....	17
240104 - Epsom and Ewell LCWIP - PR6 MeetingNotes.....	19
240118 - Epsom and Ewell LCWIP - PR7 MeetingNotes.....	22
240201 - Epsom and Ewell LCWIP - PR8 MeetingNotes.....	26
240222 - Epsom and Ewell LCWIP - PR9 MeetingNotes.....	32
240229 - Epsom and Ewell LCWIP - PR10 MeetingNotes.....	35
240314 - Epsom and Ewell LCWIP - PR11 MeetingNotes.....	37
240411 - Epsom and Ewell LCWIP - PR12.....	39
240425 - Epsom and Ewell LCWIP - PR13.....	42
240523 - Epsom and Ewell LCWIP - PR14 Meeting Notes.....	45
Appendix M1d PWG Minutes (Q1.7).....	48
PWG Minutes 24 May 2022 - redacted.pdf.....	49
PWG Minutes 6 July 2022 - redacted.pdf.....	55
PWG Minutes 21 September 2022- redacted.pdf.....	58
PWG Minutes 25 November 2022 - redacted.pdf.....	63
PWG Minutes 6 February 2023 - redacted.pdf.....	68
PWG Minutes March 2023 - redacted.pdf.....	72
PWG Minutes 6 June 2023 - redacted.pdf.....	78
PWG Minutes 12 September 2023 - redacted.pdf.....	82
PWG Minutes28 November 2023 - redacted.pdf.....	87
PWG Meeting Notes 24 January 2024 - redacted.pdf.....	93
PWG Meeting Notes - October 2024 - redacted.pdf.....	96
PWG Meeting Notes 4 December 2024 - redacted.pdf.....	99
Appendix M1e - UCS sites (Q1.8).....	101
Appendix M1f EEBC town centre car park survey report 2023 (Q1.10).....	106
Appendix M1g LP Pause (Q1.11).....	154
1 M1g Full Council Minutes 22 March 2023.....	155
2 M1g Full Council Agenda LP Pause - 22 March 2023.....	158
Agenda.....	158
2 Motion.....	162
3 M1g LPPC Report - 26 September 2023 - Unpausing the Local Plan.....	168
4 M1g Full Council - Local Plan UnPause - 16 October 2023.....	180
Agenda.....	180
2 Unpausing the Local Plan.....	184

5 M1g Council minutes 24 October 2023.....	209
Appendix M1h Local Development Scheme - November 2022 (Q2.14).....	214

**Meeting note:** Transport Modelling meeting

**Attendees:**

Surrey County Council: Principal Transport Planner and PDP (Professional Development Programme) Transport Planner

Epsom & Ewell Borough Council: Principal Policy Planner

**Date:** 17/09/2024 (Teams Meeting)

The purpose of the meeting was to catch up on progress with the Strategic Transport Modelling Report. The brief meeting identified when the draft report could be expected to be received (October 24) and when subsequent work on identifying potential mitigation would be undertaken (January 25). There was a short discussion on the content of the draft report, which included Surrey's Local Transport Plan (LTP4) and Epsom and Ewell's Local Cycling and Walking Infrastructure Plan (LCWIP).

**Meeting note:** Potential transport mitigation Local Plan**Attendees:**

Surrey County Council: Principal Transport Planner, Passenger Transport Projects Team Manager, Transport Development Planning Manager, Principal Transport Development Planning Officer and Principal Planning Officer

Epsom & Ewell Borough Council: Principal Policy Planner

**Date:** 14/01/2025 (Teams Meeting)

The main Strategic Transport Modelling Report identified that mitigation “is most likely to focus on reducing the reliance on the private car but is recommended that this is not limited to the occupiers of the Local Plan sites and should consider all transport users in the borough.” SCC’s Local Transport Plan 4 (LTP4) and the Epsom and Ewell Local Cycling and Walking Infrastructure Plan (LCWIP) were referenced.

This meeting was to discuss potential mitigation to support the delivery of the Local Plan, specifically related to the quantum of development anticipated in and around the ‘hospital cluster’ area, which includes sites SA31, SA32, SA34 and SA35.

It was identified that this area is currently served by the E9 and E10 bus routes, with roughly half hourly frequency. The discussion considered whether the potential increase in population could be sufficient to support an increased frequency of service. It was agreed that this would be a possibility and the wording of policy SA35 could be amended to reflect this. SCC would send through some potential wording. Due to EEBC being at the Regulation 19 consultation stage, this would be reflected in SCC’s response to the consultation.

Contents

23-09-28 - Epsom and Ewell LCWIP - PR1..... 2

23-10-12 - Epsom and Ewell LCWIP - PR2 MeetingNotes..... 5

23-10-26 - Epsom and Ewell LCWIP - PR3 Meeting Notes..... 8

23-11-09 - Epsom and Ewell LCWIP - PR4 MeetingNotes..... 10

231207 - Epsom and Ewell LCWIP - PR5 MeetingNotes..... 13

240104 - Epsom and Ewell LCWIP - PR6 MeetingNotes..... 15

240118 - Epsom and Ewell LCWIP - PR7 MeetingNotes..... 18

240201 - Epsom and Ewell LCWIP - PR8 MeetingNotes..... 22

240222 - Epsom and Ewell LCWIP - PR9 MeetingNotes..... 28

240229 - Epsom and Ewell LCWIP - PR10 MeetingNotes..... 31

240314 - Epsom and Ewell LCWIP - PR11 MeetingNotes..... 33

240411 - Epsom and Ewell LCWIP - PR12..... 35

240425 - Epsom and Ewell LCWIP - PR13..... 38

240523 - Epsom and Ewell LCWIP - PR14 Meeting Notes..... 41



## Epsom and Ewell LCWIP

### Project progress update PR1: 28<sup>th</sup> September 2023

#### Key topics to be discussed in the meeting / clarifications

1. Outstanding information, as follows:
  - Epsom Town Centre Master Plan
  - Epsom and Ewell Local Plan layers
  - Data required for:
    - Development areas – have the information on dwellings and timescales, but not the status of these (unless they are all 'approved'?)
    - Ped/Cyclist collision data – or check whether we should use crash map
    - Trip attractors – require further QGIS information on land use e.g. schools, health facilities, libraries, parks (all with names)
    - Future planned transport schemes
    - Pedestrian and cycle count data
2. Elected members briefing meeting: Date and invitees list
3. SCC LCWIP online commonplace survey

Look back	Date
Internal Atkins team mobilised	13 <sup>th</sup> September
Inception meeting	14 <sup>th</sup> September
Review of existing studies, and existing data	On going

Actions / look forward	Date
Review of existing studies, sites, and proposals	10 <sup>th</sup> October (tbc) <sup>1</sup>
Send invite for Elected members briefing meeting	October (tbc)
Data analysis and GIS mapping	20 <sup>th</sup> October (tbc)

Key risks	Actions
Misalignment between programme and governance timescales. Delays to programme and/or lack of delivery of outputs in time for appropriate governance / sign-off.	Fortnightly meetings and updates on the programme to be communicated with the client
Data provided by EEBC and / or SCC are not the latest or inaccurate. Delays to programme and additional work to re-format information	Re-work as information is uncovered. Inception meeting with SCC and EEBC to confirm available data.
The number of routes identified in the study may exceed the anticipated amount and/or stakeholder feedback may need consideration of additional requirements beyond the current scope. Changes to programme and cost to be agreed due to additional scope.	Utilise MCAF or similar to rank options and thus eliminate poorer scoring options early on.

<sup>1</sup> Epsom Town Centre Masterplan information required.



Routes may be identified which require works outside the study area / district boundary / county boundary. Risk to the feasibility of a proposed connection if the relevant parties are not engaged with during the LCWIP development. Risk to the quality/attractiveness of the proposed intervention if the scheme is forced to end at the borough/county boundary.

Regular meetings with EEBC and SCC project team and ensure that the design is reviewed to mitigate against any short coming. Information and elements that will support the outcome of the study will be included in the report. Meetings with neighbouring authorities planned as part of the scope

Not achieving consensus on the shortlist of options amongst the Steering Group and stakeholders. Delays to programme as consensus is found. Potential for undermining credibility of results.

At every stage, work openly with stakeholders to agree principles of approach, gather their ideas, and understand their concerns technically and politically. Present options for discussion rather than agreed positions.

SCC, EEBC and / or stakeholders object to the outcomes of the study, if the outcome of the study shows a weak active travel component. Delays to programme and additional work to re-format information

Regular meetings with EEBC and SCC project team as well as stakeholders to ensure that the design is reviewed to mitigate against any short coming. Information and elements that will support the outcome of the study will be included in the report.

Views are not shared with Stakeholders outside the borough boundary (e.g. neighbouring counties/boroughs). The effect would make the document less effective and could result in schemes which end at county boundaries and don't tie-in with a) existing infrastructure the other side and b) planned schemes by other local authorities

In collaboration with and seeking advice from SCC relevant stakeholders will be identified and engaged with during the early stages of the project as to reduce the risk of abortive work and ensure proposed interventions and routes tie-in.

Upcoming meetings	Date / time / location	Attendees
Regular progress meeting (recurring fortnightly invite shared)	Thursday, 12 <sup>th</sup> October from 14.00 to 15.00pm	Atkins Surry County Council Epsom and Ewell Borough Council

## Programme

Dates	Milestone
<b>14 September 2023</b>	Mobilisation
<b>10 October 2023</b>	Task 1: Policy and Previous Study Review
<b>20 October 2023</b>	Task 2: Data Analysis
<b>20 November – 8 December 2023</b>	Task 3a: Stakeholder Engagement Workshop 1
<b>19 February – 8 March 2024</b>	Task 3b: Stakeholder Engagement Workshop 2
<b>17 November 2023</b>	Task 4a: Cycle Network
<b>16 February 2024</b>	Task 4b: Cycle Network – proposed interventions





<b>17 November 2023</b>	Task 5a: Walking Network
<b>16 February 2024</b>	Task 5b: Walking Network – proposed interventions
<b>29 March 2024</b>	Task 6: Route Prioritisation and Costing
<b>12 April 2024</b>	Task 7: Main Report – 1 <sup>st</sup> draft
<b>10 May 2024</b>	Task 7: Main Report – Final report
<b>September 2024</b>	Task 8: Summary Report (assuming a 3-month gap between report submission and approval of LCWIP by SCC and EEBC)

# MEETING NOTES

## Epsom & Ewell LCWIP

**SUBJECT:**

Progress Meeting 2

**MEETING PLACE:**

MS Teams

**DATE AND TIME:**

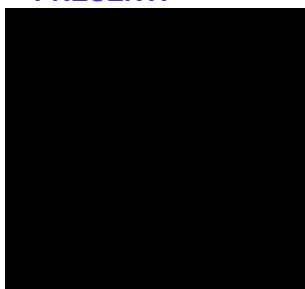
12/10/2023

**MINUTES BY:**

RS

**MEETING NO:**

3

**PRESENT:****REPRESENTING:**SCC  
SCC  
SCC  
SCC  
SCC  
SCC  
EEBC  
AtkinsRéalis

Item	Description and Action	Deadline	Responsible
1.	Introductions		
2.	<b>Programme update</b> RS provided an update on the progress over the last fortnight. This included collecting and reviewing the relevant background information to help build the networks. The policy/previous studies review and background data mapping is in progress.		Atkins

**NEXT MEETING:** 26/10/2023**DISTRIBUTION:** Attendees & Apologies**DATE ISSUED:** 13/10/2023**FILE REF:** PR2**NOTE TO RECIPIENTS:**

These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
3.	<b>Outstanding data / information</b> RS reviewed some outstanding data requests and queries that had arisen. This included: <ul style="list-style-type: none"> <li>Surrey Forward Programme - NM noted that the 'Forward Programme' is now superseded by the Strategic Infrastructure Plan (SIP). NM will review and identify if any schemes in the SIP relevant to Epsom &amp; Ewell and provide to the Atkins team.</li> <li>NP noted that the Road Safety Working Group for the borough has identified some road safety schemes in the area. These are mostly small scale interventions. Not all are currently funded, but could be priorities in future years. <i>[post meeting note – NP provided the list to Atkins]</i></li> <li>RS noted that the Surrey Cycle Strategy (2014-2016) had an objective to undertake follow-on Local Cycle Plans for each borough/district, and queried whether one had been done for Epsom and Ewell. NM stated that he wasn't aware of one being completed for EEBC, and the LCWIP would supersede any previous plans. WP added that she wasn't aware of a plan document, but noted that there was a walking and cycling map available on the <a href="#">EEBC website</a>.</li> <li>RS asked about Local Plan GIS data. WP confirmed it was uploaded to the share point site (GIS mapping subfolder)</li> </ul>	18/10/2023	NM/JI
4.	<b>Members Briefing</b> The group confirmed a preferred date for the local members briefing: Thursday 2 November, 6 to 7pm. RS to draft a meeting invite to provide some context/background of the project, share with SCC/EEBC. JI to provide members distribution list. This to include EEBC members and SCC members (from Epsom & Ewell). RS to then send meeting invites. The briefing will be via Teams. Atkins to prepare presentation, following similar format to the inception meeting and used in other districts/boroughs. Share with SCC/EEBC for comment. SL raised the risk that there could be some confusion with the recent Ewell Village Plans, as there was recent engagement on that and there is some overlap with the aims of the LCWIP. Suggested the team note the Ewell Village Plans during the briefing and be clear the LCWIP is a separate study but there is coordination between the two. Members/cllrs from Ewell who have been involved in the scheme are: [REDACTED].	16/10/2023 16/10/2023 18/10/2023 26/10/2023	RS JI RS GC/RS

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
	AB also noted the Stoneleigh Placemaking Project, and that Cllrs [REDACTED] (SCC) and [REDACTED] (EEBC) have been involved.		
5.	<b>SCC LCWIP Commonplace Platform</b> Comms from SCC and EEBC went out last week to re-publicise the site for the LCWIP. SCC will take a snapshot of the data on 25 October for use in the LCWIP.	25/10/2023	SCC
6.	<b>Early Engagement Workshops</b> RS noted that the first round of early engagement workshop were expected to be in mid-November. These would be to provide feedback and input on the draft network plans for walking and cycling. RS suggested the team start to compile a stakeholder list, which could be discussed at the next progress meeting. NM clarified that this was early engagement. External stakeholders usually tended to be from local cycling and walking groups. In other areas, representatives from schools, local businesses or local business groups, residents associations, etc have also been invited, but usually for the stage 2 workshops when there is a more focused geographic area (i.e., specific routes to discuss). SCC would compile a list and were open to suggestions from the team. NP noted that the Epsom Accessibility Forum had provided input to Plan E. It may be worth considering inviting a representative to the LCWIP engagement meetings.	26/10/2023	SCC

# MEETING NOTES

## Epsom & Ewell LCWIP

**SUBJECT:**

Progress Meeting 2

**MEETING PLACE:**

MS Teams

**DATE AND TIME:**

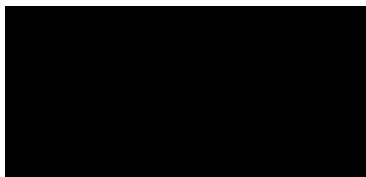
26/10/2023

**MINUTES BY:**

GC

**MEETING NO:**

3

**PRESENT:****REPRESENTING:**SCC  
SCC  
SCC  
AtkinsRéalis  
AtkinsRéalis

Item	Description and Action	Deadline	Responsible
1.	<b>Programme update</b> GC provided an update on the progress over the last fortnight. This included completing the previous policies and studies review, and finalising the background information review. The only outstanding item is the commonplace data, which will be received on the 27 <sup>th</sup> October. RS set up the elected members briefing call for 2 <sup>nd</sup> November at 18.00. 12 invitees have accepted so far. GC shared the maps the team has prepared to give an indication on the work completed so far.		Atkins

**NEXT MEETING:** 09/11/2023**DISTRIBUTION:** Attendees & Apologies**DATE ISSUED:** 27/10/2023**FILE REF:** PR3**NOTE TO RECIPIENTS:**

These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
2.	<b>Network development</b> GC informed the team that the Atkins team has started the process of developing the walking and cycling networks. In the next progress meeting a draft long list will be presented.		
3.	<b>Stakeholder Workshops</b> GC noted that the first round of the of early engagement workshop were expected to be in the last week of November to mid-December. The project team should discuss potential dates for the meetings. SL recommended Atkins to send possible dates and SCC and EEBC colleagues to check their calendars so we will have confirmed dates by the next progress call.		Atkins
4.	<b>AOB</b> NP referred to Plan E, and noted that only about half of the scheme proposals were implemented due to cost constraints.  NP added that crossing improvements are required within the borough, including introducing pedestrian/cycle crossing at existing traffic signals.  NP commented on rail ridership and railway station usage in Epsom, which has decreased significantly since covid as ways of working have changed and people continue to work from home. Epsom as a commuter town has seen a decrease in the number of commuters to and from London. Traffic flows have reduced too, as well as cycle commuter flows. However, the number of leisure cyclists and scooters has increased significantly. NP also noted there have been some store closures in the town centre over the past year (e.g., Poundland, Wilco)  NP also mentioned that a lot of the traffic on the A24 is through traffic to London.		

# MEETING NOTES

## Epsom & Ewell LCWIP

<b>SUBJECT:</b>	<b>MEETING PLACE:</b>	<b>DATE AND TIME:</b>	<b>MINUTES BY:</b>
Progress Meeting 4	MS Teams	09/11/2023	GC
	<b>MEETING NO:</b>	<b>PRESENT:</b>	<b>REPRESENTING:</b>
	5		EEBC SCC SCC SCC SCC SCC SCC SCC SCC AtkinsRéalis AtkinsRéalis

NEXT MEETING:	09/11/2023		
DISTRIBUTION:	Attendees & Apologies		
DATE ISSUED:	27/10/2023	FILE REF:	PR3

**NOTE TO RECIPIENTS:**  
These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
1.	<b>Programme update</b> <p>██████ provided an update on the progress over the last fortnight. This included finalising the background information review and developing the walking and cycling networks.</p> <p>The only outstanding item is an updated version of the commonplace data, which will include the information on the agreements on each idea.</p> <p>██████ responded that she has got in touch with the commonplace team and they are waiting for a response.</p>		Atkins     SCC
2.	<b>Stakeholder Workshops</b> <p>██████ reviewed the dates of the upcoming workshops:</p> <ul style="list-style-type: none"> <li>Internal stakeholders: Wed 22nd November 10.00-12.00</li> <li>External stakeholders: Mon 27th November 18.00-20.00</li> <li>Elected members: Wed 6th December 18.00-20.00</li> <li>Neighbouring authorities: Thu 30th November 10.00-11.30</li> </ul> <p>Internal workshops: ██████ noted that the stakeholder/invitation list did not include any SCC officers side of the core project team.</p> <p>██████ stated the list would be the same as those include in other recent LCWIP workshops.</p> <p>██████ will refer to the same list from the recent Guildford LCWIP workshop and add those SCC officers to the meeting invites.</p> <p>External stakeholder list was discussed. Amendments captured in the stakeholder list during the meeting. ██████ and ██████ discussed the possibility to include stakeholders invited in the Ewell Village placemaking study engagement. ██████ to confirm and send information.</p> <p>Neighbouring authorities ██████ shared with the team names for the London Boroughs and ██████ confirmed the officers' names for Mole Valley and Reigate and Banstead.</p>		Atkins/SCC       SCC
3.	<b>Network development</b> <p>██████ presented the draft CWZs, based on the local centres from the Local Plan supplemented with review of retail areas and clusters of destinations. She noted that the Epsom Town Centre was very large area, and too large for a manageable CWZ (c2km in diameter). She suggested dividing it in half – north and south of the railway line.</p> <p>The SCC/EBC project team agreed.</p>		Atkins



# MEETING NOTES

Item	Description and Action	Deadline	Responsible
	<p>█████ asked if it was typical to have so many CWZs close to each other. █████ noted that we didn't typically have this in other Surrey LCWIPs, but this was due to the more urban character of Epsom &amp; Ewell Borough. The urban area of Guildford also had a similar cluster / concentration of CWZs, and the Atkins team has seen this other urban LCWIPs they've worked on, such as Blackpool and Liverpool.</p> <p>█████ noted that the Atkins team proposed to exclude Nobel Park as a CWZ because it didn't have many attractors within it and the site was a new development with existing good quality facilities. The SCC/EBC team agreed. █████ noted that there is a potential proposal to expand the development to the east.</p> <p>█████ queried whether the LSI proposals would affect the identification of CWZs. █████ noted that SCC just have the LSI boundaries at the moment, but priorities have not been defined yet. It is unlikely to impact the CWZ work.</p> <p>█████ presented the work-in-progress draft cycle network. The draft network will provide connections to the neighbouring LCWIP networks (Mole Valley and Reigate and Banstead) as well as existing facilities in London.</p> <p>█████ suggested that Reigate Road be captured as part of the network. It is in the Epsom and Banstead STP as a key corridor and design work is already progressed for it. He added that a link to Ewell East railway station should be considered.</p> <p>█████ asked for maps of the draft network to be shared with the team for an initial review. █████ agreed to send with the note that the proposed networks are still under development and internal review and are likely to change for the workshops.</p>		
4.	<p><b>AOB</b></p> <p>Group agreed to cancel the progress meeting on the 23<sup>rd</sup>, as it is in the middle of the stakeholder workshops</p>		

# MEETING NOTES

## Epsom & Ewell LCWIP

**SUBJECT:**

Progress Meeting 5

**MEETING PLACE:**

MS Teams

**DATE AND TIME:**

07/12/2023

**MINUTES BY:**

GC

**MEETING NO:**

6

**PRESENT:****REPRESENTING:**

EEBC  
SCC  
SCC  
SCC  
AtkinsRéalis  
AtkinsRéalis

Item	Description and Action	Deadline	Responsible
1.	<b>Stakeholder Workshops</b> <p>██████ provided an update on the workshops. Generally, stakeholders were in agreement with the proposals and provided feedback and comments.</p> <p>The online maps and the voting form will be open until:</p> <ul style="list-style-type: none"> <li>- 11<sup>th</sup> December for Internal stakeholders, External stakeholders and Neighbouring authorities</li> <li>- 13<sup>th</sup> December for the Elected members</li> </ul> <p>██████ will send a reminder to all groups to send comments.</p>		Atkins

**NEXT MEETING:**

18/12/2023

**DISTRIBUTION:**

Attendees &amp; Apologies

**DATE ISSUED:**

08/12/2023

**FILE REF:**

PR5

**NOTE TO RECIPIENTS:**

These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
2.	<p><b>Next steps</b></p> <p>██████ presented the next steps for the study:</p> <ul style="list-style-type: none"> <li>- All received comments will be reviewed and added in a comment tracker which will be shared with the project team.</li> <li>- Atkins will refine the Draft networks following the review of the received comments.</li> <li>- The proposed networks will be assessed using the Multicriteria Assessment Framework which will prioritise the 5 cycle corridors and 3 core walking zones to develop high level infrastructure improvement plans.</li> </ul> <p>All the above tasks will be presented in a technical note which will be shared with SCC and EEBC for discussion.</p> <p>Following the discussions SCC and EEBC will sign off the Technical Note agreeing on the prioritised corridors and zones.</p> <p>Then Atkins team will proceed with further assessments of the prioritised corridors and zones, site visits and development of the proposals.</p>		
3.	<p><b>AOB</b></p> <p>██████ mentioned that the consultation for the Master Plan will end on the 22<sup>nd</sup> December, and that the work for the Emerging Local Plan has been unpaused, and currently is under consultation with the elected members.</p>		

# MEETING NOTES

## Epsom & Ewell LCWIP

<b>SUBJECT:</b>	<b>MEETING PLACE:</b>	<b>DATE AND TIME:</b>	<b>MINUTES BY:</b>
Progress Meeting 6	MS Teams	04/01/2024	GC
	<b>MEETING NO:</b>	<b>PRESENT:</b>	<b>REPRESENTING:</b>
	7		EEBC SCC SCC SCC SCC SCC SCC SCC AtkinsRéalis

NEXT MEETING:	18/10/2024		
DISTRIBUTION:	Attendees & Apologies		
DATE ISSUED:	04/01/2024	FILE REF:	PR6

**NOTE TO RECIPIENTS:**  
These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
1.	<b>Project progress</b> <p>█████ gave an update on the progress of the project following the stakeholder workshops.</p> <ul style="list-style-type: none"> <li>- All the received comments (from the meetings, the mural boards, and emails sent to the team) have been reviewed and responses have been provided. Atkins team has created a tracker with all the comments and will include it in the Appendices of the final report.</li> <li>- Stakeholder votes from the workshops have been counted. Only 7 votes received.</li> <li>- Atkins following the review of the comments amended the draft networks to reflect the proposals from the stakeholders. █████ shared the maps with the amendments and the final networks.</li> <li>- For the cycling network changes included: new routes as phase 3 via PROWs, realignment of corridors and including corridors stakeholders noted in Phase 1&amp;2</li> <li>- For the walking network changes included: amendments to the boundaries of the zones to cover local schools. It was decided to not include schools in a distance &gt; 200m from the zone. These schools will be served via walking corridors.</li> <li>- Atkins produced a draft map of walking corridors for the identified core walking zones. All proposed corridors link to key destinations up to a distance of 2km from the centre of each zone. Map will be shared with SCC/EEBC for review and comment.</li> </ul>		Atkins

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
2.	<p><b>Prioritisation of the Phase 1 cycle corridors and core walking zones</b></p> <p>██████ presented the next steps which include the identification of the corridors and zones to be taken in the next stage of the LCWIP.</p> <p>The proposed networks will be assessed using the Multicriteria Assessment Framework which will prioritise the 5 cycle corridors and 3 core walking zones to develop high level infrastructure improvement plans. The criteria were shared with the project team, and include: Access to key destinations, Demand (derived from Census data), Stakeholder comments, Connectivity review of the existing quality of the proposed networks, and Deliverability.</p> <p>██████ explained that deliverability will have a low weighting on the prioritisation as the review at this stage will be high level (desktop review).</p> <p>The methodology used for the prioritisation is the same as the other LCWIPs in Surrey. ██████ explained that the MCAF will give a direction on which corridors and zones will be prioritised, and the outputs will be up for discussion between SCC, EEBC and Atkins. The officers in the project team will decide which corridors and zones will be taken forward.</p> <p>██████ agreed, mentioning that the MCAF is only the scientific tool used to help us identify the prioritised areas, but in the end, decisions will be made based on the local needs.</p> <p>All the above tasks will be presented in a technical note which will be shared with SCC and EEBC for discussion <b>by 12<sup>th</sup> January</b>.</p> <p>In the next progress meeting (18<sup>th</sup> January) the project team will discuss the outputs of the prioritisation and SCC and EEBC will sign off the Technical Note agreeing on the prioritised corridors and zones <b>(by 26<sup>th</sup> January)</b></p> <p>Then Atkins team will proceed with further assessments of the prioritised corridors and zones, site visits and development of the proposals.</p>		
3.	<p><b>AOB</b></p> <p>None</p>		

# MEETING NOTES

## Epsom & Ewell LCWIP

<b>SUBJECT:</b>	<b>MEETING PLACE:</b>	<b>DATE AND TIME:</b>	<b>MINUTES BY:</b>
Progress Meeting 7	MS Teams	18/01/2024	GC
	<b>MEETING NO:</b>	<b>PRESENT:</b>	<b>REPRESENTING:</b>
	8	<div></div>	EEBC SCC SCC SCC SCC SCC SCC AtkinsRéalis AtkinsRéalis AtkinsRéalis

Item	Description and Action	Deadline	Responsible
1.	<b>Project progress</b> <div></div> presented the progress in the last fortnight: <ul style="list-style-type: none"><li>- Proposed networks have been refined following the stakeholder comments</li><li>- The team completed the prioritisation exercise</li><li>- The technical note presenting the changes and the prioritisation along with the proposed short list was shared with SCC and EEBC on Monday 15<sup>th</sup> January</li></ul>		Atkins

<b>NEXT MEETING:</b>	18/10/2024		
<b>DISTRIBUTION:</b>	Attendees & Apologies		
<b>DATE ISSUED:</b>	04/01/2024	<b>FILE REF:</b>	PR6

**NOTE TO RECIPIENTS:**  
These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

---

## 2. Prioritisation of the Phase 1 cycle corridors

██████ presented the short list for cycling as in the Technical Note and asked for comments.

NM responded that the short list looks very sensible, and is please to see some of the top scoring routes as they are connecting to neighbouring areas, and the proposed shortlisted network has a nice spread geographically. He added that this is a data driven exercise which can support the argument for this prioritisation. He reiterated that the remaining cycle routes are part of the LCWIP, and this is undertaken to help SCC and EEBC to prioritise scheme to take forward for design and funding applications.

NM added that on Corridor 2 there is a new development area with an existing off-road segregated route. The proposed corridor will complement and extend the existing facility.

██████ responded that if there are existing routes along the prioritised corridors then this can be de-prioritised in order to bring forward a corridor that has no or limited facilities.

██████ responded that the output of this makes sense and asked if a consultation/engagement is planned for the prioritisation.

██████ responded that the core project team should feedback to this, but officers may be consulted. There will be no engagement with members or external stakeholders. Following the development of the proposals a second round of early engagement workshops will be planned to present the prioritisation and the proposals for the short list. Nice spread geographically

██████ asked if they shortlisted routes link with the adjoining in Surrey?

██████ responded that they link to existing routes in LB Sutton and LB Kingston and will link to the prioritised corridor in Mole Valley.

██████ reiterated that the proposed list is for discussion, and SCC with EEBC should check which are the local priorities. She suggested that corridor #6 serves the centre of the borough, as corridors #3 and #2 and could be de-prioritised to promote either corridor #5 (ranked 6<sup>th</sup>) to link to Kingston or corridor #4 (ranked 7<sup>th</sup>) to link to Reigate and Banstead.

██████ asked for some time to discuss internally.

The team agreed that feedback on this should be provided **by Friday 26<sup>th</sup> January**.

██████ commented that he was surprised the corridors in Stoneleigh did not rank high on the list. He added that ██████ is working on the placemaking scheme and the proposals would complement his work.

---



# MEETING NOTES

Item	Description and Action	Deadline	Responsible
	<p>██████ responded that corridor #11 scores high (in the top 10) and could potentially be prioritised with an added spur to Stoneleigh centre and the railway station.</p> <p>In the next progress meeting (18<sup>th</sup> January) the project team will discuss the outputs of the prioritisation and SCC and EEBC will sign off the Technical Note agreeing on the prioritised corridors and zones <b>(by 26<sup>th</sup> January)</b></p> <p>Then Atkins team will proceed with further assessments of the prioritised corridors and zones, site visits and development of the proposals.</p>		
3.	<p><b>Prioritisation of the Phase 1 cycle corridors</b></p> <p>██████ presented the short list for walking as in the Technical Note and asked for comments.</p> <p>██████ asked if the CWZs will go through the same process as the cycle corridors.</p> <p>██████ responded that the prioritisation is for discussion.</p> <p>██████ I added that the work on the CWZs will be complemented with other schemes, such as the Local Street Improvements and the public realm improvements.</p> <p>██████ added that for Ewell Village, if the CWZ is included in the short list, the proposed interventions will aim to complement the Public Realm Improvements and no proposals will be included for the High Street.</p> <p>██████ agreed with this approach and added that the proposals for the High Street are set and that even though there are some ideas for the other roads surrounding the centre proposals could be developed as part of the LCWIP.</p> <p>██████ asked about the coordination with the masterplan for the two CWZs in Epsom Town Centre. She asked about the status of the study and whether Atkins should look into proposals for the masterplan area or should focus on the corridors up to the border of the masterplan as to complement the proposals for the centre (this applies for both walking and cycling)</p> <p>██████ responded that the consultation was completed before Christmas and officers from EEBC were going through the received comments. She added that another consultant was working on the traffic assessment and should be engaged.</p> <p>NM agreed that the coordination with the Masterplan is important and it should be agreed how the LCWIP will complement the masterplan.</p> <p>██████ asked ████████ to organise a meeting with the team that works on the Masterplan to discuss the coordination.</p>		

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
4.	<b>Next steps</b> <p>██████ presented the next steps after the confirmation from SCC and EEBC for the short lists.</p> <ul style="list-style-type: none"><li>- Atkins will undertake site visits. Officers from the core project team can join Atkins colleagues and give them their input on issues and opportunities</li><li>- Atkins will undertake assessments on the proposed corridors (walking and cycling)</li><li>- High level interventions will be developed for the identified corridors</li><li>- Second round of early engagement will be undertaken in late February and March, The same groups of stakeholders will be invited to the meetings.</li></ul>		
5.	<b>AOB</b> <p>██████ asked if there will be public consultation.</p> <p>██████ responded that at this stage of the LCWIP we are undertaking early engagement workshops with targeted groups. A public consultation will be planned following the development of the feasibility design.</p> <p>██████ asked if local elections are likely to delay the programme of the study.</p> <p>██████ responded that there will not be any local elections for Epsom and Ewell.</p>		

# MEETING NOTES

## Epsom & Ewell LCWIP

<b>SUBJECT:</b>	<b>MEETING PLACE:</b>	<b>DATE AND TIME:</b>	<b>MINUTES BY:</b>
Progress Meeting 8	MS Teams	01/02/2024	RS
	<b>MEETING NO:</b>	<b>PRESENT:</b>	<b>REPRESENTING:</b>
	8		EEBC SCC SCC SCC SCC SCC SCC SCC SCC AtkinsRéalis AtkinsRéalis AtkinsRéalis

Item	Description and Action	Deadline	Responsible
1.	<b>Project progress</b>		
	<div>presented the progress in the last fortnight:</div> <div><div>-</div>The team has been reviewing and incorporating the comments received on the technical note re: the MCAF and proposed short list. Suggested amendments discussed below. Atkins to update the tech note to reflect the changes agreed during the meeting.</div>	7 Feb	Atkins

<b>NEXT MEETING:</b>	15/02/2024		
<b>DISTRIBUTION:</b>	Attendees & Apologies		
<b>DATE ISSUED:</b>	02/02/2024	<b>FILE REF:</b>	PR8

**NOTE TO RECIPIENTS:**  
These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
2.	<p><b>Feedback on Core Walking Zone short list</b></p> <p>█████ stated there were no major comments from SCC/EEBC on the proposed short-list/Phase 1 CWZs from the MCAF output.</p> <p>Confirmed the Phase 1 CWZ will be:</p> <ul style="list-style-type: none"> <li>• Epsom Town Centre South</li> <li>• Epsom Town Centre North</li> <li>• Ewell Centre</li> </ul> <p>The project team will progress with these areas.</p> <p>There were a couple comments on the key walking routes within the Phase 1 CWZ, which the team has incorporated into the network.</p>		
3.	<p><b>Amendments to selected Phase 1 Cycle Corridors</b></p> <p>█████ summarised the SCC/EEBC officer feedback on the MCAF outputs and draft Phase 1 cycle corridors.</p> <p>The group discussed the suggested amendments. The decisions are listed below, and followed by the main discussion points:</p> <p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>• Corridor #2 to be discounted from short list; northern end of #2 (Chessington Rd) to be included as part of #8, extending #8 to Kingston boundary</li> <li>• Corridor #6 agreed to be retained</li> <li>• Corridor #11 agreed to be added, providing a link to Stoneleigh. This to include a spur of #14 to link the corridor to the railway station.</li> <li>• Corridor #4 agreed to be added, this as an additional Phase 1 corridor (to be covered by a CE)</li> <li>• Add Hogsmill Riverside path to secondary/tertiary network.</li> <li>• Atkins to double check MCAF scoring, particularly for corridors #2, #4, #5, #6, #8, #11 and #16</li> </ul> <p><b>Summary of Discussion:</b></p> <p>Corridor #6:</p> <ul style="list-style-type: none"> <li>• NP noted that Longmead Rd is on the Road Safety team's agenda due to road casualty history and speeding. Would suggest a scheme to transform the character of the road, such as narrowing the carriageway to provide an on-road cycle provision, which would help slow traffic. Important corridor as it serves a large secondary school (Blenheim High</li> </ul>		

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
	<p>School; likely second largest in Epsom), generally high footfall, housing development sites, and potential future expansion of the school.</p> <ul style="list-style-type: none"> <li>NM noted there is an existing off-road provision. There are conflicts between peds/cyclists on the shared-use path, but potential scope for widening and other improvements to existing provision. Key section will be Hook Road, which provides the link to the town centre and has no existing provision and is constrained by public highway width and on-street parking.</li> <li>NP noted there is a proposed signalised crossing at the junction of Longmead Rd/Chessington Rd, planned for construction in FY 2024/25.</li> </ul>		

## Corridor #2:

- Feedback suggested to discount #2 because #2 and #6 both serve the town centre from the northwest and are closely parallel. #2 also has an existing provision along most of the route.
- WP flagged that #2 scored higher than #6 in the MCAF.
- NP & NM noted that within the southern portion of the corridor, the existing corridor follows an off line shared use path (SUP). There is little scope for improvement as the SUP is bounded on both sides by private property/fences in many areas. Some sections are narrow and cycling is not formally permitted, though some cyclists still use it (particularly children). Once to Hook Road, there is a higher quality provision of SUP, which becomes a segregated cycletrack / footway further north. There is no existing provision along the section of Chessington Road approaching the Kingston boundary.
- Group suggested to include #6 over #2 on basis of:
  - Where routes are closely parallel at south end, #6 has no existing provision whereas #2 is an existing offline route with limited scope for improvement given the width constraints
  - North end of #2 (Chessington Rd) which lacks existing provision will be incorporated into #8, so addressed there.
  - Whereas both serve as links between residential areas and the town centre, #6 also directly serves the secondary school (Blenheim High School) and Longmead business park.
  - Atkins to double check scoring in MCAF for both corridors

## Corridor #4

- NM noted issues with gradient. Suggested for linking to Reigate & Banstead, the preferred alignment would actually be via A240 (#16).

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
	<p>A240 has also been investigated previously by SCC and some design work was undertaken (pre-LTN 1/20).</p> <ul style="list-style-type: none"> <li>AR noted #16 scored quite a bit lower than #4 in the MCAF (rank 21 v 7). Atkins to double check scoring to confirm.</li> <li>NP suggested that preferred alignment might actually be Downs Road instead of Ashley Road, which is much quieter.</li> <li>AR agreed, and noted Chalk Lane is another alternative (also part of the 'Round the Borough Hike/Bike' route). The other alignment options could be considered in the development of potential interventions.</li> <li>NM agreed and noted that the initial LCWIP proposals are essentially lines on maps, and parallel alignments could be considered as schemes advance and constraints are better understood. This has been the case on other LCWIPs which are currently going through the feasibility stage.</li> <li>The group noted that including #4 would also provide a better geographic distribution of Phase 1 corridors in the Borough.</li> <li>NP also noted there are 2 potential development areas on Downs Road at the south end of the corridor. AR noted these weren't currently in the development sites GIS layer from either the adopted or emerging Local Plan.</li> </ul>		
	<p>Corridor #11</p> <ul style="list-style-type: none"> <li>Broad support for adding #11 and spur to Stoneleigh station (part of #14) to Phase 1, main rationale being to provide a link to Stoneleigh and tie into other schemes in the area.</li> <li>AB noted that Network Rail were making access improvements to the station, expected to be completed in summer 2024. LCWIP corridor would connect to this.</li> <li>AB also noted potential future Stoneleigh Town Centre public realm scheme. Early days and currently no timescale for it, but local interest and another potential opportunity for the LCWIP to link into this scheme.</li> </ul>		
	<p>Corridor #5</p> <ul style="list-style-type: none"> <li>WP noted that #5 scored higher than #4 and #11 in the MCAF, so need to be clear on rationale for discounting it.</li> <li>Group noted that the MCAF scores were fairly similar: #5 - 70.1% (rank 6<sup>th</sup>), #4 - 67.4% (rank 7<sup>th</sup>), #11 - 67.3% (rank 8<sup>th</sup>)</li> <li>Group noted that #5 links to Kingston, and there are higher quality cycle facilities along the A240 within Kingston.</li> </ul>		

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
	<ul style="list-style-type: none"> <li>Group suggested #5 is currently a poor option for cyclists – 4-lane dual carriageway with high flows/speeds. Would require major transformation. #8 is a preferred alternative for many cyclists to connect to Kingston via Surbiton.</li> <li>Agreed to add Hogsmill Riverside path as another alternative alignment option to #5 (include in secondary/tertiary network). Indicative alignment shown in yellow below:</li> </ul>		



## 4. Coordination with other schemes

█ noted that as the project team is planning site visits and developing initial intervention proposals, it would be useful to have a coordination meeting with the project teams for some of the other schemes in the area to get an overview and further understanding of existing proposals in the area. The intent would be for the LCWIP to incorporate or build upon the proposals from these schemes.

- |  |        |    |
|--|--------|----|
| - Ewell Village Public Realm Improvements – project team meeting with Atkins' colleagues involved on the scheme on 5 Feb       |        |    |
| - Epsom Town Centre Masterplan – WP to discuss internally with EEBC colleagues, arrange meeting with relevant staff/consultant | 15 Feb | WP |
| - Stoneleigh High Street Public Realm – AB to coordinate meeting with relevant SCC colleagues.                                 | 15 Feb | AB |

It would be useful to arrange the meetings over the next 2 weeks.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
5.	<b>Site Visits</b> <p>████ noted that the team will be arranging initial site visits over the next couple weeks:</p> <ul style="list-style-type: none"> <li>- 9 Feb – initial site visit for CWZs</li> <li>- Cycle corridors TBC</li> </ul> <p>SCC/EEBC colleagues welcome to join if interested, or to meet for a particular area/section if there is an area you'd like to highlight any key local issues to be aware of. Let Georgia or Reed know if interested.</p>		
6.	<b>Highway Boundary</b> <p>████ requested highway boundary information in GIS format for the Borough. This will help inform the development of the high-level interventions. JI confirmed SCC can provide this.</p>	15 Feb	JI
7.	<b>AOB</b> <p>████ presented the updated programme. The programme has been pushed back 2 weeks due to the additional time to refine the network and confirm Phase 1 corridors/CWZs.</p> <p>████ noted that the stage 2 workshops are tentatively expected to be in early/mid March. Suggested that the team discuss potential dates at the next progress meeting.</p>		



# MEETING NOTES

## Epsom & Ewell LCWIP

<b>SUBJECT:</b> Progress Meeting 9	<b>MEETING PLACE:</b> MS Teams	<b>DATE AND TIME:</b> 22/02/2024	<b>MINUTES BY:</b> GC
	<b>MEETING NO:</b> 9	<b>PRESENT:</b> <div></div>	<b>REPRESENTING:</b> EEBC SCC SCC SCC SCC SCC SCC SCC AtkinsRéal AtkinsRéal AtkinsRéal AtkinsRéal

Item	Description and Action	Deadline	Responsible
1.	<b>Project progress</b> presented the progress in the last 3 weeks: <ul style="list-style-type: none"><li>- Prioritised networks agreed</li><li>- The team undertook site visits to review the existing routes</li><li>- DfT assessments (RST and WRAT) completed for the existing situation</li><li>- Meeting with regarding the aspirations for Stoneleigh</li><li>- Meeting with Ewell public realm improvements team (Atkins) to discuss the proposals and potential opportunities</li><li>- Drafting of the proposals</li></ul>		

<b>NEXT MEETING:</b>	29/02/2024		
<b>DISTRIBUTION:</b>	Attendees & Apologies		
<b>DATE ISSUED:</b>	23/02/2024	<b>FILE REF:</b>	PR9

**NOTE TO RECIPIENTS:**  
These meeting notes record AtkinsRéal understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
2.	<p><b>Interface with the Epsom Town Centre Masterplan</b></p> <p>██████ mentioned that it is important for the development of the proposals the Atkins team to meet with the officers and consultants that are working on the Masterplan to understand the aspirations and constraints and discuss potential improvements as part of the LCWIP work.</p> <p>██████ responded that ██████. discussed with ██████ (consultant working on the Masterplan) and they gave key points for the work and suggested to keep in line with the masterplan proposals as those were set in the consultation. ██████ suggested to share the notes.</p> <p>██████ added that the LCWIP work would complement the Masterplan work and will aim to improve elements to ensure the proposed networks meet the desirable standards. He suggested that the Masterplan should feed into the LCWIP and the LCWIP work should tie in with the proposals and improve upon the recommendations if required. He added that the LCWIP will not recommend major changes to the Masterplan.</p> <p>██████ referenced some of the constraints for cycling, primarily in the gyratory (the A24 &amp; Ashley Road) as the one-way system does not allow for any provision for cyclists. She sought clarification as to what types of interventions the Masterplan intended for the 'A24 pedestrian and cycle priority street,' particularly for cycling.</p> <p>██████ added that from the pedestrian perspective the proposals from the Masterplan are aligned with the aspirations of the LCWIP.</p> <p>██████ responded that will discuss with ██████. and try to set up a meeting with the Masterplan team.</p>		WPP
			WPP

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
3.	<p><b>Early engagement workshops</b></p> <p>Following the development of the proposals, █████ mentioned that the team will organise the early engagement workshops to present and discuss with stakeholders the high level interventions for the prioritised network.</p> <p>4 meetings will be planned as in the previous stage:</p> <ul style="list-style-type: none"> <li>- Internal stakeholders with officers from SCC and EEBC</li> <li>- Neighbouring authorities with officers from MVDC, RBBC, LBS, LBKT</li> <li>- External stakeholders</li> <li>- Elected members</li> </ul> <p>For the external stakeholders it was suggested to include additional groups, such as schools along the proposed corridors, the Hospital and/or the college.</p> <p>█████ and █████ will update the stakeholder list.</p> <p>The dates for the workshops will depend on the meeting with the Masterplan team.</p> <p>The team will aim to meet early in March. This will allow for the first workshop (with internal stakeholders) to be planned for the <b>w/c 18<sup>th</sup> March</b>.</p> <p>The meetings with the neighbouring authorities, elected members and external stakeholder were planned for the following two weeks (i.e. w/c 21<sup>st</sup> March and 1<sup>st</sup> April). However due to the Easter break and half term it was recommended to push the workshops later in April to ensure that more people will be available to attend. It is recommended to plan the workshops for the w/c 15<sup>th</sup> April and w/c 22<sup>nd</sup> April.</p> <p>EEBC and SCC will check the members' calendars and recommend dates for the workshop.</p>		SCC
4.	<p><b>Highway Boundary</b></p> <p>█████ mentioned that the request for the highway boundary information is pending. The information is required to help the team identify proposals that are more likely to fit within the public highway boundary.</p> <p>█████ responded that she is chasing the team in SCC that holds the information and will share as soon as possible.</p> <p>█████ and █████ suggested that even screenshots or pdf files would help.</p>		Jl
5.	<p><b>AOB</b></p> <p>█████ will be on leave the following week. █████ will facilitate the next progress meeting.</p>		

# MEETING NOTES

## Epsom & Ewell LCWIP

<b>SUBJECT:</b>	<b>MEETING PLACE:</b>	<b>DATE AND TIME:</b>	<b>MINUTES BY:</b>
Progress Meeting 10	MS Teams	29/02/2024	RS
	<b>MEETING NO:</b>	<b>PRESENT:</b>	<b>REPRESENTING:</b>
	10		EEBC EEBC SCC SCC SCC SCC SCC AtkinsRéalis AtkinsRéalis AtkinsRéalis

Item	Description and Action	Deadline	Responsible
1.	<b>Interface with the Epsom Town Centre Masterplan</b>  [redacted] updated that EEBC are unlikely to be able to arrange a meeting with the external consultant who worked on the masterplan as their contracted work is now complete. However, if the LCWIP team can send across a list of questions, [redacted] and [redacted] can review and provide responses as best they can, and engage with SCC officers as needed. [redacted] emphasised that the masterplan proposals were high-level concepts or principles, so there may not be much more detail to provide at this stage.  [redacted] / [redacted] agreed and noted the LCWIP proposals would similarly be high-level concepts. The team was mainly seeking to clarify some of the masterplan concepts for the town centre related to cycling, and better understand their intent where there wasn't much description in the plan itself. [redacted] to send her questions to [redacted] and [redacted].		AR

NEXT MEETING:	14/03/2024		
DISTRIBUTION:	Attendees & Apologies		
DATE ISSUED:	29/02/2024	FILE REF:	PR10

**NOTE TO RECIPIENTS:**  
These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
	<p>█████ noted that EEBC was receiving comments back from the consultation on the transport elements of the masterplan, including from TfL. She can share comments relevant to the LCWIP.</p> <p>█████ suggested that the LCWIP needs to coordinate with other SCC workstreams and programmes which have also inputted to the masterplan, such as work done by █████. █████ agreed and noted that █████ participated in the first round of workshops and will be invited to the upcoming internal workshop. Other relevant SCC officers will also be invited.</p>		
<b>2. Early engagement workshops</b>	<p>The elected members workshop is in the diary for 17<sup>th</sup> April.</p> <p>The internal workshop (EEBC / SCC officers) will need to occur before the members' workshop. Since half-term is two weeks, covering w/c 1<sup>st</sup> and 8<sup>th</sup> April, the team will look schedule the internal workshop before the Easter holidays, w/c 25<sup>th</sup> March. █████ will schedule and send out invites.</p> <p>2 additional meetings will be planned as in the previous stage. These will be w/c 15<sup>th</sup> or 22<sup>nd</sup> April.</p> <ul style="list-style-type: none"> <li>- Neighbouring authorities with officers from MVDC, RBBC, LBS, LBKT</li> <li>- External stakeholders</li> </ul>		GC
<b>3. Highway Boundary</b>	<p>SCC required additional information to obtain the requested highway boundary information. █████ provided this yesterday, and █████ is liaising with the relevant SCC team.</p>		
<b>4. Programme</b>	<p>█████ provided a brief update on programme, as shown in progress report 10. Since the workshops were delayed until after Easter holidays, the remaining programme has also pushed back a couple weeks. The team is currently expecting to issue the draft LCWIP report in early June.</p>		
<b>5. AOB</b>	<p>None</p>		

# MEETING NOTES

## Epsom & Ewell LCWIP

<b>SUBJECT:</b> Progress Meeting 11	<b>MEETING PLACE:</b> MS Teams	<b>DATE AND TIME:</b> 14/03/2024	<b>MINUTES BY:</b> RS
	<b>MEETING NO:</b> 11	<b>PRESENT:</b> <div></div>	<b>REPRESENTING:</b> EEBC SCC SCC SCC SCC AtkinsRéalis AtkinsRéalis AtkinsRéalis

Item	Description and Action	Deadline	Responsible
1.	<b>Interface with the Epsom Town Centre Masterplan</b> [REDACTED] provided an email response to some queries from the Atkins team about the active travel-related proposals mentioned in the Masterplan. Atkins has no further queries at this time. Understood that the Masterplan proposals are very high-level at this stage, and the final Masterplan would look to incorporate the priority routes and potential interventions of the LCWIP.		
2.	<b>Highway Boundary</b> [REDACTED] is chasing the highway boundary request. It was expected to be ready yesterday. The request was for a PDF format output.		

<b>NEXT MEETING:</b>	11/04/2024		
<b>DISTRIBUTION:</b>	Attendees & Apologies		
<b>DATE ISSUED:</b>	14/03/2024	<b>FILE REF:</b>	PR11

**NOTE TO RECIPIENTS:**  
These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

# MEETING NOTES

Item	Description and Action	Deadline	Responsible
3.	<b>Stage 2 Early engagement workshops</b>		
	Internal project team / officers workshop is 27 March at 14:00. GC to double check the invitee list. NM noted a representative from passenger transport may not have been included.		GC
	The elected members workshop is in the diary for 17 <sup>th</sup> April at 17:00.		
	2 additional meetings will be planned as in the previous stage. These will be w/c 15 <sup>th</sup> or 22 <sup>nd</sup> April. GC to send meeting poll to check team availability.		GC
	<ul style="list-style-type: none"> <li>- Neighbouring authorities with officers from MVDC, RBBC, LBS, LBKT</li> <li>- External stakeholders – to be held at 18:00 (as with Stage 1 workshop)</li> </ul>		
4.	<b>AOB</b>		
	Next regularly scheduled progress meeting (28 <sup>th</sup> ) cancelled since it would be the day after the internal workshop. Next progress meeting will therefore be 11 April, which still allows time for a catch-up before the external workshops w/c 15 <sup>th</sup> April.		

# AGENDA

## 5224756 - Epsom and Ewell LCWIP

SUBJECT	MEETING PLACE	DATE AND TIME	MINUTES BY
Progress meeting Agenda	MS Teams	11 April 2024	
MEETING NO	ATTENDEES	REPRESENTING	
PR12	SCC/EEBC/AtkinsRéalis		

### Key topics to be discussed in the meeting / clarifications

1. Internal stakeholders workshop de-brief
2. Stakeholder engagement workshops: Dates  
Elected Members workshop 17<sup>th</sup> April at 17.00  
External stakeholders workshop: 15<sup>th</sup> April at 18.00  
Neighbouring authorities workshop: tbc
3. Next progress meeting

### Look back

Look back	Date
EEBC/SCC data / information received	Completed
Drafting review of existing studies	Completed
Data analysis and GIS mapping	Completed
Elected members briefing meeting	Completed
Development of aspirational lists for cycling and walking	Completed
Early Engagement Workshops – Stage 1	Completed
Refined aspirational lists for cycling and walking	Completed
Prioritisation of the cycle routes and core walking zones	Completed
SCC/EEBC sign off the prioritised routes and zones technical note	Completed
Site visits	Completed

### Actions / look forward

Actions / look forward	Date
High – level interventions for walking and cycling	w/c 11 <sup>th</sup> March * Subject to discussion with Epsom Town Centre Masterplan Team.
Early Engagement Workshops – Stage 2	w/c 25 <sup>th</sup> March – w/c 22 <sup>nd</sup> April

### Key risks

Key risks	Actions
Misalignment between programme and governance timescales. Delays to programme and/or lack of delivery of outputs in time for appropriate governance / sign-off.	Fortnightly meetings and updates on the programme to be communicated with the client
Data provided by EEBC and / or SCC are not the latest or inaccurate. Delays to programme and additional work to re-format information <b>Closed</b>	Re-work as information is uncovered. Inception meeting with SCC and EEBC to confirm available data.



The number of routes identified in the study may exceed the anticipated amount and/or stakeholder feedback may need consideration of additional requirements beyond the current scope. Changes to programme and cost to be agreed due to additional scope.	Utilise MCAF or similar to rank options and thus eliminate poorer scoring options early on.
Routes may be identified which require works outside the study area / district boundary / county boundary. Risk to the feasibility of a proposed connection if the relevant parties are not engaged with during the LCWIP development. Risk to the quality/attractiveness of the proposed intervention if the scheme is forced to end at the borough/county boundary.	Regular meetings with EEBC and SCC project team and ensure that the design is reviewed to mitigate against any short coming. Information and elements that will support the outcome of the study will be included in the report. Meetings with neighbouring authorities planned as part of the scope
Not achieving consensus on the shortlist of options amongst the Steering Group and stakeholders. Delays to programme as consensus is found. Potential for undermining credibility of results.	At every stage, work openly with stakeholders to agree principles of approach, gather their ideas, and understand their concerns technically and politically. Present options for discussion rather than agreed positions.
SCC, EEBC and / or stakeholders object to the outcomes of the study, if the outcome of the study shows a weak active travel component. Delays to programme and additional work to re-format information	Regular meetings with EEBC and SCC project team as well as stakeholders to ensure that the design is reviewed to mitigate against any short coming. Information and elements that will support the outcome of the study will be included in the report.
Views are not shared with Stakeholders outside the borough boundary (e.g. neighbouring counties/boroughs). The effect would make the document less effective and could result in schemes which end at county boundaries and don't tie-in with a) existing infrastructure the other side and b) planned schemes by other local authorities	In collaboration with and seeking advice from SCC relevant stakeholders will be identified and engaged with during the early stages of the project as to reduce the risk of abortive work and ensure proposed interventions and routes tie-in.

Upcoming meetings	Date / time / location	Attendees
Regular progress meeting (recurring fortnightly invite shared)	Thursday, 25 <sup>th</sup> April 2024 at 14.00	Atkins Réalis Surrey County Council Epsom and Ewell Borough Council

## Programme

Dates	Milestone
14 September 2023	Mobilisation
10 October 2023	Task 1: Policy and Previous Study Review
30 October 2023	Task 2: Data Analysis
20 November – 8 December 2023	Task 3a: Stakeholder Engagement Workshop 1
18 March – 3 May 2024	Task 3b: Stakeholder Engagement Workshop 2
17 November 2023	Task 4a: Cycle Network
15 March 2024	Task 4b: Cycle Network – proposed interventions
17 November 2023	Task 5a: Walking Network
15 March 2024	Task 5b: Walking Network – proposed interventions
24 May 2024	Task 6: Route Prioritisation and Costing
7 June 2024	Task 7: Main Report – 1 <sup>st</sup> draft
28 June 2024	Task 7: Main Report – Final report
September 2024	Task 8: Summary Report (assuming a 3-month gap between report submission and approval of LCWIP by SCC and EEBC)

# AGENDA

## 5224756 - Epsom and Ewell LCWIP

SUBJECT	MEETING PLACE	DATE AND TIME	MINUTES BY
Progress meeting Agenda	MS Teams	25 April 2024	
MEETING NO	ATTENDEES	REPRESENTING	
PR13	SCC/EEBC/AtkinsRéalisis		

### Key topics to be discussed in the meeting / clarifications

1. Early engagement stakeholders' workshop de-brief
2. Proposed interventions for the CWZs
3. Programme

### Look back

Look back	Date
EEBC/SCC data / information received	Completed
Drafting review of existing studies	Completed
Data analysis and GIS mapping	Completed
Elected members briefing meeting	Completed
Development of aspirational lists for cycling and walking	Completed
Early Engagement Workshops – Stage 1	Completed
Refined aspirational lists for cycling and walking	Completed
Prioritisation of the cycle routes and core walking zones	Completed
SCC/EEBC sign off the prioritised routes and zones technical note	Completed
Site visits	Completed
Early Engagement Workshops – Stage 2	Completed

### Actions / look forward

Actions / look forward	Date
Refinement for the High – level interventions for walking and cycling	w/c 29 <sup>th</sup> April
High – level interventions for walking and cycling chapter to SCC, EEBC, Sustrans	10 <sup>th</sup> May
SCC, EEBC, Sustrans comments back to Atkins	20 <sup>th</sup> May
Costing of the interventions	w/c 13 <sup>th</sup> May
RST and WRAT for the interventions	w/c 13 <sup>th</sup> May
Prioritisation	w/c 13 <sup>th</sup> May
First Draft report	w/c 3 <sup>rd</sup> June

### Key risks

Misalignment between programme and governance timescales. Delays to programme and/or lack of delivery of outputs in time for appropriate governance / sign-off.

### Actions

Fortnightly meetings and updates on the programme to be communicated with the client

*Data provided by EEBC and / or SCC are not the latest or inaccurate. Delays to programme and additional work to re-format information*

**Closed**

The number of routes identified in the study may exceed the anticipated amount and/or stakeholder feedback may need consideration of additional requirements beyond the current scope. Changes to programme and cost to be agreed due to additional scope.

Routes may be identified which require works outside the study area / district boundary / county boundary. Risk to the feasibility of a proposed connection if the relevant parties are not engaged with during the LCWIP development. Risk to the quality/attractiveness of the proposed intervention if the scheme is forced to end at the borough/county boundary.

Not achieving consensus on the shortlist of options amongst the Steering Group and stakeholders. Delays to programme as consensus is found. Potential for undermining credibility of results.

SCC, EEBC and / or stakeholders object to the outcomes of the study, if the outcome of the study shows a weak active travel component. Delays to programme and additional work to re-format information

Views are not shared with Stakeholders outside the borough boundary (e.g. neighbouring counties/boroughs). The effect would make the document less effective and could result in schemes which end at county boundaries and don't tie-in with a) existing infrastructure the other side and b) planned schemes by other local authorities

*Re-work as information is uncovered. Inception meeting with SCC and EEBC to confirm available data.*

Utilise MCAF or similar to rank options and thus eliminate poorer scoring options early on.

Regular meetings with EEBC and SCC project team and ensure that the design is reviewed to mitigate against any short coming. Information and elements that will support the outcome of the study will be included in the report. Meetings with neighbouring authorities planned as part of the scope

At every stage, work openly with stakeholders to agree principles of approach, gather their ideas, and understand their concerns technically and politically. Present options for discussion rather than agreed positions.

Regular meetings with EEBC and SCC project team as well as stakeholders to ensure that the design is reviewed to mitigate against any short coming. Information and elements that will support the outcome of the study will be included in the report.

In collaboration with and seeking advice from SCC relevant stakeholders will be identified and engaged with during the early stages of the project as to reduce the risk of abortive work and ensure proposed interventions and routes tie-in.

**Upcoming meetings**

Regular progress meeting (recurring fortnightly invite shared)

**Date / time / location**

Thursday, 9<sup>th</sup> May 2024 at 14.00

**Attendees**

Atkins Réalis  
Surrey County Council  
Epsom and Ewell Borough Council

## Programme

Dates	Milestone
14 September 2023	Mobilisation
10 October 2023	Task 1: Policy and Previous Study Review
30 October 2023	Task 2: Data Analysis
20 November – 8 December 2023	Task 3a: Stakeholder Engagement Workshop 1
18 March – 3 May 2024	Task 3b: Stakeholder Engagement Workshop 2
17 November 2023	Task 4a: Cycle Network
24 May 2024	Task 4b: Cycle Network – proposed interventions Completion following SCC/EEBC/Sustrans comments
17 November 2023	Task 5a: Walking Network
24 May 2024	Task 5b: Walking Network – proposed interventions Completion following SCC/EEBC/Sustrans comments
24 May 2024	Task 6: Route Prioritisation and Costing Completion following SCC/EEBC/Sustrans comments
7 June 2024	Task 7: Main Report – 1 <sup>st</sup> draft
28 June 2024	Task 7: Main Report – Final report
September 2024	Task 8: Summary Report (assuming a 3-month gap between report submission and approval of LCWIP by SCC and EEBC)

# MEETING NOTES

## Epsom & Ewell LCWIP

<b>SUBJECT:</b> Progress Meeting 14	<b>MEETING PLACE:</b> MS Teams	<b>DATE AND TIME:</b> 23/05/2024	<b>MINUTES BY:</b> GC
	<b>MEETING NO:</b> 14	<b>PRESENT:</b> <div></div>	<b>REPRESENTING:</b> EEBC EEBC SCC SCC SCC SCC SCC AtkinsRéalis AtkinsRéalis AtkinsRéalis AtkinsRéalis

Item	Description and Action	Deadline	Responsible
1.	<b>High Level interventions chapter</b> <div></div> queried the gap in the proposals for cycling in the Epsom gyratory, as the team had presented some ideas in the workshops. <div></div> responded that it was agreed internally to not show any proposals that are likely not LTN 1/20 compliant on the maps. Any interventions for the gyratory would be very controversial and would require further reviews and assessments in the next stage of design. It was decided to present the initial ideas in the text, as high-level proposals. <div></div> asked if the way the interventions are presented would mean that the gyratory is not a priority for the town centre. <div></div> responded that the gyratory is one of the key priority areas and recommended to show the area on a separate map in the report, without interventions, which would describe the issues, constraints and opportunities.		

NEXT MEETING:	06/06/2024		
DISTRIBUTION:	Attendees & Apologies		
DATE ISSUED:	24/05/2024	FILE REF:	PR14

**NOTE TO RECIPIENTS:**  
These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

MEETING NOTES

Item	Description and Action	Deadline	Responsible
	<p>That way the priority of the scheme would be highlighted and proposed to be developed as a separate scheme where four key cycle corridors would tie into.</p> <p> added that for walking, interventions are presented as they are less controversial and are more likely to be feasible for implementation.</p> <p> and  asked who would be responsible for the changes to the gyratory.</p> <p> responded that changes to the highway should be responsibility for the County but all interventions could be combined with works for the masterplan.</p> <p> asked if there were many comments from the stakeholders and many changes to what was presented in the workshops.</p> <p> responded that there were only a few comments and the changes reflected ideas for alternative alignments to several of the key corridors.</p> <p> added that Nigel's suggestion for a one-way system between Hook Road and Temple Road was also introduced in the proposals for cycling and walking as a good opportunity to be investigated further in the future stages.</p> <p> mentioned Epsom &amp; Ewell Road Safety Working Group (RSWG) agreed that reduced speed limit (20mph) on the gyratory would be beneficial for all users and asked if it can be incorporated in the LCWIP.</p> <p> agreed and confirmed it will be added in the proposals for walking.</p>		
2.	<p><b>Presentation of the interventions for walking</b></p> <p> asked the attendees about the walking maps and if they were legible and if the team would prefer a different approach in presenting the maps.</p> <p> and  responded that the maps are legible and easy to follow.  commented that there is a lot of information in the overall maps, but the different views are more clear.</p> <p> suggested that Surrey could consider an interactive map for all the areas to present the interventions which would be easier to navigate online.</p>		
3.	<p><b>AOB</b></p> <p> asked if London Boroughs are undertaking similar studies and if Epsom and Ewell has been consulted for potential network development.</p> <p> responded that officers from LB Sutton and RB Kingston Upon Thames have attended the workshops and connections have been discussed.</p> <p> added that the London Boroughs and TfL have worked on a cycling strategy to develop cycle networks, which was reviewed as part of the LCWIP.</p>		

MEETING NOTES

Item	Description and Action	Deadline	Responsible*
4.	<b>Programme updates and next steps</b> [REDACTED] outlined the next steps for the LCWIP: <ul style="list-style-type: none"><li>- Deadline for comments on the high-level interventions chapter: 28<sup>th</sup> May</li><li>- Atkins team will refine the proposed interventions following any received comments.</li><li>- Atkins will complete the costing exercise, the prioritisation and the report.</li><li>- First draft of the report to SCC/EEBC/Sustrans <b>by 21<sup>st</sup> June.</b></li></ul>		
5.	<b>AOB – Progress meeting</b> Next regularly scheduled progress meeting on 6 <sup>th</sup> June for a quick catch up.		



Catalog

PWG Minutes 24 May 2022 - redacted.pdf ..... 1

PWG Minutes 6 July 2022 - redacted.pdf ..... 7

PWG Minutes 21 September 2022- redacted.pdf ..... 10

PWG Minutes 25 November 2022 - redacted.pdf ..... 15

PWG Minutes 6 February 2023 - redacted.pdf ..... 20

PWG Minutes 28 March 2023 - redacted.pdf ..... 24

PWG Minutes 6 June 2023 - redacted.pdf ..... 30

PWG Minutes 12 September 2023 - redacted.pdf ..... 34

PWG Minutes 28 November 2023 - redacted.pdf ..... 39

PWG Minutes 24 January 2024 - redacted.pdf ..... 45

PWG Minutes 15 October 2024 - redacted.pdf ..... 48

PWG Minutes 4 December 2024 - redacted.pdf ..... 51

**Surrey Planning Working Group (PWG)**  
**Tuesday 24<sup>th</sup> May 2022 at 10:00**  
**Microsoft Teams Meeting**

**Minutes**

**1. Welcome, introductions and apologies**

**2. A presentation on Ecology data updates: UK Habitat mapping for Surrey and Urban Biodiversity Opportunity Areas – [REDACTED] and [REDACTED]**

2.1 The presentation covered progress on data and key points on the LNRS (Local Nature Recovery Scheme), alongside and an introduction from [REDACTED] a newly appointed Senior Advisor at Natural England, working specifically on Nature Recovery and the LNRS in Surrey.

2.2 [REDACTED] role emerged from the 5 LNRS pilots during 2020-21, Natural England have created 50 Senior Advisor roles to cover each LNRS area. The role comprises of three main areas:

- Liaise with responsible authority as a single point of contact for NE and wider DEFRA body –
- Support responsible authority to establish LNRS governance, capacity building, stakeholder engagement plan
- Strategic support, project management overarching advice to local authorities and partners on guidance as it emerges.

2.4 Whilst awaiting the official LNRS rollout, including publication of detailed regulations and guidance [REDACTED] will work with [REDACTED] and Surrey County Council to provide support in the early stages.

2.5 [REDACTED] introduced the work underway in Surrey, highlighting the existing strong partnership with Surrey Nature Partnership, work on rural BOA's and the State of Surrey's Nature report. The report has been referred to in planning policies, particularly when making a case for higher levels of BNG.

2.6 There was an update on the main data projects over last 18 months, including completion of a natural capital baseline account, considering the provision of eco system services from natural environment. The work will inform prioritisation and conversations with stakeholders.

2.7 SWT commissioned work on urban BOA's was undertaken, which for the first time identified strategic corridors through urban areas to connect rural boroughs and designated sites and will produce mapping for local authority use. Maps will be shared as progress made on LNRS.

2.8 Land App produced a UK habitat classification map of Surrey, which will be added to Surrey County Council GIS system and shared with boroughs and districts in due course to inform use cases. This is likely to assist ecologists doing survey's to be more efficient in habitat assessment for BNG and ecology surveys. Can be used as a proxy for existing habitats is site visit not policy in early stages or policy development.

2.10 Next steps include

- Stakeholder engagement
- Governance and resourcing with Surrey Nature Partnership.

**2.11 Discussion points:**

- The county council is the Responsible Authority in Surrey for producing the LNRS in collaboration with boroughs and districts and other key stakeholders.
- Habitat classification mapping

- As part of call for evidence borough's and districts will be asked to share sites for inclusion in the land register.
- Mapping timescales – urban BOA mapping can be made available to aid policy development.

#### **Actions**

- Invite [REDACTED] back to a future meeting for an update and to continue dialogue.

### **3. A discussion on the Development Forum, Sustainability Working Group - [REDACTED] and [REDACTED]**

3. SPOA requested that PWG consider this item and provide feedback via SPOA reps to their next meeting. The proposed working group emerged from the Development Forum workshop in March where it was agreed to take forward workstreams on climate change / sustainability and PPA's.

3.1 There are various strands of work on climate change in progress across Surrey, [REDACTED] is coordinating with the climate change officers group, and Surrey County Council are in the process of recruiting a sustainability / low carbon officer to take forward work on climate change and local plan policies. This post will be Surrey wide and based in Waverley Borough Council.

3.2 [REDACTED] explained that the scope and nature of the work is up for discussion and work will only be done that will be genuinely useful. It is anticipated that the process will involve agreeing the scope of information that will be gathered and an early benchmarking exercise of current and proposed local plan policies against climate change policies and aspired aims.

3.2 It is envisaged that a working group and steering board will be established that will make links with external stakeholders. The Development Forum will be represented by Savills, Thakeham and one other developer.

#### **3.4 Discussion points:**

- Consider the value of developing a common evidence base across Surrey .
- The development of bespoke local approaches required to meet local targets.
- The Development Forum was identified as one of many stakeholder groups that have an interest in climate change. There was concern that developers shouldn't have an undue role and the timing of their involvement should be considered against policy development and local policies being put forward in advanced local plans and SPDs. It was felt that there is a need for these policies to be critically tested and whether it stand up to scrutiny without fear of prejudice.
- The Steering Group should be representative of all the main stakeholder points of view including experts, planning officers, developers and academics.
- Need for more evidence on viability, need for evidence of how to high environmental standards within the bounds of viability.
- Different mix of local policies eg affordable housing hard to compare viability but need to identify commonality
- Need to consider and challenge the assumption that all environmental measures have to be costly.
- Value of considering whole life cycle costs.
- Anticipated timelines for the Sustainability Officer role output – 3 months to appoint a candidate, bench-marking exercise to begin once post filled for 6 months, alongside planning, scoping defining what needed, one year on development including analysis, support for boroughs and districts for implementation into local plans.
- Work should focus on what districts and boroughs can achieve together: evidence gathering; timing of engaging developers materially matters given their role in the plan making process; more volunteers enable greater expression of views.

#### **Actions**

- Local Authorities to send [REDACTED] details of the groups/ individuals that should be involved in this work e.g. planning officers, other key stakeholders, including SDF, technical/ academic experts in order to identify membership of the Steering Board and in what capacity.
- Consider role of Development Forum nominees in the work and if appropriate to feed into the work via the Steering Group or another means.
- [REDACTED] and [REDACTED] to discuss and propose where SDF fit into structure of the work, wider group or steering group and feedback to next meeting.

#### 4. An update from CoPlug – [REDACTED]

4.1 [REDACTED] thanked the group for the opportunity to update on the implementation of the SIDM tool and gave a recap on the project governance and implementation.

4.2 The current work programmes focuses:

- development of appropriate procedures for implementation of the system,
- benefits of CiL and S106, focusing on CIL and evaluation of receptive monies - initial baseline work has been completed
- Transition to BAU actives post autumn.

4.3 [REDACTED] introduced himself and his colleague [REDACTED] from the NHS Town Planning Property Services. They are working alongside the existing project team to establish internal town planning process, with the aim to provide a coordinated and effective approach within the ICS and to collaborate and share information with local authorities.

4.4 Core tasks cover 4 areas planning applications, policy consultations, CIL applications, monitoring Section 106 agreements, inform about new projects and how CIL funds can be allocated. A lot of work is also underway on ICS estate strategies to inform future work.

4.5 As an infrastructure provider NHS is taking a specific interest in the new infrastructure levy, expected to be a test and learn approach, with CIL set to remain in London and S106 on strategic sites.

4.6 Keen to engage with PWG to get thoughts and ideas of the group as the work progresses. Set up ICS mailbox to add to consultation mailing list.

4.5 [REDACTED] provided an update on the training program, which has now been completed and thanked all authorities for their participation. The next stage of the program is to deliver training to the ICS and trusts. The aim is to act as a joint collaborative platform to help support better healthcare planning coordination.

4.6 A monthly drop in session will take place on the last Tuesday of each month, starting on Tuesday 31<sup>st</sup> May, all are welcome to attend. Please send [REDACTED] contact details of any colleagues who like to be added to the distribution list.

4.7 Live projects modelled in the tool, on planning applications and IDPs, will move into live user profiles providing access to the information on an ongoing basis. [REDACTED] encouraged users to test the tool on larger strategic sites to identify healthcare needs output.

4.8 Aim to complete all IDP analysis housing structure level local authority level reports and respond to planning consultations by mid June. A notification will be sent when the report is completed, please review the outputs and provide any feedback, eg amendments to the housing trajectory data.

4.9 Annual data update in June, please provide education returns and update potential sites data.

4.10 Downloadable PDF reports will be available in the next 6 weeks.

4.11 [REDACTED] thanked authorities you for all their work and assistance during the project.

Actions:

- Please send your thoughts and ideas as the project progresses to [REDACTED].
- Add the Surrey Heartlands ICS Town Planning inbox [REDACTED] to your consultations.
- Please review IDP analysis housing structure level local authority level reports outputs on receipt of notification and provide your feedback
- Annual data update in June please provide your 2022 education returns no later than 24<sup>th</sup> June.

## 5. Minutes of the last meeting

5.1 Accepted as correct with exception of updating the date of the next meeting as Wednesday 6<sup>th</sup> July.

## 6. Feedback from the last SPOA meeting

6.1 Took place on Friday 6<sup>th</sup> May. SPOA asked PWG to consider the following items:

- Sustainability Working Group – see item 3
- BNG Funding – consider pooling the £10k funding provided to local authorities to identify what could be done collectively and make a greater overall impact. Suggestions of what could be done collectively are also invited.
- Design South East Training – Two year commitment finishes at end of 2022, based on your authorities experience do you want to commit to further period of training?

### Actions:

- BNG Funding – discuss the proposal internally and feedback response and suggestions to SPOA reps.
- Design South East Training – please consult with those who attended the training to gather their views and pass feedback to SPOA rep.

## 7. Updates/Standing Items

### Surrey Future and Place Ambition

7.1 [REDACTED] ported that the SPA 2050 consultation closed 4<sup>th</sup> March and thanked all who provided comments. There have since been two task group meeting meetings on 29<sup>th</sup> of March and the 21<sup>st</sup> where all the changes and comments to those documents were discussed.

7.2 There were five main comments made to the main documents; more detail was requested on infrastructure, particularly funding and prioritisation. Additional text referring to the Surrey infrastructure plan has been added alongside an annex listing the main schemes in the Surrey infrastructure plan – this will be updated as required.

7.3 Following a request a new priority on climate change, to include flooding, has been added.

7.4 Further detail on delivery was requested, particularly in relation to the urban strategy and natural capital. Whilst there were calls for greater clarity in both the key diagram and main document to ensure the strategic opportunity areas don't contradict national or local planning policy.

7.5 A lot of work as gone into the wording in the executive summary introduction to clarify what the Place Ambition is, that it builds on but does not go beyond local authority plans and builds on other strategy documents. Alongside the document's ownership, delivery and implementation.

7.6 Next steps are to produce another version by mid June which will be circulated for comments to the task group and anyone else who would like to view and contribute.

7.7 Governance of the documents has to date been through the Surrey Future Steering Board but the group is without a chair following Rob Moran's retirement. Work is underway to decide on the future of the group and where collective agreement of the document will lie. Local Authorities that would like to

do so can take it through their own committee process. A draft a template committee paper will be prepared, which can be used to take the report through your cabinet processes.

7.8 [REDACTED] shared that the team is looking to reinvigorate the Urban Strategy task group, however in advance internal work to coordinate the interrelated areas of work within SCC is underway, such as liveable neighbourhoods, Prop Tech, urban BOAS etc is being undertaken to identify opportunities for collaboration for discussion with the Task Group.

### **Create Streets**

7.9 [REDACTED] reported Surrey County Council have received the latest semi finalised version of the Create Street Healthy Design guide. The guide will be sent out for stakeholder engagement in late June/ July and planned to go to Cabinet in late autumn. It is hoped that the final version be available in early 2023, initially as a PDF and later in digital form.

### **Heathrow and Gatwick**

7.10 [REDACTED] reported Heathrow runway repairs over the summer are likely to affect flight paths and alternation.

7.11 There is a Spatial Planning Group workshop on the 9th June looking at employment need around logistics and cargo to coordinate the HSPG collective knowledge and research and inform the Joint Strategic Planning Framework.

7.12 [REDACTED] reported that GAL are going out to a targeted formal consultation in June around some highways aspects and there will also be an informal consultation on a series of other changes. Timetable for submission has slipped and they are now expected to submit early 2023.

7.13 Gatwick flights paths work progressing, Route 4 came up recently.

7.14 [REDACTED] shared that the Farnborough PIR implementation is review coming up.

### **EM3 and C2C update**

7.15 Nothing to circulate at this time.

### **Minerals and Waste Local Plan Update**

7.16 [REDACTED] shared that the schedule of the development scheme has been amended with the Preferred Options consultation now taking place in summer 2023, not summer 2022 as previously communicated.

## **8. Local Authorities Design Code Update**

8.1 [REDACTED] reported that Reigate and Banstead are working with DLUHC on a bid from Redhill to Horley and recruitment for consultants is underway. They are also looking at Digital Twin to accompany the bid. Meetings are on-going with D-Luc with some interesting materials are coming out of the sessions including on stakeholder engagement and issues in Design Codes, with a good range of speakers. [REDACTED] will seek to share information as the project evolves.

8.2 [REDACTED] shared that Woking have identified Design Codes as an area to look into within their Corporate Plan.

8.3 Elmbridge are due to start work on a design code

## **9. Any other Strategic Issues**

9.1 [REDACTED] proposed that whilst the detail on the Levelling-Up agenda is yet to emerge it is an area that PWG should consider and decide how best to respond as the consultations emerge.

9.2 [REDACTED] reported that following long delays the JCT 10 M25 Wisley DCO was approved. National Highways are set to release a series of communications in due course.

9.3 ■■■ reported that there is an important upcoming meeting on the Surrey Hills AONB, which has been communicated to authorities including Heads of Service. The boundary proposals will affect a number of authorities across Surrey and encouraged attendance at the meeting.

**Actions:**

- Please check Local Plan position table, send ■■■ any updates.
- Add Design Codes to the table and leave as a standing agenda item.
- Let us know what topics you would like to discuss at future PWG meetings.

**10. Dates for the future meetings**

Wednesday 6<sup>th</sup> July @ 10am

Wednesday 21<sup>st</sup> September @ 10am

Friday 25<sup>th</sup> November @10am

**Surrey Planning Working Group (PWG)**  
**Wednesday 6<sup>th</sup> July 2022 at 10:00**  
**Microsoft Teams Meeting**

**Minutes**

**1. Welcome, introductions and apologies**

**2. Updates/Standing Items**

**Surrey Future and Place Ambition**

2.1 A final draft version of the refreshed Place Ambition and Implementation Framework will shortly be circulated to the Task Group and it is hoped that a Surrey Future Steering Board can be convened to agree the refreshed document. Discussions are ongoing as to how the Steering Board fits with the various other county wide groupings such as the Growth Board. It is anticipated that the document will be taken through individual local authority process as required in the Autumn.

**Create Streets**

2.2 [REDACTED] reported that SCC have received the 2nd version of the Create Streets "Healthy Streets for Surrey Design Guide". This will be sent out for stakeholder engagement next week and is planned to go to Cabinet in late autumn. It is hoped that the final version be available at the end of this year, initially as a PDF and as a digital guide next year. SCC will use the document to guide and inform our responses to planning applications and it is part of the suite of documents supporting SCC in securing better by design public realm. It will be used alongside Manual for Streets (due to be updated).

**Heathrow and Gatwick**

2.3 [REDACTED] reported that Heathrow are possibly starting on a soft relaunch of the 3<sup>rd</sup> runway work in 2023, but are again currently without a lead Planner.

2.4 Gatwick are currently carrying out a targeted statutory consultation until 27<sup>th</sup> July, mainly on highway changes required as a result of National Highways feedback to the 2021 consultation. It also updates on matters such as parking, flood mitigation alterations and changes around hotel and office provision. Authorities are continuing to liaise through the Gatwick officers grouping. Recently a February 2023 DCO submission date has been mentioned.

2.5 Work is also continuing on FASI-South proposals. Gatwick's work is further progressed than Heathrow's and Gatwick will have to pause at a future stage in order for Heathrow to catch up as future stages of consultation will need to be carried out jointly.

**EM3 and C2C update**

2.6 Nothing to circulate at this time.

**Minerals and Waste Local Plan Update**

2.7 [REDACTED] shared that the LDS has been amended with the Preferred Options consultation now taking place in summer 2023. The summary of the Issues and Options consultation should be published next month. The team would like to carry out DtC meetings with districts and boroughs again, in the Autumn. This will be done alongside site assessment work.

**Local Authorities Design Code Update**

2.8 Reigate and Banstead updated on the Redhill – Horley DLUHC funded design code. They have appointed Digital Twin to do the 3D modelling for Redhill – Horley. They are also looking to map the design code layers into the 3D model. Commonplace is being used as the digital platform for engagement work in August. Outputs of the work will be adopted as an SPD.



2.9 Elmbridge are due to start work on a design code at a borough level. They are interviewing 2 consultancies imminently and advised that the cost of the work is significant. They are also employing [REDACTED] to advise on the process.

### 3. Any other Strategic Issues

3.1 [REDACTED] updated that the guidance for the LNRS is still awaited. A more detailed session with planners will be useful and [REDACTED] will be in touch to arrange. SCC is about to commission some work around biodiversity supply and demand in relation to the pipeline of SCC schemes. If anyone is interested in finding out more about the work, please get in touch.

3.2 The Health and Planning Forum is being reinvigorated, with a focus on Health Impact Assessments.

3.3 The Boundary Commission is carrying out work on SCC electoral boundaries. The Spatial Planning team are working with the team carrying out the work and may need to liaise with districts and boroughs on housing data and some site specific information. [REDACTED] would welcome discussion with any officers that have been involved in electoral review work recently to understand more about data that was provided.

3.4 There was discussion around a housing baseline study that has been circulated by SCC (through the Surrey Growth Board). There are concerns from a district and borough point of view around conflicts with the Local Plan evidence base. SCC Spatial Planning have not been involved in this work. District and Boroughs to voice concerns through their Chief Execs.

#### Actions:

- Please check Local Plan position table, including on Climate Change and Design Codes, send [REDACTED] any updates.
- Let us know what topics you would like to discuss at future PWG meetings.
- Please let [REDACTED] know if you are interested in the Health and Planning Forum.
- Please get in touch with [REDACTED] if you have been recently involved in electoral review work

### 4. Transport Policy update – [REDACTED]

4.1 SCC is looking to progress a programme of updating Local Transport Strategies. They will be shorter and focused on the forward programme which will include shared priorities. All related authority specific programmes will load up into the document – including LCWIP schemes, major schemes, Liveable Neighbourhoods. As with the SIP there will be a standardised prioritisation process. The team will look to have all forward programmes in place by 2024 and the work will have to be done in tranches of districts. All work will need to be done in collaboration with district and borough members. SCC sign off will be through Cabinet and it is expected that they will also go through district and borough Cabinet, as LCWIPs do. The team are keen to get thoughts on the best approaches for collaborative working on these.

4.2 [REDACTED] updated on Liveable Neighbourhoods. Through the LTP4 Consultation residents made suggestions for areas that could benefit from this approach (attached). SCC is keen to interlink LCWIPs and Liveable Neighbourhoods. The bulk of the work for Liveable Neighbourhoods will be in the engagement and member input is key. Infrastructure required can be simple. SCC now also has Local Area Coordinators who may be able to assist in the process. Again, [REDACTED] would welcome discussion with local authorities on suggestions for progressing the approach.

4.2 The ULEZ extension consultation ends 29<sup>th</sup> July. SCC is holding a session with county councillors on 18<sup>th</sup> July. [REDACTED] shared slides setting out key points from the SCC response [REDACTED]. These comments will be supplemented with feedback from 18<sup>th</sup> July session. SCC have asked for D&B feedback in advance of 18<sup>th</sup> to inform discussion.

4.4 LTP4 is going to Full Council on 12<sup>th</sup> July.

#### 4.4 Discussion points:

- Woking LCWIP stops at town centre boundaries and ██████ asked about extending it. ██████ explained that as this was the pilot LCWIP the approach has since evolved and the team want to come back to Woking to work on the wider Woking LCWIP. ██████ to discuss timings.
- On Liveable Neighbourhoods it was suggested that a pilot to demonstrate that the approach works would be valuable.
- Spelthorne advised that their ULEZ response had been to committee the night before. It is to be strengthened. A key ask to help mitigate any potential impacts, is that Spelthorne be included in zone 6.

#### Actions

- Local authorities asked to send ULEZ feedback to SCC.
- Authorities to feed back to ██████ and ██████ on thoughts for how engagement/collaborative working on Local Transport Strategies and Liveable Neighbourhoods is best done

### 5. New School Organisation Plan – ██████

4.1 ██████ updated that the new School Organisation Plan is to be published shortly. It is based on 2021 data, but no expectation that trends have changed. The plan shows declining primary numbers with this decline flowing through into secondary numbers as the peak passes. Need for secondary places is currently still being felt in specific areas. For the first time the plan does show what had been forecast from new housing versus actual housing completions. This shows we do tend to over estimate annual housing totals compared to what is delivered. SCC will share the document once published.

#### Discussion points:

- Discussion whether this will lead to mothballing of schools. Mike confirmed there are no plans for closure of schools and that the focus is on working with schools to ensure sustainability. The SCC Select committee session this morning covered this issue of school sustainability.

### 6. Surrey Development Forum – ██████

4.1 The Development Forum is looking to hold a second community conference on 3<sup>rd</sup> November at the same venue. A programme is being worked up but is likely to focus on design – Healthy Streets, Design codes etc along with a session on BNG from both a public and private sector perspective. It is looking like a £█████ contribution per local authority will be sought, providing 3 places for Leader/portfolio holder, lead officer, community group. It was noted that 5 places were provided last time and this might be preferable to avoid limiting community groups.

### 7. Minutes of the last meeting

5.1 Accepted as correct.

### 8. Feedback from the last SPOA meeting

6.1 Took place on Friday 1<sup>st</sup> July. SPOA focused on the following areas:

- Work programme – more detail to follow
- BNG Funding – In addition to the £10k funding received, a number of authorities are aware that there is to be a further £10k provided. As ██████ post has not yet been recruited to, SCC is not in a position to lead on a collective piece of work.
- Training

### 9. Dates for the future meetings

Wednesday 21<sup>st</sup> September @ 10am

Friday 25<sup>th</sup> November @10am

**Surrey Planning Working Group (PWG)**  
**Wednesday 21st September 2022 at 10:00**  
**Microsoft Teams Meeting**

**Minutes**

**1. Welcome, introductions and apologies**

**2. Updates/Standing Items**

**Surrey Development Forum and Community Conference – [REDACTED]**

2.1 The latest SDF Meeting – was held on 20<sup>th</sup> September and Sue reported that it continues to be a useful forum for both developers and local authorities. The meeting included an update from [REDACTED] on BNG, a Surrey County Council Infrastructure Plan presentation and a new agenda item, which introduces a two way discussion between developers and local authorities on broader topics of interest, rather than specific questions on local plans. [REDACTED] informed members that the Local Plan Update table, is a valuable resource that is circulated to Development Forum members and asked that it is kept up to date.

2.2 The Community Conference will take place on 3rd November at the Guildford Harbour Hotel, the same venue as last year. Ticket information has been circulated to SPOA, discounted tickets are available to local authorities at [REDACTED] including two tickets for the local authority and two for community groups. Community group's representation is welcomed but it is up to each local authority to distribute their tickets, individual tickets are available at additional cost. Contact [REDACTED] with queries [REDACTED]

**Surrey Future and Place Ambition**

2.1 The team have been working through the many helpful comments provided by the Task Group and the document is almost finalised. The next step is to confirm the process for sign off. The intention is that each local authority will endorse the document via a process of their choosing.

**Heathrow and Gatwick**

2.3 No further work has occurred since the last PWG meeting on Heathrow. The HSPG accountable body has changed from Slough to Hounslow.

2.4 There is a lot of ongoing work at Gatwick, with DCO submission proposed for first half 2023. There is a programme of technical topic group meetings between now and early January to inform scheme development. Air quality and noise issues work remains in progress.

2.5 There was a highways consultation over the summer, with issues remaining on the highways results. There have been initial requests for inputs to statements of common ground. Modelling work on how the airport would function with a second runway and prospective growth figures is still being scrutinised. A busy 6 months ahead is expected.

**EM3 and C2C update**

2.6 Nothing to circulate at this time.

**Minerals and Waste Local Plan Update**

2.7 Regulation 18 issues and options stage consultation closed before the summer; a full summary of responses is available on the website. The aim is to consult on the preferred options stage of the plan next summer, with the focus on site allocations. Districts and Boroughs are invited to contact the team with any queries on the plan or particular sites. Meaningful engagement with Districts and Borough's is expected to begin in the new year.

## Action:

- All authorities to ensure their GIS data is up to date.

**Local Authorities Design Code Update**

2.8 Elmbridge BC have appointed Allies and Morrisons urban practitioners to conduct the borough wide design code. The project is in the very early stages with initial community consultation to begin in the coming weeks. Commonplace has been engaged and the is currently being set up. Elmbridge are self-funding this work.

2.9 Guildford's Weyside Urban Village has a design code but there are no plans to roll this out across the borough, although developers are required to produce design codes on strategic sites, such as Wisley where work is underway.

2.9.1 Reigate and Banstead are a Pathfinder authority and have received DHLUC funding on the Redhill – Horley design code. The project has two strands scoping and baselining all the work. Digital Twin to do the 3D modelling for Redhill – Horley and they are also looking to map the design code layers into the 3D model, whilst Commonplace is being used as the digital platform for the engagement work. Consultation events took place over the summer and it was reported that the advantage of using the Pathfinders group is that it provides a community for feedback and engagement. The consultation is available online and comments are welcomed.

2.9.2 Work is on schedule to finish the visioning stage of work by the end of October and to finalise the draft code by the end of March. A joint meeting with Surrey County Council and DLUHC is due to take place on Friday 23<sup>rd</sup> September to discuss progress and will include a tour of Redhill-Horley corridor.

2.9.3 The SCC Design Guide, 'Healthy Streets for Surrey' is progressing well with the second consultation having closed and Pathfinder funding awarded to digitize it. It is being taken to SCC Cabinet in October for endorsement and then to Full Council for ratification. Prop Tech funding was also used for the recent Your Neighbourhoods in 3D pilot in Farnham.

**Actions:**

- Please check Local Plan position table, including on Climate Change, BNG, Design Codes, new policy etc and send [REDACTED] any updates.
- The Development Forum has requested that local authorities share their position on their First Homes policy / interim statement or what your plans are to develop one, if your authority hasn't already done so please send this to [REDACTED].
- Please share intel you receive that may be of interest to the group with [REDACTED] to disseminate.
- Let us know what topics you would like to discuss at future PWG meetings.

**Discussion points:**

- How does green infrastructure fits into design codes? [REDACTED] reported that he is organising a CPD event around GI and will share the slides following the event. [REDACTED] reported that one of the conditions of the R&B design code bid was to integrate more green infrastructure and active travel within the design code work.

**3. LNRS Reflections from the Surrey Development Forum – [REDACTED], SCC**

**3.1** Districts and boroughs will have the opportunity to feed in the development of the LNRS via a working group where priorities and policies will be formed. A Steering Group is being formed comprising approximately 10 members including Public Health, the NFU and the CLA, Forestry Commission, Natural England and the Environment Agency, which will feed into the Surrey Nature Partnership Board. PWG is invited to propose a member to sit on the group representing planning.

**3.2** [REDACTED] gave a presentation at the recent Development Forum on the LNRS.

The presentation was well received, with developers raising questions and concerns around the 20% BNG target on sites, interest in the work the county is conducting on habitat banks, the relationship between county and boroughs and districts on LNRS implementation and the timelines for receipt of government guidance.

#### **Actions:**

- Authorities asked to consider proposing a nominee to the LNRS Steering Board on behalf of planning, please send suggestions to [REDACTED]
- Guildford to share the results of a study to provide BNG via offsite SANGS, funded via their £10k BNG allocation.
- [REDACTED] to share via [REDACTED] the presentation given to the Development Forum on 20<sup>th</sup> September.

#### **Discussion points:**

- [REDACTED] reported the case for 20% BNG target was recommended by the Nature Partnerships. Work will be done to understand the chain of evidence and whether this recommendation can be taken forward as policy / if any refinements are required, as part of the LNRS process.
- Resourcing the development of the LNRS. Bronwen reported that the team are working on resource plans that will also seek to utilise external resources, including in the Wildlife Trust. The structure is yet to be determined as the funding is unclear.
- The LNRS team tender for assessment of biodiversity gain potential looks at SCC's own land and development pipeline to see what biodiversity credits can be expected. EBC have expressed interest.
- Guildford and Surrey Heath have already utilised their £10k BNG allocation for local evidence.
- SPOA is exploring with the remaining authorities the best way forward to collectively utilise BNG funding. The consensus at the last meeting was for it to be used around the evidence base or future training options.

#### **4. Overview of Surrey County Council's work to develop a climate change adaptation strategy and potential spatial risk assessment, [REDACTED], SCC**

**4.1** [REDACTED] introduced herself as a Climate Change Adaptation Specialist within the Flood Risk and Climate Resilience team, a new role to develop a climate change adaptation strategy and action plan for Surrey. The Surrey Climate Change Strategy mainly refers to net zero and driving down the emissions profile, and whilst the adaptation strategy connects to the existing strategy it's focus is on impacts and risks associated with climate change that are already built into the system.

**4.2** [REDACTED] explained adaptation cuts across all sectors and is about looking at long term resilience and changes in our systems, changing the way we plan our infrastructure and the materials used.

**4.4** [REDACTED] outlined the adaptation strategy will evolve over the next 5 years, with the first strategy due early 2023 and a draft at end of 2022. A series of workshops are running throughout October including one on planning, development management and place making. A date for this meeting will be identified and shared with the group with the aim to work around adaptation and the planning sphere.

#### **Discussion Points:**

- Adaptation encompasses broad policy and strategy areas, including the LNRS and BNG and variety of sectors including planning, when retrofitting buildings and infrastructure, natural landscape and agriculture, such as changing crop types, creating more space for flooding, etc.
- The Adaptation Working Group consists mainly of borough and district climate change officers and includes reps from Mole Valley, Waverley, Surrey Heath, Spelthorne and Elmbridge.

**Actions:**

- Please send [REDACTED] nominees to join the county wide Adaptation Working Group.
- [REDACTED] to circulate invitation to the October Adaptation and Planning workshop.

**5. Update from [REDACTED] SCC on:**

- **Local Plan assessment work: timetables and liaison with National Highways**
- **County Model, Local Plan related work and funding**
- **Update to DfT Circular 02/13**

**5.1** [REDACTED] reported that Local Plan work is stretched until around the mid 2023, due in part to expected ongoing work with Spelthorne and Surrey Heath.

**5.2** [REDACTED] is hopeful that discussions with National Highways will conclude at the end of the month regarding the forecasting and assessment methodology for the Guildford work. The assessment work for the Guildford Plan Review will therefore continue.

**5.2** [REDACTED] shared that the updated County Model is a completely new tool which has now replaced the previous version. SCC are proposing a mechanism whereby Surrey partners will be asked to contribute financially to the model updates, which have previously been offered free of charge. These fees do not cover revenue costs but are ring fenced for work associated with refreshing and updating the county model. The fees requested from boroughs and districts are a contribution to the total cost.

**5.3** Two payment structures are proposed:

Option A- annual licence fee, a fixed cost that will be reviewed annually in line with the consumer price index. 2022/23 fee £[REDACTED].

Option B- a variable annual cost based on how much work is requested by the borough/ district. proportion of staff costs. 2022/23 fee will be 50% of staff costs.

**5.4** [REDACTED] advised that the DfT update to Circular 02/2013 is a significant one, which sets out how National Highways engage in the plan making process, it is also expected to result in additional and more frequent assessments. There is no timetable as to when the revised circular will be reviewed and published.

Discussion points:

[REDACTED] advised some of the key changes include:

- Development can only be promoted at locations that are or can be made sustainable and where opportunities to maximise modal shift have been identified.
- Spatial strategies should reflect the transport decarbonisation plan and demonstrate compliance with the Climate Change Act by showing they are on target to net zero by 2050. This isn't just about promoting electrical vehicles, but more about reducing the need to travel and promoting the use of active modes.
- New development, particularly residential development, should not add significant trips to the strategic road network.

Actions:

- Authorities to agree and communicate their preferred new County Model contribution option to [REDACTED] by December in order for the new arrangement to be in place for 2023.
- [REDACTED] to provide a paper for circulation with the meeting minutes.
- In response to the question of whether individual authorities can choose which Option they would prefer to adopt rather than needing to pursue the method selected by the majority of the boroughs and districts. [REDACTED] has advised that he and colleagues still considering this and seeing how it could work in practice.

## **6. Feedback from a meeting with DLUHC officers on the future of the planning system and the NPPF, [REDACTED] Spelthorne BC**

7.1 [REDACTED] reported on a meeting between Spelthorne BC and the DLUHC to discuss the next steps of their Reg 19 consultation process and the wider picture. The department reported they have been playing catch up and are multiple steps back from the position at the beginning of the summer. The implication is the Levelling Up and Regeneration Bill remains at least a year away from Royal Assent.

7.2 [REDACTED] was advised that messages delivered by politicians during campaign mode should not be given authority until actual changes are made to government guidance and policy. The departments' priority is to clear the backlog and then focus on getting plans adopted without delay. It is expected that changes to the NPPF will focus on speeding up the process and making it faster and easier to review, from the basis of an adopted plan. Local Authorities are encouraged not to wait for policy changes as transition arrangements will be in put into place. The publication of a new NPPF prospectus appears to be unlikely in the short term.

Discussion points:

- Green belt review.
- If there was any information provided on the government's target of having adopted local plans in place by the end of 2023. [REDACTED] agreed to pose this question back to the department.

Actions:

- [REDACTED] received the following response from DHLUC regarding a question that was raised regarding the status of the current government target to have adopted local plans in place by the end of 2023: the deadline remains in force however, sanctions for those who miss it are unlikely given that there is so much uncertainty around the LURB. The usual transition arrangements will also remain in place when once the new deadline is announced.

## **7. Update on the Surrey Hills Boundary Review, [REDACTED], Reigate and Banstead BC**

8.1 [REDACTED] reported that the AONB Boundary Review is progressing well and is on schedule. The Steering Group have been sent confidential copies of the two draft documents on 'beauty' and 'desirability' for review and fact checking, the third report on the boundary will follow. Ian reported that it is a very well written, thorough document that builds on lots of existing work.

8.2 Next steps are for the reports to be considered by the technical advisory group, followed by approval to proceed to a 12 week consultation, probably in March, followed by the Secretary of States approval of the document and any potential legal challenges. On this timetable implementation could be several years away.

## **8. Minutes of the last meeting**

5.1 Accepted as correct.

## **9. Feedback from the last SPOA meeting**

6.1 Took place on Friday 1<sup>st</sup> July. SPOA focused on the following areas:

- Work programme – more detail to follow
- BNG Funding – In addition to the £10k funding received, a number of authorities are aware that there is to be a further £10k provided. As [REDACTED] post has not yet been recruited to, SCC is not in a position to lead on a collective piece of work.
- Training

## **10. Dates for future meetings**

Friday 25<sup>th</sup> November @10am

**Surrey Planning Working Group (PWG)**

**Friday 22<sup>nd</sup> November 2022 at 10:00**

**Microsoft Teams Meeting**

**Minutes**

**1. Welcome, introductions and apologies**

**2. Updates/Standing Items**

**Feedback from Surrey Development Forum and Community Conference – [REDACTED]**

2.1 [REDACTED] provided feedback on the Development Forum Community conference which took place on 3rd November at the Guildford Harbour Hotel, the event was well attended, including by community groups such as CPRE. The general feedback was that the meeting went well with some good panel discussions. The panels on BNG and Green Infrastructure and another on Good Design with [REDACTED] generated particular interest, whilst [REDACTED] Surrey Heath Chief Executive chaired a panel on the needs of Surrey and the Place Ambition. The MP for Woking [REDACTED] took part in a Q&A. Another conference is planned to take place in 2023.

**Surrey Future and Place Ambition**

2.1 [REDACTED] reported that the Surrey Future Board has been replaced by the Surrey Infrastructure Steering Group, which is made up of heads of place or directors of place from the districts, boroughs and county council. The group held its first meeting on 24<sup>th</sup> November where they discussed the Place Ambition, Commercial Sites Assessment and Surrey Housing Strategy.

2.2 [REDACTED] is working with a small group to review and agree the Place Ambition document and ensure that, politically, all authorities (or as many as possible) can be comfortable with it. A particular concern is the 'label' of Strategic Opportunity Area.

**Action:**

- Suggestions to replace the term Strategic Opportunity Area / SOA within the document are welcomed, please send suggestions to [REDACTED].

**Heathrow and Gatwick**

2.3 [REDACTED] reported that the Heathrow Strategic Planning Group have an away day in December to consider their work programme (subsequently postponed to January because of train strikes). The Environment and Airspace sub group is very engaged with the Heathrow airspace change process, whilst the Heathrow Area Transport Forum continues to push for a Southern rail access. There is speculation that Heathrow will make an announcement on third runway in January.

2.4 [REDACTED] reported Gatwick remains hopeful of submitting its DCO in March, although this is considered to be very challenging. The topic working groups are ongoing and GAL continues to receive lots of requests for information from the local authorities. However, Gatwick authorities are collectively beginning to request support with ongoing consultancy and legal work.

**EM3 and C2C update**

2.6 Nothing to circulate at this time.

**Minerals and Waste Local Plan Update**

2.7 [REDACTED] explained that an extension to the development scheme is being sought for the preferred options consultation, which is currently scheduled for June 2023. This will impact on the timelines for meaningful district and borough engagement.



2.8 The Regulation 18 issues and options stage consultation closed before the summer, a full summary of responses is available on the website. The aim is to consult on the preferred options stage of the plan next summer, with the focus on site allocations. Districts and Boroughs are invited to contact the team with any queries on the plan or particular sites. Meaningful engagement with Districts and Borough's is expected to begin in the new year.

#### **Surrey Hills AONB Update**

2.9 [REDACTED] reported that boundary review is progressing well and the statutory consultation on proposed boundary variations is expected in Spring 2033.

#### **Local Authorities Design Code Update**

2.9.1 [REDACTED] reported that Elmbridge BC ran their first public consultation drop in events in October and November. The next steps are to consider visioning and early further engagement with communities, members and developers and agents early in the new year.

2.9.2 [REDACTED] shared that a grouping of local authorities have been part of a series of 'Code Club' sessions organised by Urban Design Learning that have met to discuss design codes 'to help local authorities get to grips with design codes for their areas, sharing and exchanging knowledge in a peer-to-peer platform.' For more information on 2023 events contact : [REDACTED]

2.9.3 [REDACTED] notes that whilst Waverley recognise the need to bring forward a district wide design code there currently isn't the budget to do the work at the quoted £100k and asked other authorities what costings that had received for this work?

#### **Action:**

- Please send [REDACTED] further information on your authorities' design code costings.
- Send [REDACTED] your local plan updates.

#### **Discussed:**

- [REDACTED] proposed creating a repository of information to be collated and made available to the group similar to the Sharepoint site that Gatwick authorities had set up. PWG had a shared site many years ago, but Sharepoint should make usage much easier now.
- [REDACTED] asked the group how other authorities have undertaken the LLP update? He reported that Waverley used the standard approach for the last update and queried if other authorities have challenged the standard approach with an alternative, as the NPF provides an opportunity to do so. No authorities reported that they have challenged the standard approach to date.

### **3. Adult Social Care Commissioning Statements – [REDACTED] and [REDACTED] SCC**

**3.1** The presentation covered Commissioning Statements, with a focus on how to support planners around older people's housing and residential nursing care homes. [REDACTED] is Commissioning Manager in the Older People's commissioning Team and Lead for Extra Care Housing. [REDACTED] and her colleague [REDACTED] are Senior Commissioning Manager's and Leads for Older People with a focus on residential nursing contracts, they also responsibility for market shaping current care home provision and how to meet future demand.

**3.2** The Surrey [Accommodation with Care and Support Strategy](#) seeks to support independent living for people with mental health needs and disabilities and working age adults with disabilities. Whilst the wider ambition of the strategy is to increase the diversity of housing options for those with health and social care needs. The presentation focused on the older people aspect of the strategy and the ambition to increase the availability of appropriate and affordable housing options for longer term needs that can help avoid unnecessary care home admissions.

**3.3** Surrey faces a particular challenge to provide affordable housing care options and has very strong gaps in this area in a market that has focused on private and luxury options. There is a particular need to focus on affordable and

appropriately diverse housing options that are fit for long terms needs, particularly for those who are on housing benefits. Alongside enabling more people to stay in fit for purpose accommodation that avoids early or unnecessary hospital admissions.

**3.4** The ambition remains to deliver an additional 2,000 units of which 725 are affordable. This will initially be done via a review of SCC owned land and then an open conversation districts and boroughs, which has already begun in some areas.

**3.5** The Commissioning Statements published in 2019 are to be updated to reflect changes in demographic data, including the 2021 census, best practise in the extra care housing sector and a re-examination of the methodology, which is potentially both conservative and basic.

**3.6** █████ introduced the [Living Well in Later Life Strategy](#) , which focuses on the care home perspective. The highest volume of placements that adult social care makes are within the nursing care home sector. There is a focus on supporting people being kept at home for as long as possible and only accessing care when it is essential for more specialist nursing care. Katie is the main contact for the work on care homes and the future of care homes.

**3.7** There is a focus going forward on the number of people requiring specialist dementia care, this sector has experienced an 80% increase over the last 5 years. Whilst there has been a decline in placements made into low level residential care. There is strain on how the specialist care service is accessed via the market alongside increasing costs.

**3.8** The team work with providers and health colleagues to best support the sector and help provide better assessments, health and mental health support.

**3.9** █████ outlined the project brief to support the market shaping work, which comprises four phases. Phase one, the development of area reports which identified the need for more complex specialist mental health provision as common theme. Phase two, defines future capacity needs and drills down into sites and locations of greatest future need. Phase 3, present options and develops a market position statement, whilst Phase 4 will focus on implementation.

**3.9** █████ explained that in order to support the changes to Surrey's care home market, including closures, care provider contract reviews and a wholesale review of the 24 county council owned care homes, the team aims to be more fully engaged with planning applications and strategy developments that may impact the wider work on the future of care homes.

**3.9.1** █████ reported a market shaping event will take place in March to engaging with providers and consider the future of care homes: what does the sector look like, required infrastructure, level of need and specific challenges.

#### **Actions:**

- Please continue sending C2 planning applications to █████ to be sense checked.
- Arrange an internal meeting with █████ team and █████, █████ and colleagues to make links to the health and Planning Forum that that we've also starting to set up with public health
- █████ requested a list of local borough and district contact to engage with on the future of care homes work. █████ team to coordinate.

#### **Discussion points**

- Reported that the team will welcome █████ as District and Borough Housing Partnership Manager in November, his role will be to coordinate planning and housing issues.
- Aim to update Commissioning Statements by March 2023

**4. To receive borough and district feedback on the Local Plan Charging Paper, █████ SCC**

**4.1** Will welcomed the opportunity to receive feedback from members on the Local Charging Paper and welcomed questions and comments and views on which approach is preferred.

Actions:

- It was agreed that this decision was better made via a head of service discussion and therefore that the item would be referred to the next SPOA meeting.

## **5. Green and Blue Infrastructure Guide, [REDACTED], SCC**

**5.1** [REDACTED] introduced the guide as part of the suite of Greener Future documents, which is intended to provide best practise guidance and case studies that may be useful to refer developers to, it does not supersede borough or district plans.

**5.2** This detailed guide complements and supports existing strategies and includes links to national and local guidance, including borough and district local plan policies. As a web-based guide it can be updated as changes emerge over time providing a summary of everything in one place. The guide is located on the county council website: [Green and blue infrastructure: best practice and case studies - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/green-and-blue-infrastructure)

**5.3** [REDACTED] explained that the guide initially emerged from work on the Place Ambition, specifically the Urban Strategy Framework Task Group that identified it as useful to assist in delivering the aim of improving the liveability of our urban areas and tackling climate change.

**5.4** [REDACTED] outlined that the guide is mainly focused at individuals and organisations, particularly developers, involved in the development process and clearly shows the benefits that can be achieved when green and blue infrastructure is delivered within an urban development setting. The document focuses on both new developments alongside retrofitting in existing urban environments.

**5.4** The document contains 11 main sections covering 9 key green and blue infrastructure principles, including urban greening, green and active travel corridors and integrating GBI into new developments. Whilst the 17 case studies form a main part of the document.

### **Discussion:**

- How to raise awareness amongst communities about this online guidance, particularly in relation to the emergence of neighbourhood plans.

Actions:

- Please share the link above to the guide with colleagues and other organisations and groups that may be interested, including communities.
- Share any good and relevant case studies links and updates so that we can keep the document as up to date as possible.

## **6. Co-Plug Update, [REDACTED]**

**6.1** [REDACTED] minded attendees that the Co-Plug platform is designed to support with healthcare planning activities around Section 106, albeit its primary role is to support the ICP and the local authorities to deliver improved healthcare contributions and therefore improved healthcare outcomes.

**6.2** The Co-Plug team is to attend a future Planning and Health Forum to disseminate the role and benefits of the tool.

**6.3** [REDACTED] provided an update on progress with the platform. The 2022 housing data has been collated alongside education returns and potential sites data. This information is now fully updated and ready to view and use. Please contact Jacob should you have more up to date information to share. All of the information provided contributes towards an understanding of overall housing need and housing delivery within the ICS patch.

6.4 The apps are now available for user to access IDP level outputs, this comprises of the housing data supplied by local authorities to which the team apply assumptions for windfall, lapse rates and types of housing mix, which is then projected forward to provide an individual local authority and ultimately Surrey wide picture of the overall demand coming forwards from new housing.

6.5 The S106 reports feature has been completed and can now provide an automated reporting feature in a usable PDF format.

6.6 Next steps are to move towards housing demand distribution modelling which will show where the flows of the population are from that particular point to individual healthcare services, as well as producing automated IDP reports. The intention is to produce a report that provides a summary to support infrastructure planning requirements

6.7. Monthly drop in sessions continue to be available to assist with any help you may require on the tool.

Discussion points:

- The potential for the platform to be expanded for use beyond healthcare into sectors such as utilities, education, active travel, liveable communities etc.

Actions:

- Data accuracy - when submitting housing data please try to ensure that applications, for example aren't duplicated and postcodes are provided within the column rather than within, for example, the site address, as well as avoiding submitting non numerical values in the housing units table. This will avoid additional work to clean up the data set.

## 7. Minutes of the last meeting

7.1 Accepted as correct.

## 8. Feedback from the last SPOA meeting

8.1 No update noted.

## 9. Dates for future meetings

PWG (TBC)	SPOA
6 February 10:00am – 12:00 midday	3 February
28 March 10:00am – 12:00 midday	14 April
6 June 10:00am – 12:00 midday	TBC
12 September 10:00am – 12:00 midday	1 September
28 November 10:00am – 12:00 midday	3 November

## **Surrey Planning Working Group (PWG)**

**Monday 6<sup>th</sup> February 2023 at 10:00**

**Hybrid Meeting at Spelthorne Borough Council and on Microsoft Teams**

### **1. Welcome, introductions, apologies and agree minutes of last meeting**

- [REDACTED]
- The minutes were agreed

### **2. To discuss revisions to the NPPF planning reforms; what this means for local plan timetables.**

#### **Local Plan Progress update - All**

Discussion points on the Local Plan timetables:

- 2.1 Spelthorne: Environment & Sustainability Committee voted 14 to 1 on 31 January 2023 to continue with their submitted local plan strategy. Hoping to get examination hearing sessions scheduled ahead of the May elections which could result in change in politicians. There is impetus to agree the plan in order to free up resources.
- 2.2 Reigate and Banstead have a plan in place, new Local Plan preparation to commence in 2023.
- 2.3 Guildford's existing plan expires in 2024, *legal advice has been sought on the implications of an early review*. Work continues on aspects of the evidence base that do not need immediate updating such as a design code. It was reported that there is push back in central Guildford around building heights. The recent North Street and the Debenhams site were not approved.
- 2.4 Runnymede commenced the review of their Local Plan in January 2021. The process is now slowing down, whilst they gather views from members and consider whether to restart the review under the old system or wait until 2024/5 for the new system to be in place. The latter seems most likely so in the meantime pushing ahead with developing the evidence base and the design code work.
- 2.5 Woking, following an appeal decision on the HG Wells site and possible challenge to the proposed SPD approach, the town centre masterplan will no longer be adopted and a review on future options is underway. Work has begun on the Core Strategy review evidence base.
- 2.6 Surrey Heath councillors have paused progress on their Local Plan, a revised timetable is being devised but no decisions will be made until after the May elections. It is expected that future progress will be made under the old system.
- 2.7 Elmbridge are continuing work on the Local Plan which they expect to submit in Summer 2023, post the local elections. The design code work is moving forward at pace.
- 2.8 Mole Valley Local Plan examination hearings ended in October 2022, and the council was looking to prepare main modifications. Following publication of the NPPF consultation councillors have written to government requesting that Green Belt sites are removed on the basis of being a minor amendment to the plan. If the request is refused the plan will be withdrawn.
- 2.9 Waverley's Local Plan Part 2 examination hearings ended in September 2022. Their consultation on main modifications has finished and it is hoped that the inspector can provide the report by the end of the month for council before purdah. A report on Local Plan Part 1 is being taken to council as the plan is 5 years old and needs to be updated. Concerns were raised around NPPF para 11 and the need to switch to local housing need and increase the number of dwellings per annum.
- 2.10 Epsom and Ewell: Regulation 18 Consultation February/March 2023 which includes Green Belt sites.
- 2.11 SCC Minerals and Waste Plan, an extension has been sought and there will be a new call for sites.

## 2.12 Discussion points on the NPPF planning reforms:

- The removal of 'justified' may not make much of a difference. There is a legal requirement to consider alternatives so similar evidence will be needed.
- Unclear on the timetable for removal of Supplementary Planning Documents and replacing them with Supplementary Plan.
- There may be an open call for evidence as part of a Select Committee inquiry. Spelthorne are considering submitting evidence. A joint response could be made from Surrey authorities. The issue will be raised with SPOA.

### Action:

- Send [REDACTED] your NPPF consultation response for circulation.
- [REDACTED] to circulate the Transport Studies Team timetable. All to provide comments to Will Bryans.

## 3. To discuss the potential for joint commissioning of an evidence base and the consultation software used by councils - [REDACTED] Waverley BC

3.1 [REDACTED] introduced the item. Waverley are considering reviewing their strategic policies and have discussed with Guildford the potential for joint commissioning. There is interest in joint commissioning for issues which will not need immediate updating e.g., design code and the natural environment evidence base. We are shortly to employ a climate change officer to work across all planning teams and would like to review if we have the appropriate evidence base for policies.

### 3.2 Discussion points:

- Comments included the need to consider how much of the work could be done inhouse and how much did require external commissioning. External commissioning could be required due to pressures on time or the need for additional expertise. Elmbridge's sustainability appraisal was completed inhouse, but an external consultant used for a peer review.
- Comments were made on the consultation software used by the districts and boroughs. Several used INOVEM but commented they didn't use it to its full potential but were happy with its functionality. Others used ArcGIS StoryMaps which were useful for mapping material, EngagementHQ which provided useful statistics on engagement numbers and Talking Statues which could be used with QR Codes from the public realm. SCC has used Commonplace which can include story maps, videos and QR codes.

### Action:

- Send Fiona any evidence you have around climate change mitigation or adaptation so it can be shared and fed into the work programme for the new climate change officer.

## 4. To receive feedback on Guildford and Mole Valley's Local Plan Examination approach to BNG and Climate Change policies - [REDACTED] Guildford BC, [REDACTED] (Mole Valley)

4.1 [REDACTED] gave a presentation on Guildford's approach explaining how they justified going beyond the 10% BNG target. The 10% is national policy and a worst-case backstop. The Surrey Nature Partnership has shown that species loss in Surrey is higher than the national average and the

increase from 10% to 20% makes little difference on cost so should not affect viability. They provided evidence using three sites as case studies.

4.2 [REDACTED] explained the approach in Mole Valley emphasising that the Surrey Nature Partnership reports helps reinforce that biodiversity is threatened and increased delivery is worth achieving.

4.3 Discussion points:

- Reference was made to long term maintenance costs and how they were included in the viability. The DEFRA metric does incorporate management costs. For Local Plans the principles need to be included and the detail on how the BNG will work can be included in SPDs. The National Habitats Bank registers sites so some form of regulation is in place.

## **5. To discuss format of PWG and future meetings – All**

5.1 Discussion points:

- The options for future meetings arrangements in person, hybrid or a mixture, the consensus was in favour of a mixture of alternating in person/ hybrid and virtual meetings. The arrangements for chairing future meetings, the options proposed were an annual chair and vice chair or rotating roles depending on venue. There was a preference for the former. A suggestion was also made to include site visits alongside in person meetings.

### **Actions:**

Please send the following to [REDACTED]:

- Volunteers to act as PWG Chair and Vice Chair.
- Volunteers to host future in person meetings: Tuesday 6<sup>th</sup> June and Tuesday 28<sup>th</sup> November

## **6. Updates/ Standing Items:**

- Surrey Future/Place Ambition/Urban Strategy Update – [REDACTED] has been redrafting the Place Ambition which will be presented to the Surrey Infrastructure Steering Group on 20<sup>th</sup> February.
- Heathrow/Gatwick Airport Update – Heathrow still looking at expansion and a 3<sup>rd</sup> runway in the medium-long term. The Heathrow Strategic Planning Group are looking at their programme for next year which includes carbon offsetting, demand for logistics and data centres and making the case for southern rail access.
- Gatwick – the programme has slipped and the DCO application will be made after Easter. Ian commented that some impacts overlap multiple areas.
- Updates on C2C – no update
- Minerals and Waste Local Plan update – covered under item 2
- Local Authorities Design Code update – covered under item 2

### **Actions:**

- Mole Valley and Reigate and Banstead to provide their thoughts to [REDACTED] on producing a joint local impact report.
- Please send Local Plan updates to [REDACTED] by Monday 20<sup>th</sup> March ahead of circulation for the Development Forum meeting.

## **7. Dates for future meetings**

PWG (TBC)	SPOA
6 February 10:00am – 12:00 midday	3 February
28 March 10:00am – 12:00 midday	14 April
6 June 10:00am – 12:00 midday	TBC
12 September 10:00am – 12:00 midday	1 September
28 November 10:00am – 12:00 midday	3 November



## **Surrey Planning Working Group (PWG)**

**Tuesday 28<sup>th</sup> March 2023 at 10:00**

**Microsoft Teams Meeting**

### **1. Welcome, introductions, apologies and agree minutes of last meeting**

- [REDACTED] was welcomed as Chair and [REDACTED] as Vice Chair for 2023
- The minutes of the previous meeting were agreed.
- The next meeting on Tuesday 6<sup>th</sup> June will be hosted by Mole Valley in Dorking.

### **2. [REDACTED] SCC, provided an update on the Liveable Neighbourhoods Programme**

- 2.1 [REDACTED] outlined the broad range of activities covered by the Surrey Liveable Neighbourhoods Programme, including Healthy Streets, 20mph zones, low traffic zones, alongside changes to the public realm, such as improved seating, lighting and the introduction of pocket parks, shrubbery and greenery.
- 2.2 Work has commenced on mapping the county and 250 zones in urban spaces, with the potential to become liveable neighbourhoods have been identified, which could provide the basis for a potential 10 year work programme. Further detailed work is underway in Elmbridge, Runnymede, Spelthorne and Woking where 33 potential zones have been identified.
- 2.3 The team have developed conceptual plans to identify costings and enable future external and internal SCC funding bids.
- 2.4 Three types of zones have been identified and grouped according to their anticipated level of impact.
- 2.5 Tier one predominantly involves footway improvements, such as crossing points and would involve a 20 mph zone and improvements to the amenity of the area. These interventions wouldn't be expected to deliver changes to the way in which people travel.
- 2.6 Tier two includes tier one and additional features that would begin to change how people travel, such as restrictions to slow vehicle speeds.
- 2.7 Tier three includes, tier one and two features, alongside a "low traffic neighbourhood" proposal with more impactful measures like point closures and banned turns, alongside the potential for 'branding' and signage to signify entry into the zone.
- 2.8 The zones that have been grouped around town centres are the areas that present the greatest decarbonization requirements. The tier 2 work will be expanded to cover rural areas.
- 2.9 The programme includes a two track approach for tier one and two schemes, while the more complicated Tier 2 and Tier 3 scheme proposals will require extensive engagement and consultation and therefore a longer time to completion.
- 2.10 [REDACTED] explained that early engagement will be key to gaining public confidence and support, particularly with divisional members. The intention is to gain local backing during early engagement sessions where conceptual plans will be shared and stakeholder views and input will be sought, the finals phase will be a statutory consultation.

#### **Discussion Points:**

- Timescales for officer and member engagement were discussed, [REDACTED] explained that sign off from the responsible SCC cabinet member will precede conversations with local officers and local cabinet and divisional members. The hope is to proceed after the Easter break.
- Walking tours were proposed as a valuable tool to engage local communities and increase support for new schemes, enabling for instance communities to identify new routes from home to their usual shopping, leisure, work locations via rural routes.

- A primary measure of the programme's success is increased numbers of people walking and wheeling, especially in areas where it would have previously been considered unsafe to do so.
- The opportunities to include and engage schools and develop school zones was discussed, it was reported that funding is being sought via DFT to include schools within liveable neighbourhood zones or as part of a separate schools programme.
- The opportunity to utilise CIL funding for liveable neighbourhoods was raised as schemes could be included in IDPs.
- The programme will take a cautious approach given that anything that restricts the public in terms of movement will be contentious.

### **3. To discuss new and recent Government Consultations – All**

3.1 [REDACTED] introduced current Government consultations that PWG members may wish to provide a joint and /or individual response to. The consultation discussed were the New Infrastructure Levy, Environmental Outcomes Reporting, Permitted Development Changes, Airport Night Noise, National Policy Statement for National Networks Significant.

3.2 [REDACTED] reported that [REDACTED] is developing a response to Environmental Outcomes Reports consultation on behalf of Surrey County Council.

#### **Actions:**

- Contact [REDACTED] if you would like to contribute to the Environmental Outcomes consultation response.
- [REDACTED] to share the Surrey CIL Groups response to the new Infrastructure Levy once available.

### **4. SEND and AP Capital Programme 2023-2026 Update – [REDACTED]**

4.1 [REDACTED] provided the group with a comprehensive overview of the programme, reporting that SCC Cabinet approved the combined capital investment of £245,000,000, with approximately £43 million allocated for the AP Capital Programme and £202 million for the SEN Capital programme. This investment is intended to deliver just over 2,440 permanent additional state maintained and specialist school places, to meet the projected future demand for up to 6,000 by 2030.

4.2 The main purpose of the Capital Programme is to ensure that children and young people with additional needs and disabilities are educated close to home and within state-maintained provision, wherever possible. Whilst also encouraging schools to adopt sustainable travel plans and ensure that pupils aren't required to spend excessive time on transport.

4.3 A significant element of the Capital Programme was its entrance in March 2022 into a Safety Valve Agreement with the Department for Education. This was required because the central government dedicated schools grant had been severely overspent for a long period in Surrey. One of several conditions attached to this agreement is the elimination of the existing debt and to bring the local authority back into financial alignment by 2028.

4.4 Surrey's existing alternative provision estate is approaching the end of life and therefore received Cabinet approval for the AP Capital Strategy in October 2022. Work has started across four of the five new assets and progress is being made in the site acquisition for the final asset.

4.5 [REDACTED] explained that expansion of the specialist education estate is essential to ensure that Surrey remains financially viable and is able to deliver the services and support for children, young people and their families with additional needs and disabilities.

4.6 Delivery of the Capital Programme requires interdependent and reciprocal transdisciplinary team activity with each team and service impacting programmes output.

4.7 The programme is subject to robust scrutiny, financial audit, and monitoring to demonstrate that annual targets are met. There is an intense reporting cycle to ensure adequate governance, which includes monthly briefings with cabinet members for property, education and resources, monthly reporting to the Transformation Boards and Corporate Finance, as well as external oversight via the Department for Education. There is also quarterly reporting on the Safety Valve.

4.8 The programme also reports through a variety of communications channels via the districts and boroughs, including within libraries, via local councillors and to all school and education partners.

4.9 Gaining planning approval poses a significant risk to the programme and most projects will go through Reg 3 because they are being funded and delivered by Surrey County Council. However, all districts and boroughs are consulted on individual schemes and as part of the statutory consultation process.

4.10 The programme draws on a robust data forecasting model which pulls in population estimates, housing forecasts, population group data, births and local authority held data about children and young people with education, health and care plans. This demonstrates where there may be a deficit or rarely a surplus of need which provides options regarding prioritisation. The ambition is to stop creating new maintained placements and work towards ensuring very few children or young people are educated in the independent sector, which is unaffordable for Surrey and had led to the need for the Safety Valve agreement.

Discussion points:

- Creating confidence and supporting families where children are being offered places outside of those currently provided in the private sector and into the new state-run facilities. The need to ensure adequate forward and transition planning is critical to the both the success of such moves alongside enabling families to accept the state-run offer.
- How can district and borough officers and members feed into the process where the local authority is the consultee and not the determining authority? [REDACTED] informed the group that she regularly provides briefings to Members and invites all authorities to respond to statutory consultation responses, particularly on Section 10 Agreements. She is also happy to respond to queries raised by the presentation and provide further information as required. [REDACTED] is the key contact for transport and highways planning for schools under Reg 3.

## 5. Surrey Hills AONB Boundary Review – [REDACTED]

5.1 [REDACTED] informed the group that the consultation runs from 7<sup>th</sup> March until the 13<sup>th</sup> June and that Natural England and DEFRA are running webinars for members of the public to assist in completing their submissions.

5.2 All authorities in the Surrey Hills should now have received their GIS layers which [REDACTED] advised are very useful and recommended authorities utilise their functionality to compare the proposed boundaries with existing ones.

**Actions:**

- Contact [REDACTED] at Natural England if you haven't received your authorities GIS layers.
- If you would like additional consultation copies sent to your local libraries etc, please contact [REDACTED]

**6. Updates/ Standing Items:****6.1 Surrey Future/Place Ambition/Urban Strategy**

- [REDACTED] reported that the Place Ambition was presented to the Surrey Infrastructure Steering Group in February, this is a successor group to the Surrey Future Steering Board. The report was well received by the sub-group that reviewed the document and once all comments have been received on the Framework document a revised version will be shared for SISG sign off.
- Feedback is still being sought on how the document will be signed off and if there will be a role for the One Surrey Growth Board. (Post meeting note - At its meeting on 15 May, SISG agreed the Place Ambition document subject to any final comments and it will be for each LA to decide how they wish to use it and whether they want to formally endorse it. It will be shared with the One Surrey Growth Board to note that it has been agreed by SISG. The implementation framework document will not be published, but used as a working document for monitoring delivery.)

**6.2 Surrey Health and Planning Forum**

- [REDACTED] reported that the Surrey Planning and Health Forum was established pre COVID, paused and then reconvened in September 2022. To date the group have met three times with the next Forum meeting online on the 20th of June. The group's membership consists of officers from health and planning teams across Surrey, the current chair is [REDACTED], a consultant in public health for Surrey County Council.
- The main purpose of the group is to strengthen links across the planning and health teams when discussing planning and health issues. The Forum is focused on two main elements, healthy environments that support health and wellbeing and identifying and securing appropriate local health infrastructure.
- The anticipated benefits of the groups work are varied and include aims such as: maximising the opportunities for health to influence local plans and consequently draw on funds such as CIL; assist to incorporate bed health and wellbeing into planning policies and decisions; feed health intelligence into the Surrey Joint Strategic Needs Assessments.
- The recent March meeting welcomed a presentation from [REDACTED] Programme Manager for Planning and Health at the Office of Health Improvements and Disparities. The presentation covered his whole systems approach to planning for health, the value of good data, the need to incorporate health in all our plans, policies, guidance and planning decisions, design codes and ensuring the right expertise and resources are in place to ensure effective delivery. The presentation also emphasised that although there is no legal requirement for a Health Impact Assessment, they are considered a very a useful tool and encouraged their use.
- Following a country wide evidence review the Forum are developing a position statement outlining the current position of Surrey's public health team and its ambitions. [REDACTED] explained that PWG members input is required to achieve this outcome.

**Actions:**

- Send [REDACTED] the policies in your Local Plans that pertain to Health Impact Assessments.
- Contact [REDACTED] should anyone in your development management or planning teams like to join the group. The meeting is on the 20th of June.

### 6.3 Heathrow/Gatwick Airport Update

**Heathrow** – HSPG are looking at their programme for next year which includes carbon offsetting, demand for logistics, data centres and making the case for southern rail access. A reminder was given of the announcement at the last HSPG meeting that the airport still has expansion plans for a third runway and is looking to 2050

- [REDACTED] shared that the Colne Valley Green Belt Conference is taking place on the 18th of April, focused on aspects of the Colne Valley and some key green belt and issues.

**Gatwick** – [REDACTED] reported that work in the topic working groups is ongoing, although the submission date has officially been pushed back, likely until the summer. The background work has commenced on the statements of common ground, whilst S106 meetings are due to start soon. [REDACTED] also provided feedback from the NSIP conference, reporting it to be very useful particularly to hear the experience of Manston through their NSIP process. There are around 60 NSIP programmes currently in progress, alongside Luton's submission which has been accepted, their documentation is now available to view.

**C2C** – no update

**Minerals and Waste Local Plan update** – [REDACTED] reported that Plan process is currently paused while permission is granted to update the Minerals and Waste Development Scheme.

- Work on the preferred options consultation is due to begin in summer 2024, which will involve a lot of site work during the summer, involving working with district and borough colleagues over the next 3-4 months.
- There have been several new recruitments within the team, meaning the team is now at full capacity for the first time in a long time.
- Regarding Development Management, several applications have been received which are proceeding to committee, including one for an aggregate recycling plant.

### 6.4 Local Authorities Design Code update

- [REDACTED] reported that the Reigate and Banstead and Surrey County Council Design Code work went to the Design Council last week where they both received a positive response and were reported to be strong pieces of work. Both projects are progressing well with the implementation of the A23 scheme, alongside development of electronic tool sheet in the Create Streets and Surrey County Council work.
- [REDACTED] updated that the Elmbridge project is progressing well and a draft has been produced, a digitalised consultation is expected to be published in September.

### AOB

- [REDACTED] reported that Spelthorne BC have received dates for their examination hearings commencing on the 23rd of May with a two-week break, followed by the remaining two weeks three days per week in June.

### Actions:

- Please send topic suggestions for future meetings to [REDACTED]
- Please send Local Plan updates to [REDACTED]

7. Dates for future meetings

PWG	SPOA
6 June 10:00am – 12:00 midday	Dorking, Mole Valley DC
12 September 10:00am – 12:00 midday	1 September
28 November 10:00am – 12:00 midday	3 November

## **Surrey Planning Working Group (PWG)**

**6<sup>th</sup> June 2023 at 10:00**

**Hybrid Meeting – Mole Valley DC, Dorking**

### **1. Welcome, introductions, apologies and agree minutes of last meeting**

The minutes of the previous meeting were agreed.

### **2. [REDACTED] SCC, provided an update on Climate Change Programme**

2.1 [REDACTED] introduced himself to the group and outlined his dual post as Climate Change Planning Officer with Surrey County Council, seconded to Waverley Borough Council, with joint project responsibilities.

2.2 The presentation gave an overview of the countywide guidance and documents that will be produced looking at climate change, embedding a Net Zero approach and targeting carbon reduction and local plans.

2.3 [REDACTED] outlined the projects aim to establish a green standard for climate change led local plan policy formulation, whilst exploring the potential of the new guidance to improve consistency whilst sharing and improving new and existing good practices.

2.4 The current guidance is scoped to include robust policy principles, a set of model-based targets and a viability led baseline supporting the case for carbon reduction and climate change measures adopted in local plans.

2.5 The process to develop guidance aims to enable space for district and borough's to share insights and build a narrative around climate change embedding and carbon reduction experiences within their own planning contexts, alongside building collective capacity.

2.6 PWG and SPOA are critical project partners and as LPA representatives they have a strong voice to encourage dialogue and outcomes.

2.7 The project has received input from all Surrey local authorities, private sector groups, alongside community and civic groups.

2.8 The project steering group will steer policy formulation and the parameters of viability-based modelling that will be sourced externally.

### **Discussion Points:**

- The London Plan example was raised as a potential model to explore given the strength of their Low Emission Zone policies and requirements for low carbon transitions in the built environment. Conor highlighted that the London Plan was included in the initial review of best practice planning models researched. These explore approaches taken outside of Surrey and to be included in the guidance white paper a summary of key references informing the Surrey guidance.
- [REDACTED] confirmed that [REDACTED] as PWG Chair has been invited to join the project steering group. There will also be further opportunities for PWG to participate through the project's focus groups.

- Members emphasised that the guidance should focus on viability modelling and would be a critical resource to D&Bs as they continue to adopt carbon reduction measures in local plans. Conor outlined that in line with the original scope of the project and feedback received from planning leads and their teams, the project would not attempt to duplicate the available good practice guidance. The aim is rather to review and reference the policy evidence base informing the parameters of the viability modelling.

#### **Actions:**

- PWG to propose a member to sit on the Steering Group.
- ██████ and the nominated PWG member/s to provide regular feedback to PWG meetings as updates become available and project milestones are reached.

### **3. ██████ and ██████, provided a Co-Plug project update**

- 3.1 ██████ informed the group of the timelines and process for the annual data update request, which will follow the same process as in previous years. The purpose of the update is to maintain an up-to-date position of local plans that align with the projects housing trajectory and provide a clear output in terms of the healthcare needs.
- 3.2 The team will send all authorities a copy of adopted existing sites, based on the data authorities have previously provided, with a template for a revised return format. Authorities will be requested to provide detailed information regarding individual allocations, confirmation of the proposed policy mix, windfall rates and lapse rates. On completion of the process the results will be validated with authorities to ensure they are accurate and robust.
- 3.3 Education returns will be returned directly via Surrey County Council.
- 3.4 Planning applications/ IDP requests are supported by the NHS property services team, requests for these inputs should be directed to: ██████
- 3.5 ██████ reported that the team hope to share the updated healthcare needs assessments for the area and added functionality in digital reports for IDPs with PWG in September.
- 3.6 The next monthly drop-in session is 1-2, Tuesday 27th of June.

#### **Action:**

- Please return your updated template and send any queries to ██████

### **4. Discussion on current Government Consultations – All**

- 4.1 ██████ reported that the Infrastructure Levy and Environmental Outcomes consultations could have significant impacts for LPAs.
- 4.2 Epsom and Ewell, Reigate and Banstead and Surrey County Council are providing responses to the Infrastructure Levy and Environmental Outcomes consultations.

#### **Action:**

██████ to share the Surrey wide CIL Group, Reigate and Banstead and Surrey County Council's responses to the Infrastructure Levy consultations once available.

### **5. Surrey Hills AONB Boundary Review – ██████**



5.1 Discussed the boundary review consultation responses being drafted by the Surrey Hills authorities. The consultation closed on 13<sup>th</sup> June.

## 6. Lessons Learned from Design Code Process

6.1 [REDACTED] Elmbridge BC, [REDACTED] Reigate & Banstead BC, [REDACTED] Surrey County Council provided a very interesting and useful discussion on Design Codes. The group affirmed their willingness to include Design Codes in future PWG meetings.

## 7. Updates/ Standing Items:

### 7.1 Surrey Future/Place Ambition/Urban Strategy

- The next SDF meeting is on 13<sup>th</sup> June at Guildford BC, the agenda will include a discussion on local authority resourcing, an introduction to Business South, a discussion on planning coordination and delivery implications for Self and Custom Builds and an introduction to Active Travel England's new guidance. All authorities are encouraged to attend Developer Forum meetings.
- [REDACTED] will provide developers the opportunity to see a demonstration of the Healthy Street Design interactive tool during the meeting's networking sessions.

### 7.2 Surrey Health and Planning Forum

- [REDACTED] reported that the next Surrey Health and Planning Forum meeting is on 20<sup>th</sup> June. The Forum includes officers from health and planning teams across Surrey. The next meeting will include the following agenda items, which the group seeks planners input:
  - How health can influence design codes: design codes are seen as a key area for bringing health into plan policy and guidance. [REDACTED] outlined the importance of feedback from planners on how the health sector might influence design codes.
  - The Health and Wellbeing Boards Food Strategy: there is concern over fast food outlet clustering. Health colleagues wish to explore what planners can do to help.
  - Health Impact Assessment: a draft HIA county level guidance document will be taken to a sub group of the Health and Wellbeing Board for endorsement at the start of July, which it is hoped will then be published as a draft. A workshop is planned for September for planners led by the Office for Health Improvements and Disparities (OHID) to discuss how to take the guidance forward. We are keen to hear from you – where are you on HIA and how do you see your organisation taking the guidance forward?

### 7.3 Heathrow/Gatwick Airport Update

#### Heathrow

- Nothing to report.

#### Gatwick

- Gatwick authorities continue to hold technical working group meetings with GAL. [REDACTED] Gatwick submitted their DCO to PINS on 6<sup>th</sup> July.

### 7.4 C2C – no update

### 7.5 Minerals and Waste Local Plan update

- An extension to the timetable for the preparation of the Minerals and Waste Local Plan has been approved by Surrey County Council's Cabinet Member for Transport and Infrastructure. As a consequence, Surrey County Council's [Minerals and Waste Development Scheme](#) has been updated. This update means that the next public consultation (Preferred Options) relating to the MWLP will take place in June 2025.
- Surrey County Council requires additional time to prepare the draft MWLP and Preferred Options public consultation particularly in the context of the outcomes of our Issues and Options public consultation (November 2021 to March 2022); a need to identify sufficient suitable land for strategic waste management facilities; and also uncertainty arising from the Government's Levelling Up and Regeneration Bill, intention to revise the National Planning Policy Framework and introduce National Development Management Policies, forthcoming regulations pursuant to the Environment Act 2021, and Natural England's review of the Surrey Hills Area of Outstanding Natural Beauty boundary.
- The next steps are to continue preparing the draft MWLP in advance of the Preferred Options public consultation including a further call for sites exercise and ongoing engagement with stakeholders about a variety of planning issues including potential site options.

#### **Actions:**

- [REDACTED] to share the Surrey Development Forum agenda with the group going forward.
- Respond to [REDACTED] request for input on the agenda items for the 20<sup>th</sup> June meeting.
- Contact [REDACTED] should anyone in your development management or planning teams like to join the group.
- Provide input to [REDACTED] regarding the agenda items for the next Health and Planning Forum meeting.

#### **AOB**

#### **Actions:**

- Please send topic suggestions for future meetings to [REDACTED]
- Please send Local Plan updates to [REDACTED]

#### **7. Dates for future meetings**

<b>PWG</b>	<b>SPOA</b>
12 September 10:00am – 12:00 midday Venue – Elmbridge BC, Esher Civic Centre	1 September
28 November 10:00am – 12:00 midday	3 November

## **Surrey Planning Working Group (PWG)**

**12<sup>th</sup> September 2023 at 10:00**

### **Teams Meeting**

#### **1. Welcome, introductions, apologies and agree minutes of last meeting**

The minutes of the previous meeting were agreed.

#### **2. [REDACTED] Natural Environment Strategic Lead, SCC gave an update on the SCC Biodiversity Net Gain Work Programme [REDACTED] provided an update from Surrey Nature Partnership**

2.1 [REDACTED] introduced herself and provided an overview of her team, which has expanded to include Biodiversity Net Gain (BNG) and the Local Nature Recovery Strategy (LNRS), new Environment Act duties, alongside taking on in house habitat and protected species surveys of the SCC estate. The team also provide ecology advice to areas such as Highways and Flooding to ensure there is a strategic approach to biodiversity across Surrey. The team are currently of recruiting a local nature recovery strategy officer, to replace [REDACTED] and additional ecologists to manage their increased responsibilities and workload.

2.2 [REDACTED] explained that the BNG legal requirements will be mandatory from November 2023, with a slight delay for small sites until April 2024. Whilst DEFRA have published guidance significant unknowns remain about how it will work in practice. There are specific questions around how the offsite register will work and be monitored, the readiness of the local BNG market, including how much credits will cost, the detail of conservation covenants and most crucially resource. It has been estimated that the BNG requirement will double the time required from both the regulatory and applicant side, double survey times and require additional and highly skilled ecologists to understand and conduct surveys.

2.3 Following submissions from all 12 Surrey local authorities the successful bidder for the tender process to commission a BNG habitat bank across to be used as offsets will be announced in the coming weeks. The purpose of the tender is to conduct BNG baseline surveys, identify potential uplifts and sites which could be used as habitat banks. This information will be added to an off-site register so the landowner can then use these habitat banks to either offset their own developments or sell credits to third parties such as developers.

2.4 [REDACTED] stated that SPOA's recent meeting discussed SCC's willingness to host the BNG off site register and agreed to have one BNG credit tariff across Surrey, alongside producing non-statutory Surrey wide BNG Guidance.

2.5 [REDACTED] announced that Surrey Nature Partnership have been developing similar guidance via their biodiversity working group which aims to troubleshoot issues for public authorities. The document is expected to be signed off and published following the biodiversity working group meeting on 20<sup>th</sup> September.

#### **Actions:**

- [REDACTED] to share the draft SNP biodiversity guidance with Viv and follow up with her directly.
- [REDACTED] to share the confirmed SNP guidance via Fiona with PWG.
- [REDACTED] to identify and share the time and location for an interactive BNG training workshop in October / November for all Surrey local authorities.

**3. [REDACTED] and [REDACTED], provided a Co-Plug project update**

3.1 [REDACTED] thanked local authorities for providing their housing date. The team have been working on additional ways of visualising the housing trajectory to assist authorities understand how it looks within the model.

3.2 PWG members were encouraged to attend the next drop-in session on 26th September should they have any questions.

**4. A discussion on Government consultations including, Implementation on Plan Making Reforms and Permitted Development Rights Additional Flexibilities - All**

4.1 The discussion highlighted a degree of consultation fatigue amongst many authorities, coupled with resource challenges and workload pressures that have dissuaded them from responding to the current round of consultations. There was some willingness to consider developing joint responses to some consultations.

4.2 Waverley, Epsom and Ewell, Elmbridge and Surrey County Council reported they will respond to the Plan Making Reform consultation.

**5. To provide an update on the Transport Assessments programme – [REDACTED] Surrey County Council**

5.1 [REDACTED] provided an overview of the current work programme in the context of the broader planning legislation changes and the NPPF update, specifically the Government's June 2025 deadline. The implication for local authorities is that Local Plans need to be submitted by June 2025 if they are to be examined under existing regulations. In order to assist authorities that wish to meet this deadline transport assessment will need to be scheduled accordingly in order for the Transport Assessment team to support authorities as much as possible.

5.2 [REDACTED] announced at a recent SPOA meeting that contributions to the software costs have been reduced from [REDACTED] to approximately [REDACTED]

**6. Climate Change and Net Zero Work Programme Update – [REDACTED] Surrey County Council**

6.1 [REDACTED] reported that the focus of his work has been on the policy baseline and guidance, with the aim to clarify statutory requirements for net zero building standards, whilst identifying industry best practice.

6.2 [REDACTED] shared the next steps of the programme will be to revise the tender specification and present the updated findings at the next steering group meeting, alongside presenting an overview of the programme at the September Development Forum meeting.

**Actions:**

- [REDACTED] to share the updated archetypes with the group.

**7. To provide an update on the Surrey Hills AONB Boundary Review – [REDACTED] Reigate and Banstead Borough Council**

7.1 [REDACTED] reported that Natural England are in the process of reviewing representations to determine if a further consultation is required. Local residents in north west Surrey and Langley Vale have lobbied strongly for the inclusion of additional sites and the likelihood is this will result in a further consultation in the new year.

## Updates/ Standing Items:

### 8.1 Surrey Future/Place Ambition/Urban Strategy

- [REDACTED] informed the group that the next SDF meeting will be on the 12<sup>th</sup> September at Spelthorne BC, the agenda will include a discussion on EV Charging Infrastructure, an overview of the Climate Change Net Zero work programme, a demonstration of the healthy streets tool and a discussion on the DHLUC local plan making consultation. All authorities are encouraged to attend Developer Forum meetings.
- The annual Surrey Development Forum will take place on 14<sup>th</sup> November at Sandown Park, two free tickets have been provided to all Surrey local authorities alongside the provision to invite two community groups. The agenda is being finalised but is likely to include panel discussions on planning and housing delivery in the context of climate change, economic development in Surrey, a discussion on the politics of development, and the delivery of utility infrastructure. All authorities are encouraged to take up their ticket allocations and enable community group attendance.

### 8.2 Surrey Health and Planning Forum

- [REDACTED] provided links to reports produced by the Health and Planning Forum <https://www.surreycc.gov.uk/land-planning-and-development/health-impact-assessments/guidance-statement> and <https://www.surreycc.gov.uk/land-planning-and-development/health-impact-assessments/planning-guidance>, which are available on the Surrey County Council Spatial Planning and Health webpage.
- The June Forum included items on how health can influence design codes and a discussion on the food strategy. The impact for planning of clustering of fast food takeaways in town centres was discussed and it was agreed that health colleagues seek to identify evidence and data which could assist planning officers to make a more compelling case for future policies.
- [REDACTED] shared that the Office for Health Improvements and Disparities are running a 'Surrey Health and Planning Development' workshop on Thursday, the 23rd of November. The aim of the workshop is to increase understanding of how planning and health professionals can promote health & reduce inequalities across Local Authority's planning processes.

### 8.3 Heathrow/Gatwick Airport Update

#### Heathrow

- [REDACTED] reported that Hillingdon have received the scoping reports but are still awaiting the planning application for works that will facilitate the airports alteration plans.
- [REDACTED] explained that although HSPG haven't met through the summer attention is being given to the impact of ULEZ in relation to the displacement of non-compliant vehicles to neighbouring boroughs outside the ULEZ zone, specifically in relation to additional traffic movements, on street parking etc.

#### Gatwick

- [REDACTED] reported that the Gatwick DCO was accepted for examination in August with a submission deadline of the 29th of October and PINS appointment of a five person inspector panel.
- PINS have also requested submission of a principal area of disagreement summary statements, which will provide an early indication of key outstanding issues.
- Close working relationship continue between the Gatwick authorities, whilst Surrey authorities work together on areas such the local impact report.

### 7.4 C2C – no update

### 7.5 Minerals and Waste Local Plan update

- [REDACTED] reported that a waste class needs assessment, conducted by an external consultancy, is in its final stages with results expected to be published in October.
- Discussions are on-going with landowners trying to identify strategic waste management sites.
- The team website is being updated with further information on topics including the call for sites which will be added in the coming months.

### 7.6 Surrey Planning Officers Group

- [REDACTED] reported that Local Plan updates and Biodiversity Net Gain were the main topics of discussion at the recent SPOA meeting.

### 7.7 Surrey Infrastructure Steering Group

- [REDACTED] informed the group that the next SISG meeting in October will be a workshop held in Runnymede Borough Council, mainly to agree strategic priorities. The new Place Director at Runnymede BC will act as the group's co-chair along with [REDACTED] Strategic Director for Environment, Transport and Infrastructure at SCC.

### 7.8 RAAC Implications for Surrey

- [REDACTED] asked the group if they are aware if RAAC has been a particular issue across Surrey. It was reported that two schools in Epsom and Elmbridge have been impacted along with Frimley Hospital.
- It was agreed that this will remain a standing item as the situation develops further.

#### Actions:

- [REDACTED] to share the Surrey Development Forum agenda with the group.
- [REDACTED] to share 2024 meeting dates with the group.

#### AOB

#### Actions:

- Please send topic suggestions for future meetings to [REDACTED].
- Please send Local Plan updates to [REDACTED]

### 7. Dates for future meetings

PWG	SPOA	Development Forum
28 November 10:00am – 12:00 midday	3 November	14 November Annual conference
24 January 10:00am – 12:00 midday		12 December – cancelled
16 April 10:00am – 12:00 midday		
2 July 10:00am – 12:00 midday		
17 September 10:00am – 12:00 midday		

4 December 10:00am – 12:00 midday		
--------------------------------------	--	--

**Surrey Planning Working Group (PWG)**  
**28<sup>th</sup> November 2023 at 10:00**  
**Reigate and Banstead BC / Teams Meeting**

**1. Welcome, introductions, apologies and agree minutes of last meeting**

The minutes of the previous meeting were agreed.

**2. [REDACTED] provided an update LCWIPs Programme**

- 2.1 [REDACTED] highlighted the synergies between the LCWIPs programme and other workstreams, particularly the regional cycle network, where the team are working with TfSE to understand how cross boundary routes will work within a regionally connected network. Whilst situating the programme within the boarder context of LTP 4 objectives, the Climate Change Strategy, Community Vision 2030 and the Place Ambition.
- 2.2 Stage one of the LCWIPs programme is largely complete and many authorities are now moving into the feasibility stage, which primes authorities to develop business cases and secure access to external funding sources. The renamed Local Streets Improvement Plans have been completed with detailed walking and wheeling information. These plans provide an end-to-end route from home to cycling corridors. Active Travel England support the development of strategic corridors.
- 2.3 The delivery of successful schemes is expensive and match funding will be required alongside a prioritisation process, as not all schemes will be developed leading to potential gaps in routes. Elmbridge Borough Council have developed a programme approach where an agreed annual sum is applied to prioritised routes versus individual schemes. The approach is considered to lead to a greater likelihood of securing external funding.
- 2.4 [REDACTED] requested that authorities help educate local Members in the early stakeholder engagement process, as there is often difficulty distinguishing the difference between public consultation and public engagement. The process includes a three-stage approach to consider proposals beginning with early engagement, then feasibility, followed by statutory public consultation.
- 2.5 Most districts / boroughs have agreed to a sign off process between the Surrey County Council cabinet member and the respective local authority cabinet, with the intention that programmes will become embedded in local plans.
- 2.6 Internal conversations are taking- place with cross boundary authorities on LCWIPs programmes, although funding discussion are focused Surrey town centres.
- 2.7 There was a discussion on the impact of political changes on the delivery of previously agreed routes, including the current focus on off road routes rather than those taking up space on the existing road network.

**Actions:**

- [REDACTED] and [REDACTED] to bring future item demonstrating how to establish a programme funding approach.



### **3. [REDACTED] gave a presentation on Older People's Housing terminology and methodologies**

- 3.1 [REDACTED] introduced himself as Borough and Districts Housing Partnership Manager in [REDACTED] team. He joined SCC in 2023 and works to assist delivery of the accommodation with care and support programme. His background was in the delivery of housing services in borough and district councils across England.
- 3.2 The presentation seeks to assist local authority planners understand the various terminologies used in planning applications across a range of older persons accommodation and provide a methodology for understanding the level of need. The team are eager to provide ongoing support to planners with individual planning applications and identifying future levels of need.
- 3.3 The Accommodation with Care & Support Strategy has a target to achieve 725 affordable extra care housing units by the end of the decade.
- 3.4 The NPPG on Housing for Older and Disabled People (2019) provides an indication of the different types of housing available but is not definitive as a single development may contain a range of different types of specialist housing. The guidance refers to: Age restricted general market housing, Retirement living or sheltered housing, Extra care housing or housing with care, Residential care homes and nursing homes.
- 3.5 Sheltered Housing is a poorly defined housing mode with private developers seeking to include figures for its demand within extra care housing figures. It does not have the intensity of facilities or dedicated care provision that warrants C2 planning classification and should be classified as a separate typology to maximise the diversity of older people's housing.
- 3.6 Caution is suggested when reviewing applications for 'Integrated Retirement Communities', an umbrella term which encompass extra care housing, retirement villages, housing with care, assisted living and independent living. [REDACTED] advises planners to exercise caution and examine these terms to understand the exact offer being proposed and where it sits on the continuum of care to ensure local need is being met.
- 3.7 SCC has revised the calculations of affordable extra care housing need in light of the 2021 census and a broad view of sustainable growth, leading to an 863 unit gap in need up to 2030, which will largely be met through SCC owned land. This is conservative calculation and will vary according to local need.
- 3.8 The Commissioning Statements for all areas have been updated to reflect both demographic and demand changes, these will be issued in due course.

#### **Discussion:**

- Target numbers will be included in the next SCC Cabinet reporting cycle.
- [REDACTED] reported that Spelthorne found their discussion with [REDACTED] very useful and encourage others to do so.
- Surrey Heath requested greater clarity regarding over provision of nursing and under provision of other areas, which is critical to understand terminology. SCC are keen to ensure collaborative working to ensure local targets are appropriate and locally agreed and welcome sharing drafts.
- The impact of Covid 19 on the care home sector was discussed and the need to understand the local impact.

- Working sought further information on take up rates for older care accommodation in 55+ range. Graham reported that significant demand is evident, although there is concern that whilst the upper end of the market is well provided for demand in the affordable sector hasn't sufficiently been met.

**Action:**

- All boroughs and districts are asked to consider sharing planning applications with [REDACTED] to develop a collective understanding of market activity and the how we can best respond to it. In addition, the team welcome the opportunity to assist with all enquiries, including aiding the development of methodologies.
- [REDACTED] to confirm when the new Commissioning Statements will be made available and the team's single point of enquiry email address.
- [REDACTED] to share Grahams's presentation with the group.

**4. Update on SEND and AP Portfolio Programme – [REDACTED] Vail Williams and [REDACTED] Surrey County Council**

4.1 [REDACTED] introduced himself as Assistant Director of Capital Projects at SCC County Council, who was joined by [REDACTED] from Vail Williams, a planning consultancy. The organisations have formed a strong partnership between SCC Capital Projects with Vail Williams providing planning support and assistance. The SCC vision 'leaving know one behind' is a core aim for the team.

4.2 The work programme's focus is on delivery, there are currently one hundred plus projects approved with approximately fifty in the pipeline, followed by around fifty more. The scale of projects varies between one to two million pounds up to twenty to thirty million. The work covers four portfolios: mainstream education both expansions and new builds, extra care housing, adult social care homes and corporate resources eg fire stations, libraries, depots etc.

4.2 [REDACTED] explained that working with planners on local policy, forward planning and aspects of internal development control is key to progressing and delivering schemes. It was recognised that some applications, such as Reg 3 education, may be controversial and not sit well with local plan policies. The team are keen to develop mutually beneficial relationships with planners to minimise delays. Delays can be adversely affected by inflation which ultimately impact on the ability to deliver.

**Discussion:**

- How can long term local plans can be factored into current plans, blend of timelines for future projects some up to 2030 but others more short term, including BNG requirements in forward planning.
- Query if there a reason why some local plans don't accord with SCC plans? Reg 3 applications are highlighted as frequently being controversial, a planning balance with service need is required. Whilst frustration was expressed over the time lag in school based planning population projections versus local plan development.

**5. A discussion on Government consultations including, Implementation on Plan Making Reforms and Permitted Development Rights Additional Flexibilities - All**

5.1 Concerns raised on the demise of Supplementary Planning Documents as most authorities make extensive use of SPDs. Currently unclear of timings but it would be helpful to continue producing

SPDs until new style local plan in place, specifically in relation to CIL, affordable housing, climate change etc.

5.2 National Landscapes consultation released by DEFRA this week, no official change in the designation from AONB to National Landscapes.

## **6. [REDACTED] provided an update on the Co-Plug programme**

6.1 [REDACTED] demonstrated the functionality of the dashboard which provides both a macro and micro level breakdown of tenure, types, sites, categories and cumulative projections, as provided by local authorities as. The data was shown to be available to view and cluster by various housing characteristics dashboards, enabling greater analysis of areas such as housing developments by GP catchment area.

6.2 Housing characteristics and trajectory dashboards will be issued to all local authorities.

6.3 Drop-in sessions are scheduled for the 19th of December, as well as in January.

6.3 The Co=Plug team invited interest from local authorities who may want to trial further work on the 'Digital Infrastructure Delivery Plan' which includes a wider range of 30+ type of services.

Discussion:

- Question if data such as local GP surgery's capacity is available to local authorities? To be confirmed by [REDACTED]

**Actions:**

- Raise question at the Health and Planning Forum on ICP via [REDACTED]
- Review local authorities' data within the system and confirm if other infrastructure types information is up to date.

**Updates/ Standing Items:**

### **8.1 Surrey Future/Place Ambition/Urban Strategy**

- [REDACTED] reported that a successful and well attended SDF Conference took place on 14<sup>th</sup> November at Sandown Park. The event began with a well-received introduction from Labour's spokesperson in the Lords, [REDACTED], on Labour's plans for strategic planning etc, if elected. The day include panel discussions on planning and housing delivery in the context of climate change, which included [REDACTED] from SCC on panel. [REDACTED] from Savills Earth gave an interesting adding social value to developments. A panel on economic development was chaired by [REDACTED] and [REDACTED] who announced that Surrey have been invited to put forward a County Level 2 Bid. A member of the Surrey Youth parliament gave an engaging speech and there was a panel on the delivery of utility infrastructure which included an useful discussion on capacity issues.
- 12<sup>th</sup> December SDF Meeting cancelled due to proximity to the conference.
- SCC becoming SUDS approval authority will be included on next agenda.

### **8.2 Surrey Health and Planning Forum**

- [REDACTED] reported that the Surrey Health and Planning Development Day, led by colleagues from the Office for Health Improvements and Disparities (OHID) went well and received positive feedback from participants. The main points from the roundtable sessions will be translated into actions and themes for discussion at the next Forum meeting on 16<sup>th</sup> January.

### 8.3 Heathrow/Gatwick Airport Update

#### Heathrow

- [REDACTED] reported that Hillingdon have received a planning application for works that will facilitate the full alteration on both runways following expiration of the Cranford Agreement.
- A consortium is leading the consultation and not HSPG on this occasion. A HSPG executive meeting is due in the coming week.
- A Heathrow official suggested that that further expansion plans will be submitted via a DCO.

#### Gatwick

- [REDACTED] reported that an extension had been granted to make local representations until mid-November to PINS
- Gatwick announced changes to the actual scheme this week and will be consulting until January 2024.
- Work is continuing on the local impact report, whilst AECOM and the legal team include [REDACTED] and [REDACTED], KC have been commissioned to support the Gatwick Authorities.
- PINS are in the process of seeking a suitable venue for the hearings.

### 7.4 C2C – no update

### 7.5 Minerals and Waste Local Plan update

- [REDACTED] reported that following an extension to the Waste and Development Plan timeline the preferred options consultation will commence in June of 2025 and adoption in mid 2027. The extension was sought to enable the identification of sufficient suitable land for strategic waste management facilities.
- A call for sites was launched last week until the end February 2024. BPP consultants have been engaged to update the needs capacity assessment.
- Formal meetings with local authorities will be arranged following completion of the current phase of work where specific requirement can be taken into consideration.
- **Please contact [REDACTED] to discuss specific requirements.**

### 7.6 Surrey Planning Officers Association

- No meeting has taken place recently. The last meeting included a presentation from [REDACTED] on SCC's SUDS Approval Body role, alongside an airports update.

### 7.7 Surrey Infrastructure Steering Group

- [REDACTED] informed the group will be a workshop held in Runnymede Borough Council, mainly to identify topics and agree strategic priorities. The new Place Director at Runnymede BC will act as the group's co-chair along with [REDACTED] Strategic Director for Environment, Transport and Infrastructure at SCC.

### 7.8 RAAC Implications for Surrey

- [REDACTED] reported that the Harlequin Theatre in Reigate is affected, and other Council buildings are being assessed. An increasing number of buildings are being identified across Surrey, including flats and emergency services.
- Keep a watching brief It was agreed that this will remain a standing item as the situation develops further.

**AOB**

- Planning Application received from Farnborough airport to increase number of flights and extend night flight period. AECOM in process of identifying how to coordinate a response.
- [REDACTED] Net Zero procurement work is on schedule, with work on the evidence base due by the end of March. The work will require local authority input and is expected to have broader implications including future local plans.
- PWG meetings will continue as hybrid in 2023.
- Spelthorne offered to hold first meeting on 25<sup>th</sup> January as a hybrid meeting.

**Actions:**

- Please send topic suggestions for future meetings to [REDACTED]
- Please send Local Plan updates to [REDACTED]

**7. Dates for future meetings**

PWG	SPOA	Development Forum
24 January 10:00am – 12:00 midday		
16 April 10:00am – 12:00 midday		
2 July 10:00am – 12:00 midday		
17 September 10:00am – 12:00 midday		
4 December 10:00am – 12:00 midday		

## Surrey Planning Working Group

### Meeting Notes - 24<sup>th</sup> January 2024

#### 1. BNG and LNRS Update – [REDACTED], Natural Environment Lead and [REDACTED], LNRS Lead, Surrey County Council

- **LNRS** work programmes are underway, the Local habitat map is in first draft, Stakeholder Engagement Strategy is being finalised and will be split according to themes and geography and a data review of local plans, Green Infrastructure etc is in progress.
- **BNG** became mandatory on 12<sup>th</sup> February for major applications, smaller site applications will follow on 2nd April.
- [REDACTED] SCC is managing a review of county council sites to establish if they can be repurposed as Habitat Banks. Keystone consulting is conducting the site survey with results expected in September.
- The SCC Local Validation Checklist will require high level information at application stage, contrary to the minimum requested in the national guidance.
- SCC and SWT will provide support for site ecology assessments, although resources are limited, and it is advised that ecologists are engaged early.
- Alongside the national BNG offset register, Surrey has begun work to establish a local version which can be used by any landowner. A single tariff rate across Surrey is considered beneficial to all parties and initial quotes have been received, these will be shared with any interested parties.
- SCC hope to create their own Habitat Bank, taking a similar approach to the [Special Purpose Vehicle, Plymouth city council](#) have established.
- SCC supports enabling districts and boroughs to use their own land to establish habitat banks and offset their own development. A governance structure and process will be established in due course.
- BNG software pilot reviews are underway including, the Master Gov BNG tool and MyCelia – demonstration dates are available on the PAS website.
- Xecom have provided a BNG pricing file, a bolt on for an existing system, while the Uniform system also provides a bolt on for BNG, amongst other emerging products.

#### **Actions:**

- Volunteers are requested to join the LNRS Supporting Authorities working group, the first meeting is expected at the beginning of February.
- [REDACTED] to provide timescales for release of information.
- [REDACTED] to report back on the expansion of the definition of BNG hierarchy to include medium/low distinctives.
- [REDACTED] to scope a proposal defining the use of 'significant' on-site gains in urban and rural areas for monitoring purposes and share with colleagues for discussion.

#### 2. Pupil Place Forecasting Discussion - [REDACTED], Surrey County Council

- Proposals are invited to help improve the quality and consistency of the housing data that is supplied to achieve more accurate forecasting and realistic predictions. At present there is an ever widening gap between the data supplied and the pupil place forecasts.
- The intention is to ensure that the annual data request is neither onerous or repetitious and enables authorities to return data that uses the more realistic 5 year housing supply information rather than longer term speculative sites.
- The data received by the team is pooled and anonymised and there are no means by which to breakdown the data by authority.

- There was interest amongst authorities to understand their individual levels of over estimation, alongside interest in a briefing on how the model works.

**Actions:**

- Contact [REDACTED] know if you would like to receive a local variations overview.
- Please provide feedback on the timescales and dates of the current April housing data requests, alongside suggested improvements to the existing template.

### **3. Co-Plug Update – J [REDACTED], Co-Plug**

- Co-Plug draw on similar data sources as SCC Pupil Place Forecasting team and are open to aligning timelines.
- Recent work has focused on integrating housing data into the platform, updating assumptions, and supporting Surrey Heartlands with S106 applications.
- Next steps are 1:1 meetings with all authorities to review their housing data and the analytics available within the platform.

### **4. Impact of NPPF announcements on Local Plan schedules and delivery**

- Greenbelt release is the biggest issue of interest to Surrey.
- A notable exception was the lack of update on how to assess retail needs.
- The Standard Method is of concern as it doesn't define exceptional circumstances.
- Waverley's Neighbourhood Plans will receive protection for up to 5 years old, providing greater weight to these plans.
- Tandridge members see the announcements as a spur to proceed with new style plan.
- Epsom are continuing work on the new local plan, the new NPPF has provided clarity with no change to the Test of Soundness and they continue to work to the current timetable.
- Reigate and Banstead have completed their Core Strategy Review

### **5. Updates/ Standing Items:**

#### **Surrey Development Forum**

- The annual programme has been agreed with 3 meetings, a BNG workshop on 10<sup>th</sup> April, a House of Lords Dinner in the summer and the annual conference in December,
- The SDF Chair [REDACTED] of Wates will attend the 26<sup>th</sup> April SPOA meeting.

#### **Health and Planning Group**

- The recent meeting included a review of the successful Development Day in November, a key output is to agree criteria for local planning authorities to assist drafting policies based around the healthy new towns principles.
- [REDACTED], Environmental Health Officer, Waverley BC presented on the revised government Air Quality Strategy, which includes a legal duty for districts and boroughs to check both air quality and seven air pollutants.
- The Minerals and Waste team are seeking examples of authorities requiring additional information from applicants regarding climate change and air quality in major developments.

#### **Airports Update**

- **Heathrow** Airport are currently scoping for the planning application to facilitate runway alternation on the two runways. Surrey authorities will continue to seek a consortium

approach with Hillingdon as the host authority. The benefit offered by a DCO versus a planning application in such instances was noted.

- PINS have published the **Gatwick** DCO examination timetable, which runs from 27th February – end of August. The first key local authority deadline is submission of the Local Impact report on 12th of March.
- Work is ongoing on Section 106 and the Statement of Common Ground.

### **Minerals and Waste Local Plan**

- The [Waste Capacity Needs Assessment work](#) has been completed, the next steps are to identify land within the next 12 months to meet the future waste management requirements, with the aim to be net self sufficient.
- A second call for sites will close at the end of February, followed by site allocations work for CD&E waste and other recovery.
- Should there be insufficient suitable nominations a policy based criteria may need to be employed given the significant future forecast gap.

### **Action**

- Please share examples of climate change statements and carbon assessments that can be of assistance to the team in incorporating them into their own plans.

### **SPOA**

- [REDACTED] is the new Chair of SPOA, taking over from [REDACTED] at the next meeting on 26<sup>th</sup> January.

### **RAAC implications for Surrey**

- An increasing number of public buildings have been identified as being affected by RAAC including libraries, a police station and the Harlequin Centre in Redhill.

### **AOB**

- The Spelthorne Local Plan has been paused, although it is hoped that work will recommence soon following discussion with the inspectors.
- The River Thames Strategy consultation opened on 22<sup>nd</sup> January.
- An update on the AONB Review is expected at the end of February.
- [REDACTED] is setting up Climate Change workshops boroughs and districts.

A [Ministerial Statement](#) was published in December on local energy efficiency standards, accompanied by a [consultation](#) to changes on building regulations.

### **Actions:**

- Please send topic suggestions for future meetings to [REDACTED].
- Please send Local Plan updates to [REDACTED]



## **Surrey Planning Working Group**

### **Meeting Notes: 15 October 2024**

#### **1. Local Nature Recovery Strategy Update [REDACTED] Surrey County Council**

- The updated guidance will be published by the end of April and updated annually.

#### **2. NHS Planning, ICB's Estates Strategy**

**[REDACTED], NHS**

- Requested local authorities engage with NHS Estates at the plan making stage.
- Happy to feed into strategic planning application, IDPs etc as required.
- Continue positive collaboration
- CIL funding requests must be accompanied by detailed applications.

##### **Actions:**

- Send enquiries to [REDACTED]

#### **3. Surrey Hills, National Landscapes Update [REDACTED]**

- New duty to 'seek to further the purpose of the new national landscape'.
- Extension to Surrey Hills approximately 100sq kilometres, 30% of Surrey, including Croydon and areas of south London. The governance structure is being updated to reflect changes.
- New management plan will be adopted 2025, seek to embed in local plans and align with LNRS etc.
- Introducing fixed site points across the Surrey Hills to monitor changes.

##### **Action:**

- Local authorities to align their evidence base with that of Surrey Hills.
- Share survey with your wider networks and respond

#### **Co-Plug – Progress Housing Data Collection for SIDM – [REDACTED]**

- The education return process has changed to remove tenure and dwelling size, will be implemented in 2025.

##### **Actions:**

- Please validate your authority's housing data trajectory and housing mix data - unit wise level data and return to the team by 29<sup>th</sup> November.
- Provide unit wise level data wherever possible
- [REDACTED] to follow up with Education teams.
- Drop in session Wednesday 23<sup>rd</sup> October 2-3

## **NPPF Consultation Discussion**

### **Issues:**

- SANG – lack of acknowledgement of impact on provision of SANG alongside increased housing targets.
- Definition of Grey Belt
- Welcome return of Strategic planning
- Requested flexibility in transition arrangement timelines, e.g. Surrey Heath
- Clarity on timelines is required
- Is there an appetite for a joint Surrey wide response to government?
- House of Lords Committee Grey Belt Proposals Committee, Monday 21<sup>st</sup> October
- Runnymede have provided response to Committee.
- Surrey Leaders Group provided a response, as did Surrey Heads of Planning (excluding Tandridge).
- Concern over absence of 30 month transition arrangements information.

### **Actions:**

#### **Circulate Surrey Heads of Planning NPPF response**

## **NPPF Roundtable Discussion – All**

### **Action**

- Include Green Belt Review and Strategic Planning on future PWG agenda
- Feed thoughts to Surrey Place Leaders Group Strategic Planning Event – G Live, Thursday 17 October
- Contact [REDACTED] to continue the impact of NPPF on local plan preparation / conversation on local planning

## **5. Updates/ Standing Items:**

### **Surrey Development Forum**

- A well-received BNG workshop was held on 10<sup>th</sup> April, including contributions from the public and private sector.

## Health and Planning Group

- Contact [REDACTED] to secure tickets to the Health and Planning Development Day 12<sup>th</sup> November, G Live

## Airports Update

- **Heathrow Airport** PLC have renewed interest in a third runway.
- Work is continuing on jobs, skills and regeneration.
- **Gatwick Airport** examination finished at the end August. Inspectors are expected to submit their report to government at the end of November, although delays are likely.
- CAA Consultation on standards
- FASI South report published

## Minerals and Waste Local Plan

- Working towards preferred options summer 2025

## Surrey Heads of Planning (SHoP)

A joint strategic planning workshop is planned for early 2025.

## Surrey Hills AONB

- Boundary Review consultation closing date is the 10<sup>th</sup> December.

## Government Consultations

- Brownfield consultation

## AOB

- Natural England suggested development of a Surrey wide approach to AGLV, this will be raised through Surrey Heads of Planning.
- The outcome of the AONB review is awaited, prior to commencing further reviews.

## Actions:

- Send Fiona future topic suggestions [REDACTED]

## Surrey Planning Working Group

### Meeting Notes: 4th December 2024

#### 1. Health Impact Assessments – [REDACTED] Surrey County Council

- The Health and Planning Task Group have forged strong relationships across Surrey to understand the impacts of national and regional work.
- New documents have been developed to appeal to local planners and the development industry, alongside two successful away days.
- A criteria based approach to HIA's has been proposed and will be taken forward in discussion with SCC.
- Development of Memorandum of Understanding is underway to build consensus and consistency - recommendation from development events - sign off will be via SHoP.
- [Pharmaceutical Needs Assessment](#) is available.
- Planning for TRUUD – 'Tackling Root Causes Upstream of Unhealthy Urban Development' - assessment underway.

#### 2. Affordable Housing Workshop Feedback – [REDACTED] Surrey County Council

- The workshop at G Live, on 19<sup>th</sup> November, was very well attended by local authorities, developers and Homes England.
- Savills presented the local and national picture of housing completions – very low levels of delivery were highlighted, including some areas reporting none.
- Challenges were highlighted including, varied RSL requirements around future proofing, sustainably and safety expectations which often don't align with Local Plans.
- Financial challenges were discussed – money isn't flowing through the system leading to developers seeking to renegotiate - early conversations between Registered Providers and developers are key.
- SHoP will consider the outcomes and engage with the SDF.

#### 3. Walking and Cycling Infrastructure - [REDACTED] Surrey County Council

- London Road active travel corridor work continues - scheme was referred back to committee/ cabinet and refused.
- LWCIPS work continues with Woking and Tandridge, Stage 2 viability almost finalised in other areas - the website is being updated to reflect progress.
- Engagement with Active Travel England is positive and the funding outlook is hopeful.
- Latest round of Local Street improvements consultations demonstrate local will and support for active travel, e.g. 20mph limits.
- Health data is being incorporated into active travel work.
- Active Travel board requested to approve a policy to encourage developers to consider active travel policies within their plans - PWG will be consulted as work develops.

#### Discussion

- SCC restructure has a strong emphasis on Place which is hoped will assist delivery.
- Spelthorne requested information on the Lower Sunbury consultation – 20mph zone,

#### 4. Surrey Development Forum Annual Conference Feedback, [REDACTED] Reigate and Banstead Borough Council

- [REDACTED] Housing Minister, explained the need for higher housing delivery.

- [REDACTED] outlined the industry impact.
- [REDACTED] spoke on the proposed devolution proposals, including cost of delivery.
- Topics included the Green Belt and Strategic planning and the implications of 'grey belt'.
- The Surrey Youth Forum and Community Groups were involved in workshops.
- Reported to be a very useful session.

## **5. Government Updates**

- Flooding – Environment Agency have made changes to the flooding modelling published on 25<sup>th</sup> March, aim is to improve accuracy and levels of detail - Climate Change data expected in summer.

### **Updates/ Standing Items**

#### **Airports**

- Gatwick expansion report submitted to SoS last week, decision expected in February, although could be delayed by change in the Secretary of State.
- Heathrow easterly alternation application submitted - following end of Cranford Agreement – changes are expected in Stanwell.
- HSPG away day coming up

#### **Minerals and Waste**

- Existing framework is unchanged, and work is progressing on local plans, June 2025 consultation expected.
- Work underway with the geological survey to include young people in consultations e.g. via Minecraft – funding bids available from Government.

#### **Surrey Development Forum**

- Final 2024 meeting was held on 3<sup>rd</sup> December and included a presentation on Devolution and a positive review of the Affordable Housing Roundtable from SCC and Savills.
- [REDACTED] Thakeham, Chair, [REDACTED] BD Homes, as vice Chair for 2025.

#### **Surrey Hills AONB**

- Consultation deadline 10<sup>th</sup> December.
- New management plan in production – 'Postcards from the Future'.
- Governance National Landscape Designation following Glover Review survey.

#### **AOB**

- Place Leaders and SHoP joint meeting held in October to consider statutory strategic planning – a paper will be presented to Surrey Chief Executives in January.
- Devolution White Paper is anticipated within the Planning and Infrastructure Bill.
- Mayor of London has commenced work on a new London Plan.
- [REDACTED] will Chair SHoP in 2025.

#### **Actions:**

- Send [REDACTED] future topic suggestions [REDACTED]

**Appendix M1e - Q1.8: Sites detailed in the Urban Capacity Study (2018) and updated information on the status of the site.**

UCS - Site Names	UCS - potential yield (2018)	LAA 2024 reference	Status
Builders Merchants Yard, Mill Road	60	COL001	LAA – Site not available
Dairy Crest Ltd	40	COL002	Planning permission granted (on appeal) for retail
Rail Land, Mill Road	31	N/A	Development completed
Land R/O Sunninghill, Downs Avenue	10	COL004	LAA - Site too small, note relatively large group TPO.
Linden House, 9 College Road	25	COL005	LAA – Site not available and currently an established care home
Longmead Road/ Gibraltar Crescent	65	COU001	Site allocated as part of the Strategic Employment Site (Policy DM7), for light industrial (renamed 'Gibraltar Crescent'), site not suitable for residential due to site partially located within Flood Zone 2 & 3 (resulting
Land at Bishopsmead Close	5	COU002	LAA - Too small. Concern re. loss of amenity space (open land and playground).
Land at Blenheim School	45	COU003	LAA - Not suitable for residential due to FZ 3a/b coverage
Grafton Stables	60	CUD001	LAA - Not suitable, TPO coverage. Note extent of SWF
Garages R/O Morland Court, Ardrossan Gardens	20	CUD002	LAA – Site not available
57 Salisbury Road, Worcester Park	12	N/A	Development completed
The Old Mill, Old Malden Lane	40	N/A	Development completed
TA Centre, Welbeck Close	100	EWE001	LAA – Site Not available
King's Arms Public House, 144 East Street	30	N/A	Development completed

UCS - Site Names	UCS - potential yield (2018)	LAA 2024 reference	Status
100 East Street	50	TOW063	Development completed
Ewell Autoway & Tesco Express, 26 Reigate Road	100	EWE004	Site allocated (SA20) but site boundary amended to show only part available following discussions with landowners
Homebase, 23 Reigate Road	150	EWE005	LAA – Site Not available
27/29 High Street, Ewell	6	N/A	Development completed
Lower Mill	30	N/A	Development completed
Bourne Hall Garages	0	EWE009	LAA – Site to small & flood zone 3
Land Rear of Fairview Road	0	EWE010	LAA – Site to small
5 Ruxley Lane	50	EWC001	LAA – Site Not available
Etwell House, Station Approach	20	NON001	Site allocated (SA22)
Public House next to railway bridge, 45 Cheam Road	40	NON002	LAA – Site Not available
47 Cheam Road	5	NON003	LAA – Site Not available
Cox Lane Community Centre and Surgery, Cox Lane	12	RUX001	LAA – Site Not available
Epsom and Ewell High School	220	N/A	Development completed
Watersedge Estate Regeneration/ Ash Court	110	N/A	Site not included within LAA – Opportunity to redevelop the site has been discussed with the site owners (Registered Provider) on multiple occasions. Site not available for redevelopment.
The Sycamore Centre, 14 West Hill	12	TOW066	Site redeveloped (children's home)

UCS - Site Names	UCS - potential yield (2018)	LAA 2024 reference	Status
Clayhill Lodge and Allonby	23	STA033	LAA – Site to small
The Wells Centre, Spa Drive	23	STA004	LAA - Initially available through call for sites, but availability changed due to leaseholder
Former The Organ & Dragon, London Road	40	N/A	Site now a commencement (see: 65 London Road & SA29)
29-37 East Street, Gas and Water Works Site (Utilities Site)	500	TOW056 / TOW001	Part commencement (31-37 East Street) and part commitment (Gas Works, SA1)
Church Street Conservative Club, Epsom Club and United Reform Church (part of Depot Road & UHS site)	40	TOW002	LAA – Site not available
Fire Station, Church Street (part of Depot Road & UHS site)	40	TOW003	LAA – Site not available
Depot Road car park (part of Depot Road & UHS site)	100	TOW004	Site allocated (SA9)
Former Police Station, Church Street	29	TOW060	Site allocated (SA7)
Health Clinic and Ambulance Station, Church Street	30	TOW018 / TOW060	Site allocated (SA7/8)
TK Maxx Store	65	TOW007	LAA – Site not available
Land R/O The Albion Public House, High Street	8	TOW008	LAA – Site not available
Epsom Baptist Church, Church Street	41	TOW009	LAA – Available but requirement for church re-provision limiting potential for development
Swail House, Ashley Road	150	TOW010	Site allocated (SA13)
Haddad House, East Street	5	N/A	Development completed
32 Waterloo Road/ BRM Coachworks	30	TOW013	LAA – Site Not available



UCS - Site Names	UCS - potential yield (2018)	LAA 2024 reference	Status
8 Andrews Close	8	N/A	Development completed
24-28 West Street	14	N/A	Site now a commencement
Spread Eagle Shopping Centre, High Street	25	TOW016	LAA – Site not available
81 East Street	6	TOW017	Site Allocated (part of 79-85 East Street & SA10
Hope Lodge Car Park, Church Street	100	TOW011	Site allocated (SA6)
EEBC Town Hall, The Parade	100	TOW021	Site allocated (SA5)
91 Chessington Road	10	N/A	Development completed
Epsom Hospital	200	N/A	Site now a commitment & site allocation (see: SA30)
Chalk Lane Hotel, Chalk Lane	21	N/A	Site now a commencement
WS Atkins Ltd Woodcote Grove	100	N/A	Development completed
64 South Street	10	WOO004	Site allocated (SA25)
Land South of Salisbury Road	100	CUD017	Site allocated (SA18 - Land to rear of Rowe Hall)
Scotts Farm Road	5	RUX004	LAA – Site too small (and flood zone 3)
Crane Court/Rowden Road	6	RUX005	LAA – Site too small
25 Alexandra Road	8	COL006	LAA – Site not available
Development Site At Upper High Street Epsom	30	N/A	Development completed

UCS - Site Names	UCS - potential yield (2018)	LAA 2024 reference	Status
Aviary Court 138 Miles Road Epsom	8	N/A	Development completed
101 College Road Epsom	8	N/A	Development completed
All sites combined	<b>3,231</b>		

# Epsom and Ewell Town Centre car park usage study

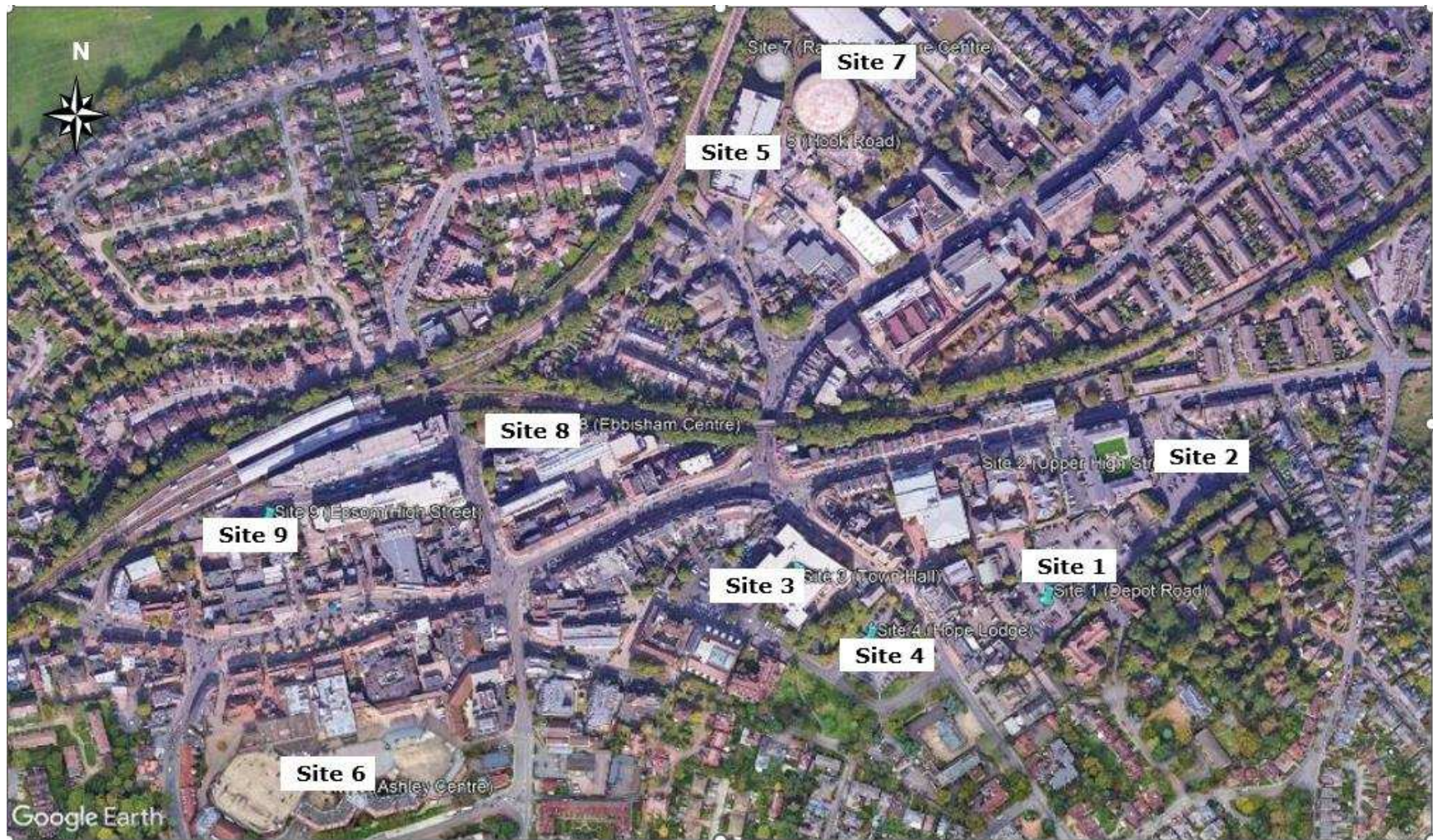
**August 2023**

## Contents

1. Introduction .....	3
2. Analysis of car park usage .....	8
Site 1 - Depot Road car park.....	9
Site 2 - Upper High Street car park .....	12
Site 3 - Town Hall car park .....	15
Site 4 - Hope Lodge .....	18
Site 5- Hook Road car park.....	20
Site 6 - Ashley Centre car park.....	22
Site 7 - Rainbow Leisure Centre car park.....	24
Site 8 - Ebbisham Centre (NCP) .....	26
Site 9 - Epsom High Street (NCP).....	28
Summary of car park usage .....	30
3. Analysis of car park interviews .....	33
Site 1- Depot Road:.....	34
Site 2 - Upper High Street .....	36
Site 3 - Town Hall .....	38
Site 4 - Hope lodge.....	40
Site 5 - Hook Road .....	42
Summary of Car park interviews .....	44
4. Conclusion .....	46

## 1. Introduction

- 1.1 The Council commissioned Advanced Transport Research (ATR) to undertake car parking usage surveys across nine Epsom town centre car parks. The surveys were undertaken in July 2023 using ANPR equipment, video monitoring equipment and in person surveys.
- 1.2 The car park usage surveys were undertaken from 7am to 8pm on Wednesday 12 July, Thursday 13 July and Saturday 15th July 2023 and included length of stay, disabled parking space use and car park accumulation.
- 1.3 The ANPR car park usage results provide a snapshot of how Epsom's nine car parks were used, both in isolation and collectively. Section 2 provides the results from the ANPR surveys which recorded car park accumulation data and duration of stay data to develop an understanding of existing patterns of parking and capacity in Epsom's town centre car parks. The data obtained for each of the nine car park sites identifies the average usage of the site over the monitoring periods.
- 1.4 Section 2 also contains data on the use of the designated blue badge parking bays at three of the council's car parks that are being considered for development through the Emerging Epsom Town Centre Masterplan. This data was obtained through video monitoring of the sites. The data recorded in section 2 for disabled parking space usage only includes vehicle stays of 60 seconds or more.
- 1.5 At the same time as the ANPR surveys were being undertaken, in person surveys were undertaken of car park users. The findings of the interviews are detailed in section 3 of this report.
- 1.6 Chapter 4 of this report provides a conclusion of the findings, notably that the combined car park usage data for all 9 sites together demonstrates that peak usage was 58% of the car parking spaces available and the core usage identified by the in-person surveys for the car parks where these were undertaken.



**Map 1: Shows the location of the 9 car park sites in the Town Centre**



- 1.7 Table 1 shows the number of spaces for each car park and the car park costs associated with the car parks at the time that the surveys were undertaken.

**Table 1 - Car Parks in Epsom and Ewell including number of spaces and tariffs that applied at time of survey.**

<b>Car Parks</b>	<b>Site No.</b>	<b>No. of entrances and exits</b>	<b>No. of spaces</b>	<b>Parking tariff (July 2023)</b>
Depot Road	1	Entrances:2 Exits:2	258	Up to 1 hour: £1.50 Up to 2 hours: £3.00 Up to 3 hours: £3.50 Up to 5 hours: £4.50 Over 5 hours: £7.00 Weekly Season: £30.00 Disabled person's badge holder additional hour free Evening Charge: £3.00 Sunday flat rate: £2.50 Disabled person's badge holder additional hour free
Upper High Street	2	Entrances:2 Exits:2	180	Up to 1 hour: £1.50 Up to 2 hours: £3.00 Up to 3 hours: £3.50 Up to 5 hours: £4.50 Over 5 hours: £7.00 Weekly Season:£30.00 Disabled badge holders additional hour free Evening Charge: £3.00 Sunday flat rate: £2.50

Town Hall (rear)	3	Entrances:1 Exits:1	85	Up to 30 mins    £1.50 Up to 1 hour     £3.00 Up to 2 hours     £4.00 Up to 3 hours     £6.00 Up to 5 hours     £12.00 Over 5 hours      £25.00  <b>Disabled badge holders additional hour free</b> Evening Charge: £3.00 Sunday :£2.50
Hope Lodge	4	Entrances:1 Exits:1	83	Up to 30 mins: £1.50 Up to 1 hour: £3.00 Up to 2 hours: £4.00 Up to 3 hours: £6.00 Up to 5 hours :£12.00 Over 5 hours :£25.00 Disabled badge holders additional hour free Evening rate: £3:00 Sunday flat rate: £2.50
Hook Road	5	Entrances:1 Exits:1	530	0 to 2 hours: £2.50 Up to 3 hours: £3.50 Up to 5 hours: £4.50 5 - 24 hours: £7.00 Release of vehicle: £25.00 Sunday flat rate: £2.50 Evening rate: £3:00 <b>Discount card available for disabled person's badge holders on application</b>
Ashley Centre	6	Entrances:1 Exits:1	649	Up to 1 hour: £2.00 Up to 2 hours: £3.50 Up to 3 hours: £5.00 Up to 6 hours: £14.00 Up to 5 hours: £7.00 Over 6 hours: £25.00
Rainbow Leisure Centre	7	Entrances:1 Exits:1	95	Up to 2 hours: £2.00 Up to 3 hours: £3.00 Up to 5 hours: £5.00



				Over 5 hours: £10.00 <b>Disabled person's badge holder: Free</b>
Ebbisham Centre (NCP)	8	Entrances:1 Exits: 1	132	1 hour: £2.45 1 to 2 hours: £4.90 2 to 3 hours: £7.35 3 to 4 hours: £9.80 4 to 5 hours: £12.25 5 to 6 hours: £14.70 6 to 24 hours: £15.95 Season Tickets from as little as £6.34 per day.
Epsom High street (NCP)	9	Entrances:1 Exits:1	85	1 hour: £2.45 1 to 2 hours: £4.90 2 to 3 hours: £7.35 3 to 4 hours: £9.80 4 to 5 hours: £12.25 5 to 6 hours: £14.70 6 to 24 hours: £15.95 Season Tickets from as little as £4.62 per day.

## **2. Analysis of car park usage**

- 2.1 The nine car parks detailed in Table 1 above were surveyed for car park usage by Advanced Transport Research (ATR) across Epsom town centre in July 2023 using Automatic Number Plate Recognition (ANPR) equipment.
- 2.2 Six out of the nine car parks surveyed are managed by Epsom and Ewell Borough Council. The others include two privately operated NCP car parks and the Rainbow Leisure Centre which is managed by the leisure centre operator.
- 2.3 The ANPR surveys that monitored vehicles entering and exiting car parks were undertaken from 7am to 8pm on Wednesday 12 July, Thursday 13 July and Saturday 15th July 2023 and included length of stay, disabled parking space use and car park accumulation.
- 2.4 At the same time as the ANPR monitoring was underway, the designated blue badge parking spaces in the following three Council controlled car parks that may be subject to redevelopment were monitored:
  - Site 1 - Depot Road Car Park (5 designated blue badge spaces)
  - Site 2 – Upper High Street (5 designated blue badge spaces)
  - Site 3 – Town Hall (rear) (9 designated blue badge spaces)

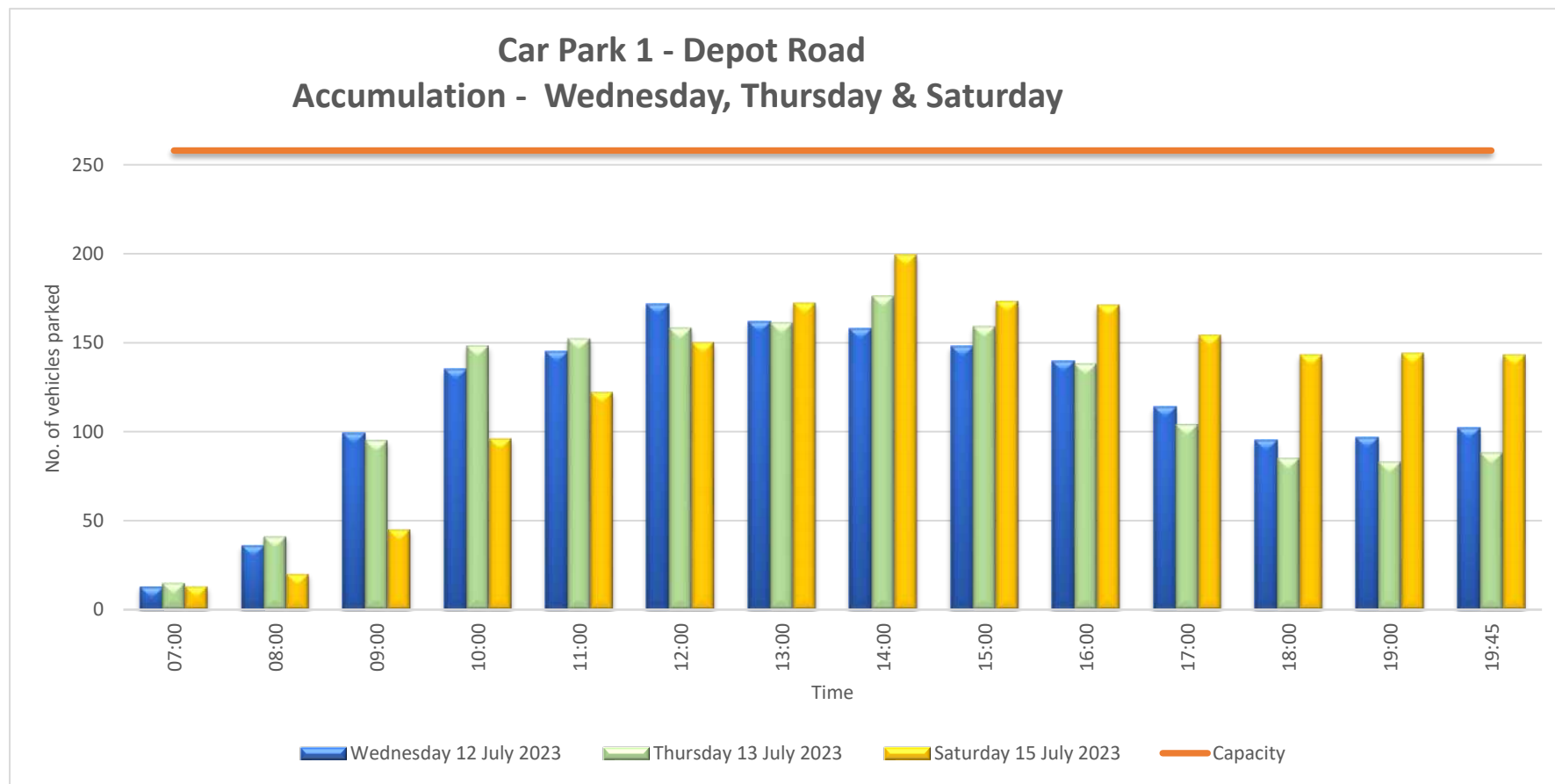
## Site 1 - Depot Road car park

- 2.5 Depot Road car park has 258 spaces. The busiest day was Saturday with a peak utilisation of 77% (199 of parking spaces used) and the quietest day was Wednesday with a peak of 68% of the parking spaces used.
- 2.6 Table 2 shows that the average car was parked 2 hours 41 minutes on Wednesday, 2 hours 30 minutes on Thursday and 1 hour 50 minutes on Saturday. The table also shows the time when peak utilisation of the car park was achieved on each of the survey days.

**Table 2 - Depot Road average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	02:41	12:30
<b>Thursday</b>	02:30	14:00
<b>Saturday</b>	01:50	14:00

- 2.7 Figure 1 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations achieved at the car park. On Wednesday and Thursday, car park usage increased earlier in the mornings before reducing around the late afternoon and increasing gradually in the evening. Saturday was the busiest day when the peak utilisation was reached at 14:00pm. Saturday sustained higher usage in the afternoon and evening compared with weekdays.



**Figure 1 Car parking accumulation: Depot Road**

### Depot Road Blue Badge spaces

- 2.8 The video monitoring identified that the five blue badge spaces were utilised by 14 vehicles over the three-day monitoring period. Table 3 sets out the average lengths of stay on each day and the capacity of blue badge spaces utilised per day. When considering the number of cars utilising the blue badge spaces to identify the level of capacity utilised, this was looked at according to an hourly basis. As such, each hour was considered to ascertain the peak hour. Accordingly, Depot Road had the highest number of cars entering the blue badge spaces during the hours of 13:00-14:00pm and 15:00-16:00pm on Wednesday, 13:00-14:00pm on Thursday and 15:00-16:00pm on Saturday with two users. Table 3 shows that when considering the car park utilisation overall, of the three days, Wednesday had highest number of cars entering the car park with 6 cars.

**Table 3 Depot Road blue badge space usage**

<b>5 Spaces</b>	<b>Number of vehicles utilising blue badge bays per day</b>	<b>Average Length of stay (hours: minutes)</b>	<b>Peak hourly usage period based on highest number of users entering BB spaces during the hour</b>
<b>Wednesday</b>	6	00:44	13:00-14:00pm and 15:00-16:00pm (2 users in each hour, 40% of spaces used)
<b>Thursday</b>	3	01:17	13:00-14:00pm (2 users, 40% of spaces used)
<b>Saturday</b>	5	01:01	15:00-16:00, (2 users, 40% of spaces used)

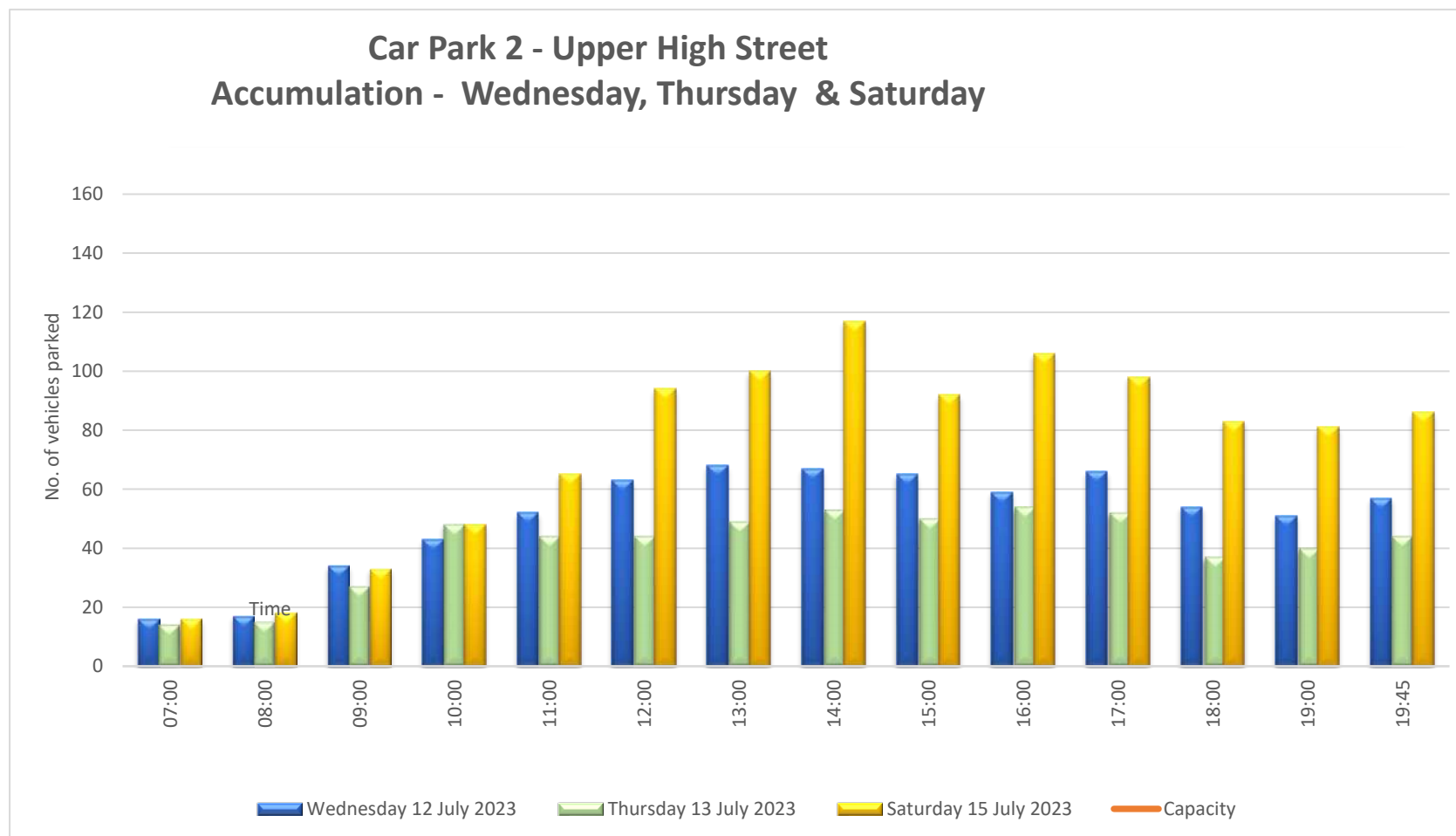
## Site 2 - Upper High Street car park

- 2.9 Upper High Street car park has a capacity of 180 car parking spaces. The busiest day was Saturday with a peak of 65% (117 of parking spaces used) and the quietest day was Thursday with a peak of 34% of the parking spaces used.
- 2.10 Table 4 shows that the average car was parked 2 hours 11 minutes on Wednesday, 2 hours 11 minutes on Thursday and 1 hour 42 minutes on Saturday and the time when peak utilisation of the car park was achieved on each of the survey days.

**Table 4. Upper High Street average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	02:11	13:45
<b>Thursday</b>	02:11	16:45
<b>Saturday</b>	01:42	14:00

- 2.11 Figure 2 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations achieved at the car park. Car park usage increased earlier in the mornings on weekdays than on Saturday. The busiest day was Saturday at 14:00pm with the highest peak usage of the three days. Peak usage on Wednesday and Thursday indicated a lower but steadier usage throughout the day. Saturday sustained higher usage in the day compared with the evening usage and had markedly higher usage compared with the Wednesday and Thursday evenings.



**Figure 2 Car parking accumulation: Upper High Street**

### Upper High Street blue badge spaces

2.12 The video monitoring identified that the five blue badge spaces were utilised by 18 vehicles over the three-day monitoring period. Table 5 sets out the average lengths of stay on each day and the capacity of blue badge spaces utilised per day. When considering the number of cars utilising the blue badge spaces to identify the level of capacity utilised, this was looked at according to an hourly basis. As such, each hour was considered to ascertain the peak hour. Accordingly, Upper High Street had the highest number of cars entering the blue badge spaces during the hours of 13:00-14:00pm on Thursday and Saturday with two users. It also occurred between 14:00-15:00pm and 18:00-19:00pm on Saturday with two users. Table 5 shows that when considering the car park utilisation overall, of the three days, Saturday had highest number of cars entering the car park with 9 cars.

**Table 5 Upper High Street Car Park blue badge space usage**

<b>5 Spaces</b>	<b>Number of vehicles utilising blue badge bays per day</b>	<b>Average Length of stay (hours: minutes)</b>	<b>Peak hourly usage period based on highest number of users entering BB spaces during the hour</b>
<b>Wednesday</b>	4	00:45	8:00-9:00am, 13:00-14:00pm, 17:00-18:00pm, 19:00-20:00 (1 user in each hour, 20% of spaces used)
<b>Thursday</b>	5	01:48	13:00-14:00pm (2 users in each hour, 40% of spaces used)
<b>Saturday</b>	9	01:45	13:00-14:00pm, 14:00-15:00pm, 18:00-19:00pm (2 users in each hour, 40% of spaces used)



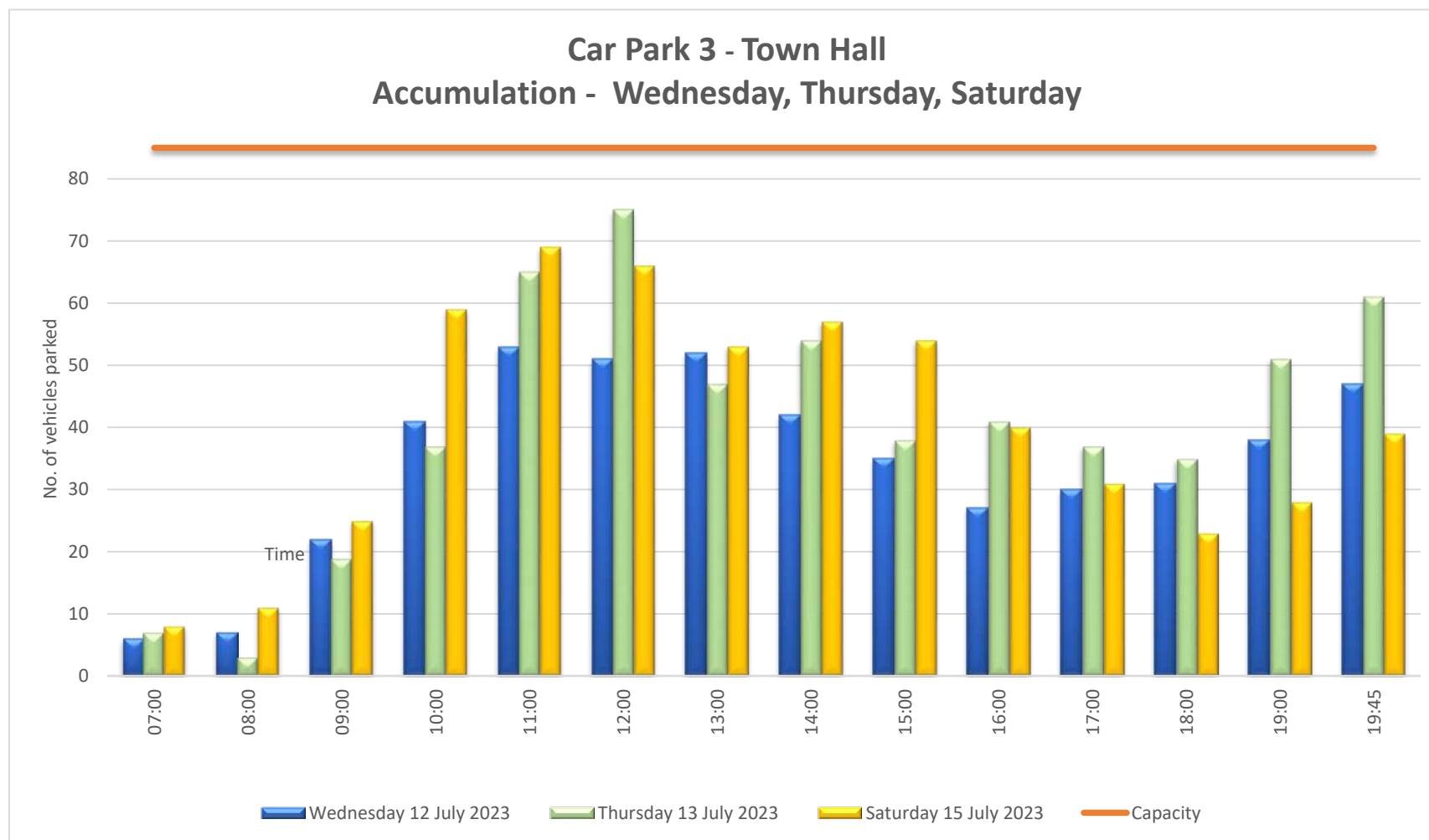
### Site 3 - Town Hall car park

- 2.13 Town Hall car park has 85 spaces. The busiest day was Thursday with a peak of 88% (75 of parking spaces used) and the quietest day was Wednesday with a peak of 65% of the parking spaces used.
- 2.14 Table 6 shows that the average car was parked for 2 hours 16 minutes on Wednesday, 2 hours on Thursday and 1 hour 12 minutes on Saturday.

**Table 6. Town Hall average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	02:16	11:15
<b>Thursday</b>	02:00	12:00
<b>Saturday</b>	01:12	11:15

- 2.15 Figure 3 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations was achieved at the site. Car park usage increased in the mornings on all days. Peak usage for all three days was between 11am and 12pm before reducing in the afternoon and then increasing again in the evening. The busiest peak utilisation time of the car park was on Thursday at 12pm.



**Figure 3 Car parking accumulation: Town Hall**

### Town Hall Blue Badge spaces

- 2.16 The video monitoring identified that the nine blue badge spaces were used by 89 vehicles over the three-day monitoring period. Table 7 sets out the average lengths of stay on each day and the capacity of blue badge spaces utilised per day. When considering the number of cars utilising the blue badge spaces to identify the level of capacity utilised, this was looked at according to an hourly basis. As such, each hour was considered to ascertain the peak hour. Accordingly, the Town Hall had the highest number of cars entering the blue badge spaces during the hours of 10:00am-11.00am on Thursday with nine users. Table 7 shows that when considering the car park utilisation overall, of the three days, Saturday had highest number of cars entering the car park with 31 cars.

**Table 7. Town Hall Car Park blue badge space usage**

<b>9 Spaces</b>	<b>Number of vehicles utilising blue badge bays per day</b>	<b>Average Length of stay (hours: minutes)</b>	<b>Peak hourly usage period based on highest number of users entering BB spaces during the hour</b>
<b>Wednesday</b>	30	01:10	11:00-12:00pm (7 users, 77% spaces used)
<b>Thursday</b>	28	01:08	10:00-11:00am (9 users, 100% spaces used)
<b>Saturday</b>	31	00:48	9:00-10:00am and 13:00-14:00pm (4 users in each hour, 44% spaces used)

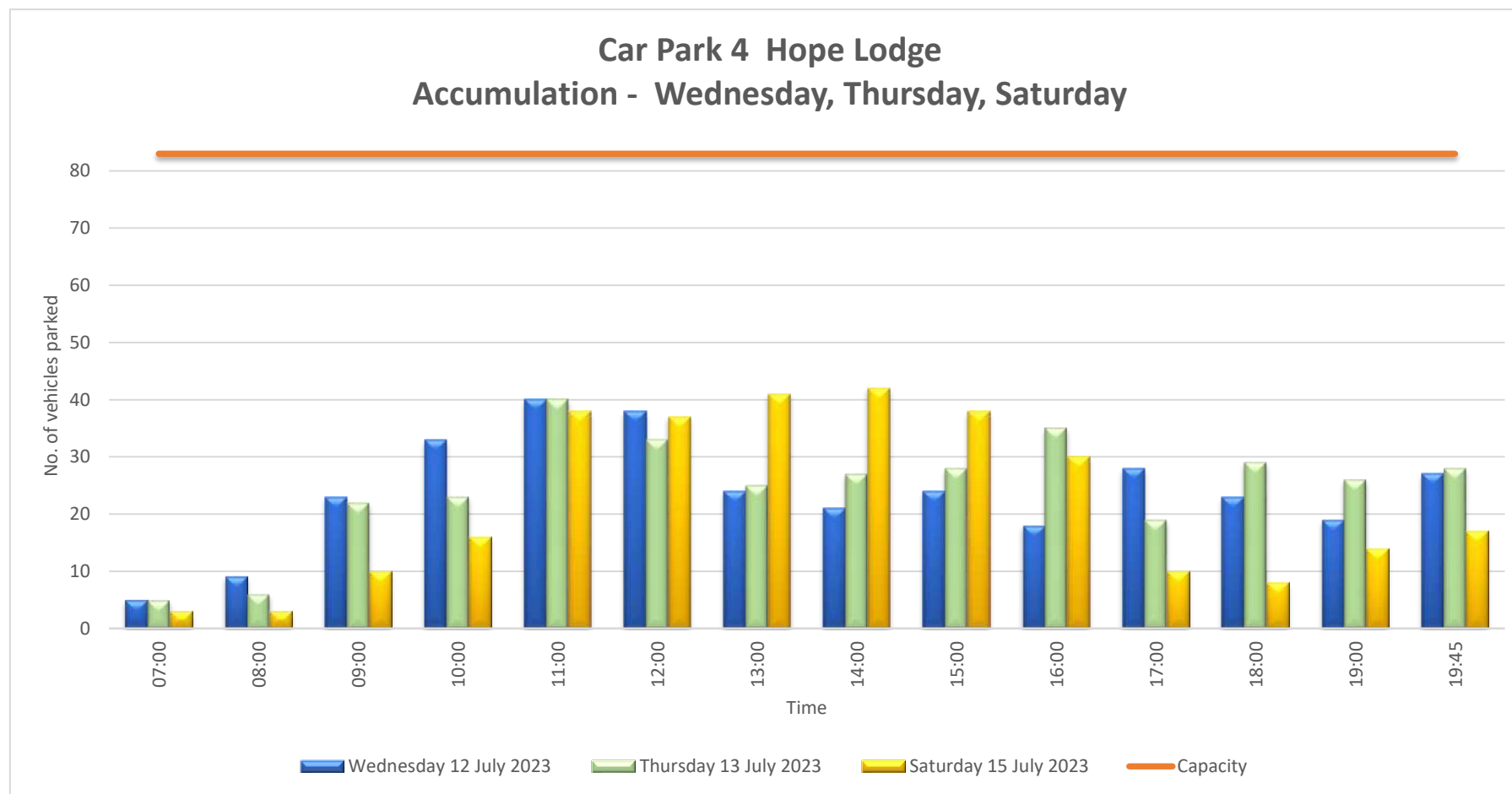
## Site 4 - Hope Lodge

- 2.17 Hope Lodge car park has 83 spaces. The busiest day was Saturday with a peak of 57% (47 of parking spaces used) of parking spaces used and the quietest day was Wednesday with a peak of 51% of the parking spaces used.
- 2.18 Table 8 shows that the average car was parked 3 hours 09 minutes on Wednesday, 2 hours 13 minutes on Thursday and 1 hour 50 minutes on Saturday.

**Table 8. Hope Lodge average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	03:09	11:15
<b>Thursday</b>	02:13	11:15
<b>Saturday</b>	01:50	12:30

- 2.19 Figure 4 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations achieved at the site. Car park usage increased earlier on Wednesday and Thursday morning compared with Saturday. Car park usage increased towards midday on the busiest day, Saturday (peak utilisation at 12:30pm) before reducing gradually between 4-5pm and increasing gradually towards the evening again.



**Figure 4 Car parking accumulation: Hope Lodge**

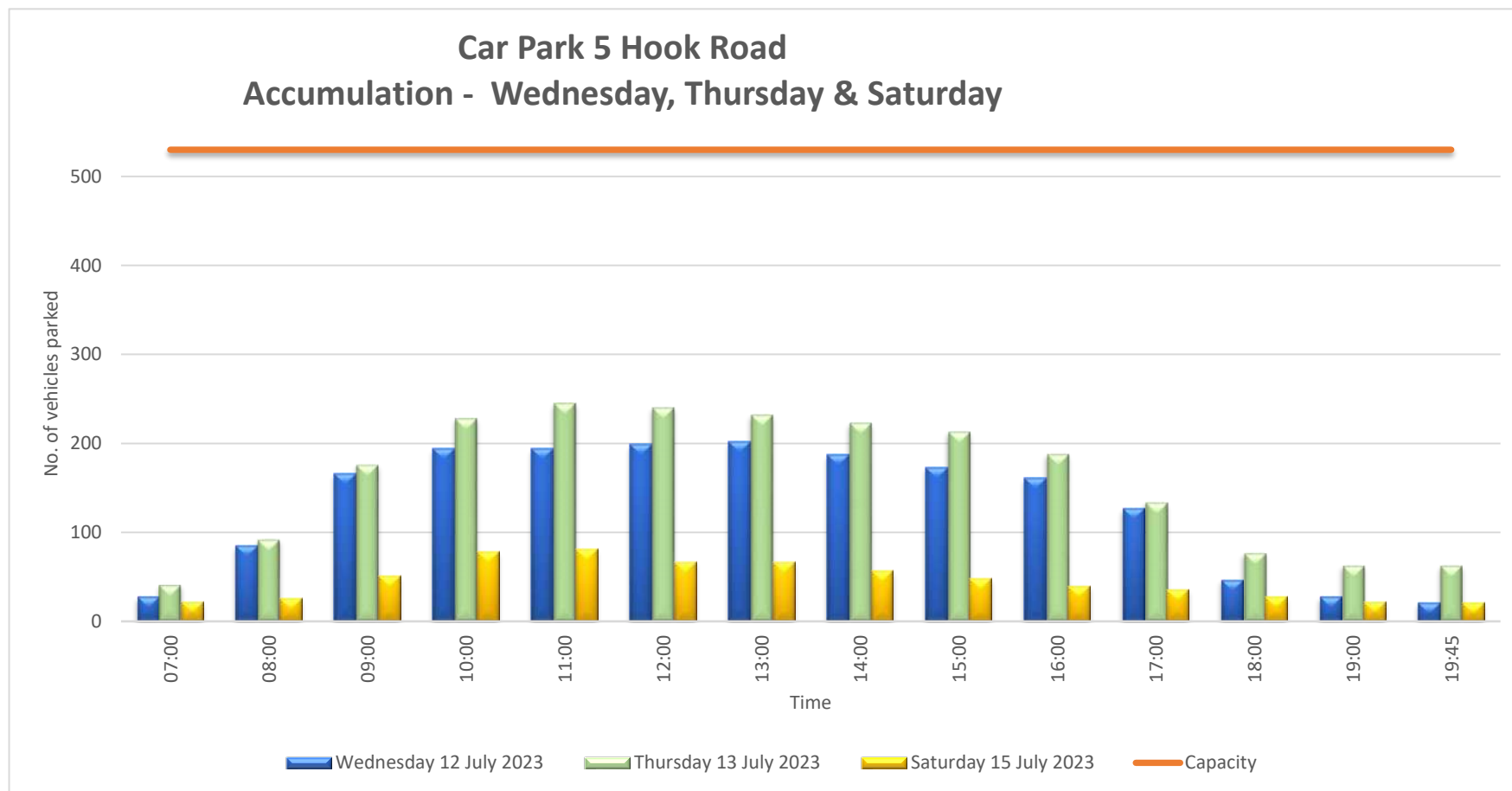
## Site 5- Hook Road car park

- 2.20 Hook Road car park has 530 spaces. The busiest day was Thursday with a peak of 46% (246 of parking spaces used) and the quietest day was Saturday with a peak of only 15% of the parking spaces used.
- 2.21 Table 9 shows that the average car was parked 5 hours 45 minutes on Wednesday, 5 hours 30 minutes on Thursday and 1 hour 55 minutes on Saturday.

**Table 9. Hook Road average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	05:45	12:15
<b>Thursday</b>	05:45	11:15
<b>Saturday</b>	01:55	11:00

- 2.22 Figure 5 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations achieved at the site. On Wednesday, Thursday and Saturday, car park usage increased in the mornings, peaking between 11am and 12 pm before reducing around the late afternoon. Saturday usage was noticeably lower compared with weekday usage. At the peak time range of 11am-12pm on Thursday (busiest day) there were 246 cars parked. On Saturday, the quietest day, a peak of 15% of Hook Road's car park capacity was used.



**Figure 5 Car parking accumulation: Hook Road**

## Site 6 - Ashley Centre car park

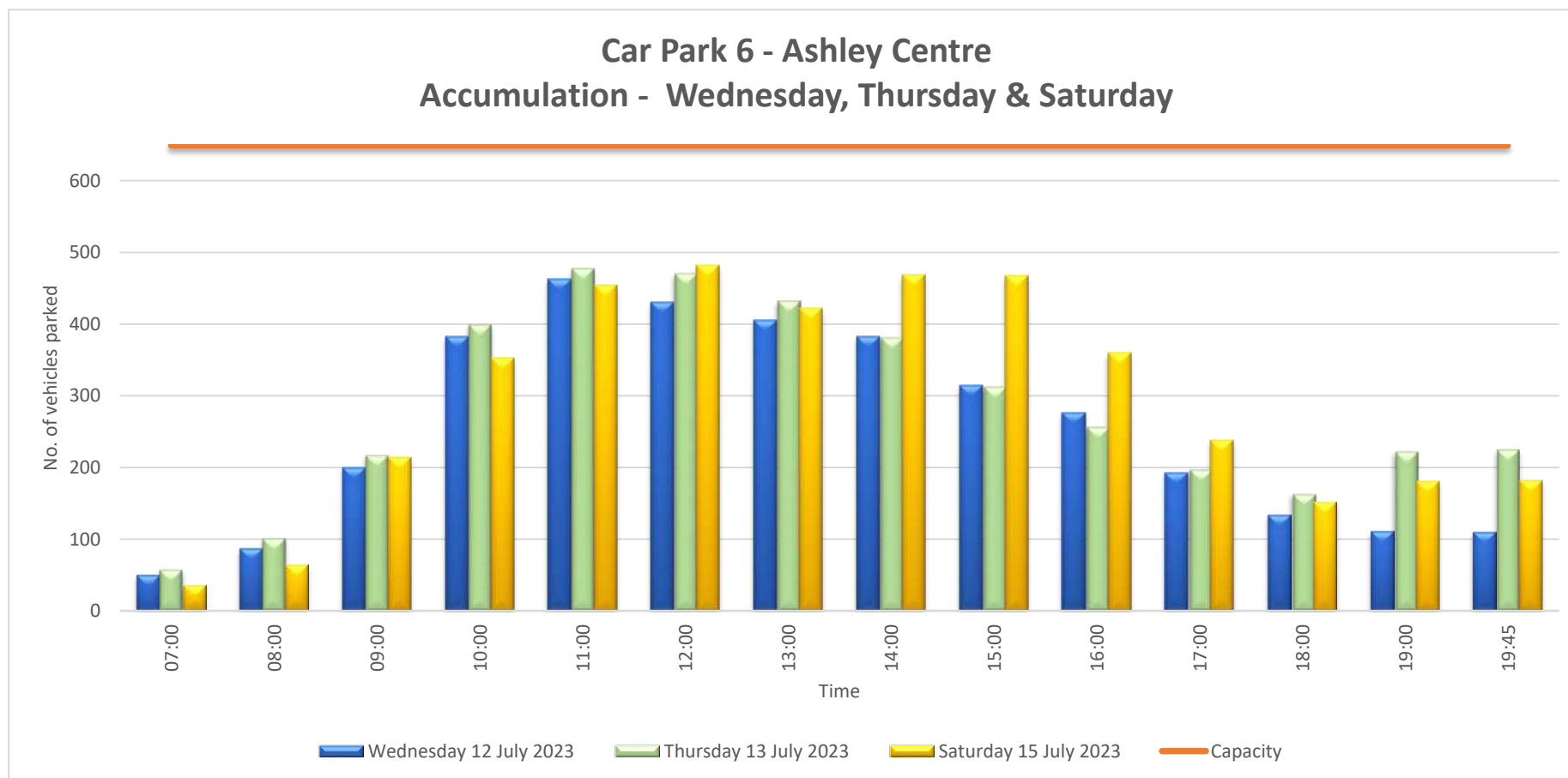
- 2.23 Ashley Centre car park has 649 spaces. The busiest day was Thursday with a peak of 76% (493 of parking spaces used) of parking spaces used and the quietest day was Wednesday with a peak of 74% of the parking spaces were used.
- 2.24 Table 10 shows that the average car was parked 1 hours 42 minutes on Wednesday, 1 hours 38 minutes on Thursday and 1 hour 26 minutes on Saturday.

**Table 10 Ashley Centre average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	01:42	11:15
<b>Thursday</b>	01:38	11:15
<b>Saturday</b>	01:26	14:45

- 2.25 Figure 6 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations achieved at the site. Thursday had the busiest day when peak utilisation was reached at 11:15 am. On Wednesday and Thursday, car park usage increased in the mornings, peaking between 11am and 12 pm before reducing gradually in the afternoon and increasing minimally in the evening on Thursday. Saturday usage increased in the morning, peaking in the afternoon between 2.30pm and 3pm before reducing gradually around 4pm with a slight increase in usage in the evening.





**Figure 6 Car parking accumulation: Ashley Centre**

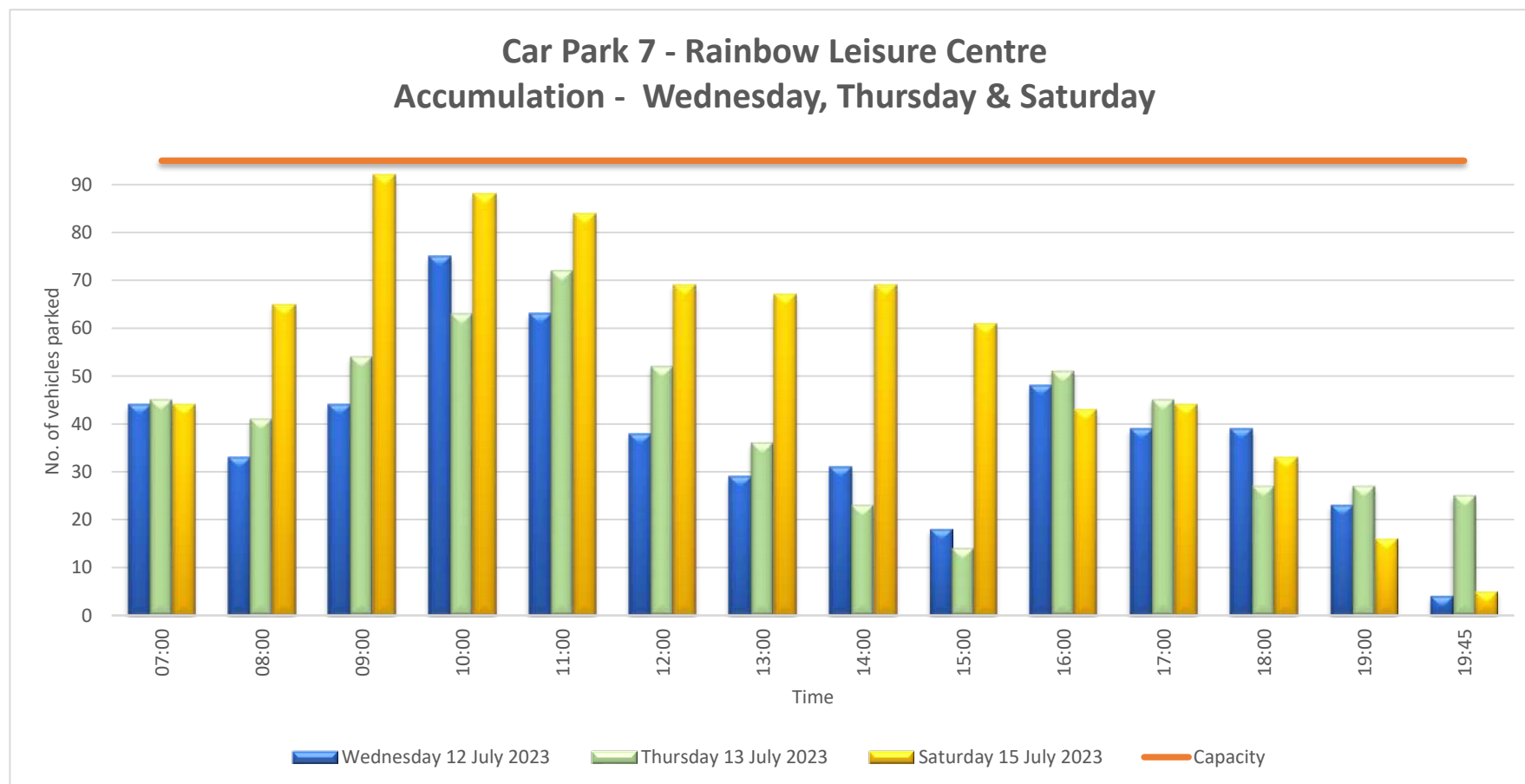
## Site 7 - Rainbow Leisure Centre car park

- 2.26 Rainbow Leisure Centre car park has 95 spaces. These spaces include 23 parking spaces to the rear of the site which are reserved for staff use. The entrance to the staff parking is located in close proximity to the entrance to the public parking section of the car park and both the staff and public parking share an exit. The ANPR data was unable to determine whether the vehicles entering were staff vehicles or those using the pay and display.
- 2.27 The data showed that the busiest day was Saturday (99% peak usage) when 94 parking spaces were used and the quietest day was Wednesday with a peak of 79% of the parking spaces used.
- 2.28 Table 11 shows that the average car was parked 1 hour 20 minutes on Wednesday, 1 hour 19 minutes on Thursday and 1 hour 09 minutes on Saturday.

**Table 11 Rainbow Leisure Centre average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	01:20	10:00
<b>Thursday</b>	01:19	11:00
<b>Saturday</b>	01:09	10:15

- 2.29 Figure 7 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations achieved at the site. The data shows that car parking usage started early with over 45% usage on all three days at 7:00am. Usage on Wednesday and Thursday showed some decreased usage around 8:00am before increasing again. Saturday usage however increased steadily from 7:00am onwards. Usage peaked between 10 and 11am on all three days. On the busiest day (Saturday) the peak was reached at 10:15am. There was some decrease in usage in the afternoons on all three days although Saturday afternoon usage between 14:00pm and 15:00pm was markedly higher compared with usage at the same time on Wednesday and Thursday afternoons. Wednesday and Thursday usage increased between 15:00 and 16:00 whilst Saturday usage decreased into the evening.



**Figure 7 Car parking accumulation: Rainbow Leisure Centre**

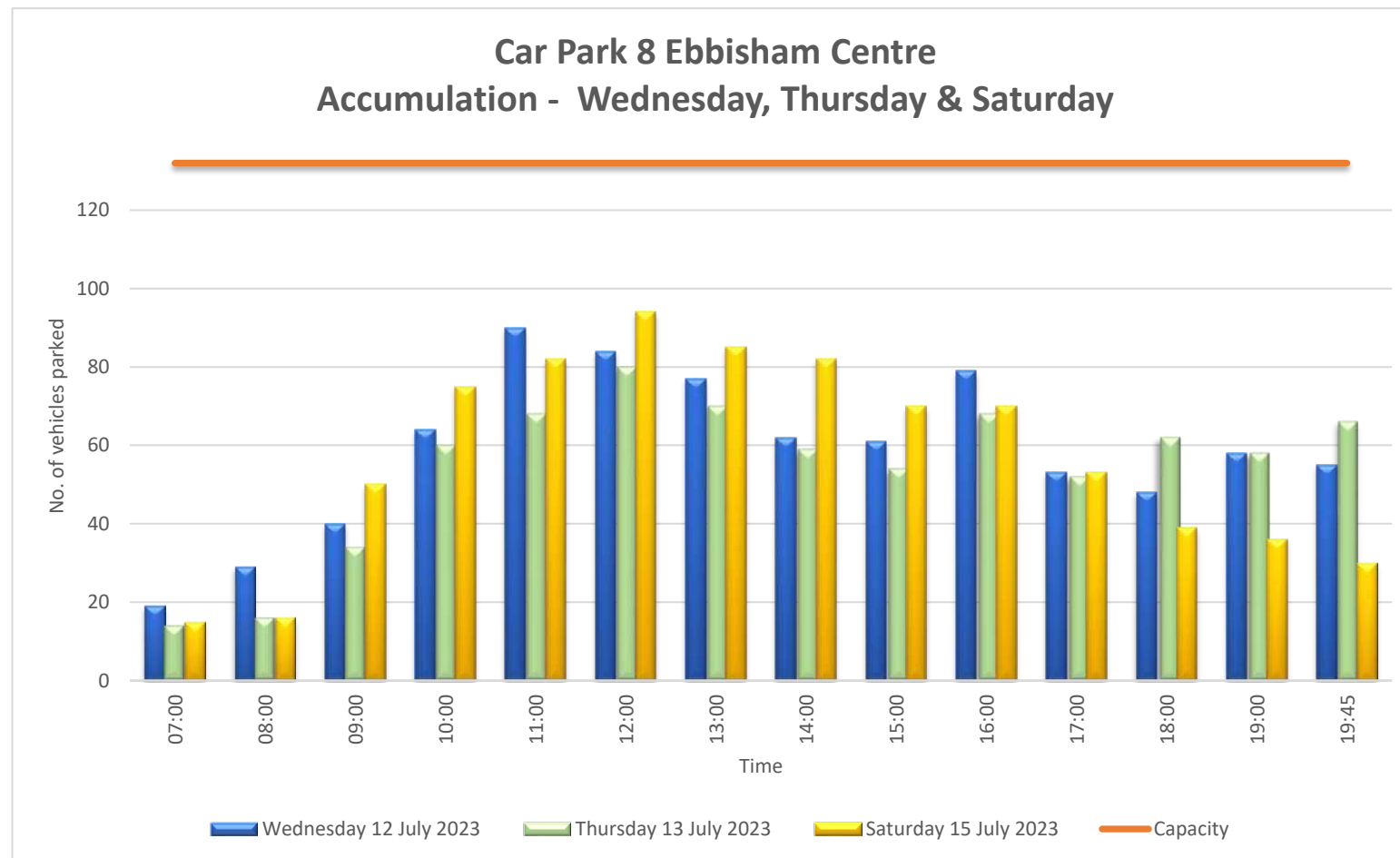
## Site 8 - Ebbisham Centre (NCP)

- 2.30 Ebbisham Centre car park has 132 spaces. The busiest day was Saturday with a peak of 77% (102 parking spaces were used) and the quietest day was Thursday with a peak of 61% of the parking spaces used.
- 2.31 Table 12 shows that the average car was parked 1 hour 50 minutes on Wednesday, 1 hours 50 minutes on Thursday and 1 hour 37 minutes on Saturday.

**Table 12 Ebbisham Centre average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	01:50	11:15-11:45
<b>Thursday</b>	01:50	12:00
<b>Saturday</b>	01:37	12:15

- 2.32 Figure 8 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations achieved at the site on the hour. On all three days, car park usage increased in the mornings, peaking late morning into lunch time. Wednesday and Thursday's evening car park usage was higher compared with Saturday evening. The peak utilisation of the car park occurred on a Saturday at 12:15pm.



**Figure 8 Car parking accumulation: Ebbisham Centre**

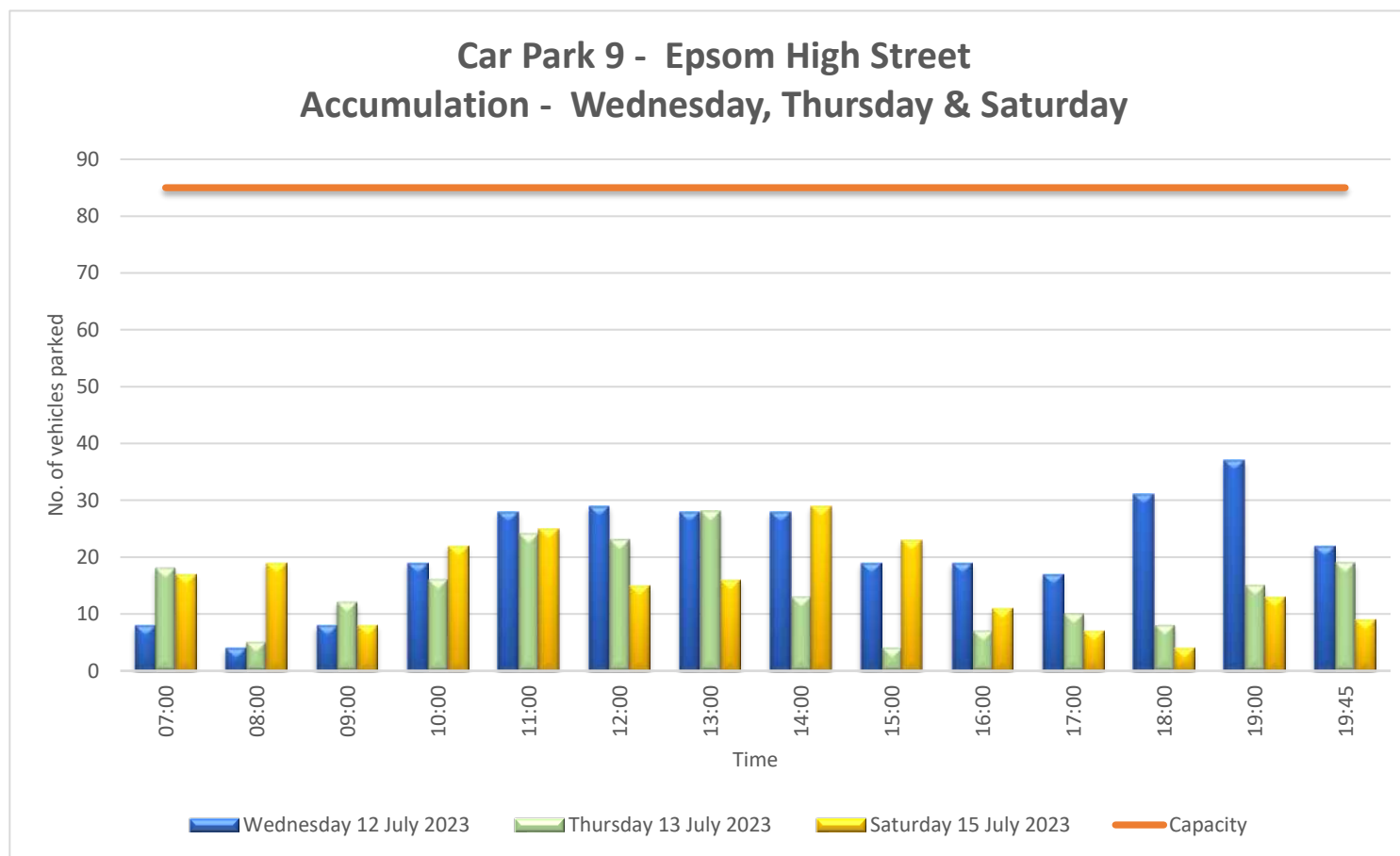
## Site 9 - Epsom High Street (NCP)

- 2.33 Epsom High Street car park has 85 spaces. The busiest day was Wednesday with a peak of 45% (38 parking spaces were used) and the quietest day was Thursday with a peak of 34% of the parking spaces were used.
- 2.34 Table 13 shows that the average car was parked 2 hours 40 minutes on Wednesday, 2 hours 10 minutes on Thursday and 2 hours 06 minutes on Saturday.

**Table 13 Epsom High Street average and peak usage**

	<b>Average length of time parked (hours: minutes)</b>	<b>Peak usage time when the most cars were parked</b>
<b>Wednesday</b>	02:40	18:45
<b>Thursday</b>	02:10	12:45
<b>Saturday</b>	02:06	13:45

- 2.35 Figure 9 shows the number of vehicles parked at the car parks at different times of the day with 'peak' utilisations achieved at the site. Usage on Wednesday increased in the morning until lunchtime before decreasing slightly and peaking between 6-7pm in the evening. Wednesday had the highest peak in usage at 18:45pm. Usage on Thursday increased in the morning gradually, peaking between 12:00 and 13:00pm before reducing in the afternoon and increasing minimally in the evening on Thursday. Saturday morning usage indicates that there were some minimal increases and decreases with the peak usage at 13:45 before reducing gradually in the afternoon and then slightly increasing in the evening.



**Figure 9 Car parking accumulation: Epsom High Street**

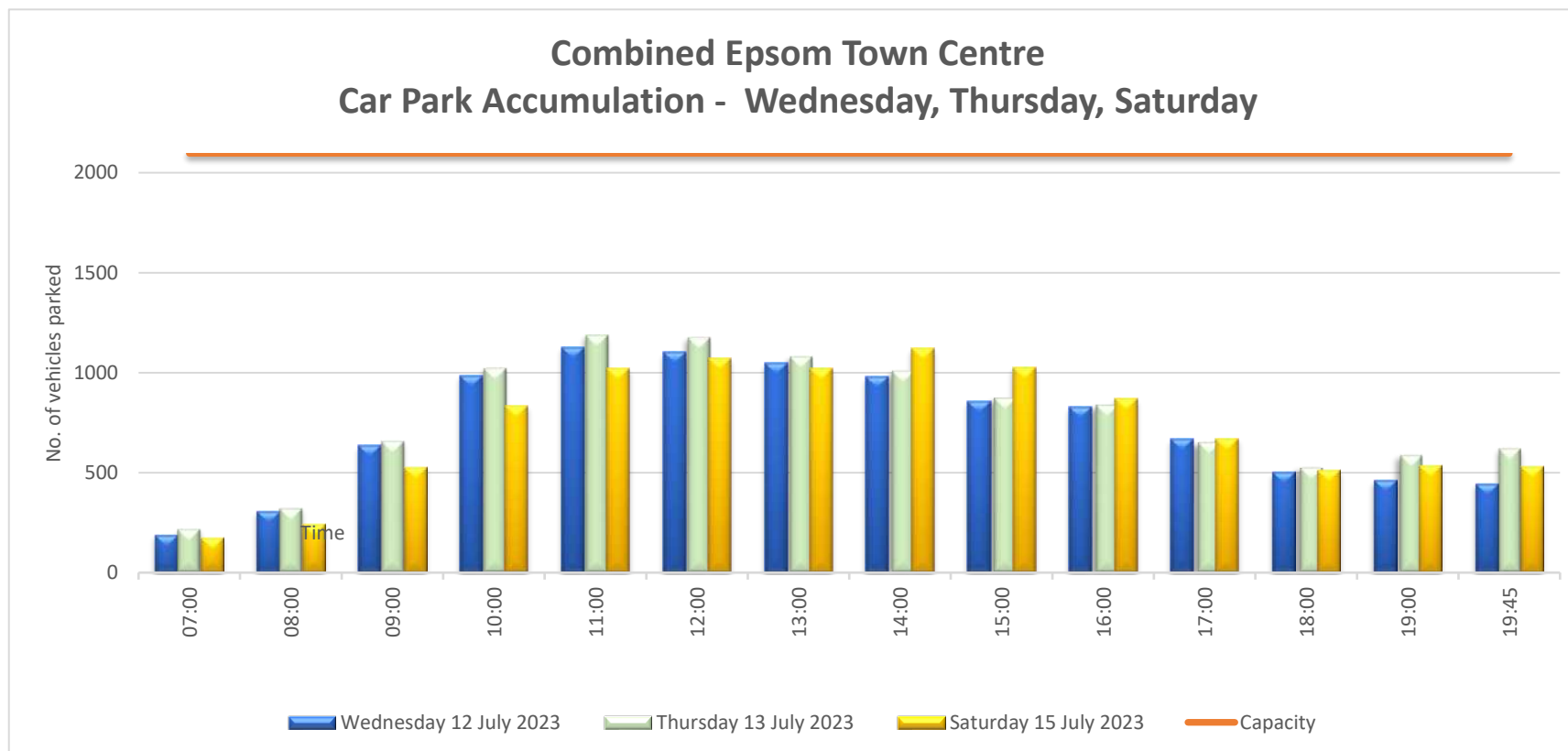
## Summary of car park usage

- 2.36 When individual car parks were considered, the Rainbow Leisure Centre car park had the highest percentage of usage out of all the car parks at 99% at its peak on the busiest day (Saturday). However, it should be noted that the Rainbow Leisure Centre car park includes 23 parking spaces to the rear of the site which were reserved for staff use.
- 2.37 The second busiest car park was the Town Hall car park at 88% at its peak on the busiest day which was Thursday. The Ebbisham Centre and Depot Road car parks were joint third busiest, each with 77% peak car park usage on their busiest day Saturday.
- 2.38 The Epsom High Street (NCP) had the lowest usage with a peak of 45% on its busiest day: Wednesday. Hook Road car park had similar levels of usage with the second lowest percentage of 46% at its peak on its' busiest day Thursday.
- 2.39 Hook Road car park had the highest average length of time parked at 5:45 hours.
- 2.40 There were differences in peak utilisation, for example, different car parks reached their busiest 'peak utilisations' on different days as detailed below.
- Wednesday: Epsom High Street
  - Thursday: Town Hall, Hook Road, Ashley Centre
  - Saturday: Depot Road, Upper High Street, Hope Lodge, Rainbow Leisure Centre, Ebbisham Centre



### Combined car park usage

2.41 The accumulation data for the nine car parks was combined to show usage across the nine car parks and this data is shown in Figure 10.



**Figure 10. Combined parking accumulation: nine car parks**

- 2.42 Figure 10 shows that Thursday was the busiest day where peak car park usage reached 58% of total car park capacity at 11:15. On the busiest day, there was 42% spare capacity across the nine car parks.
- 2.43 The quietest day was Saturday when at its peak, 54% of the parking capacity was used. This showed that peak car park accumulation ranged between 54% and 58% across the three days.
- 2.44 Weekday usage didn't show significant differences in car park peak usage between Wednesday (56%) and Thursday (58%). Weekend (Saturday) overall usage was slightly lower than weekday usage at a peak usage of 54%.
- 2.45 The average car (across the nine car park sites) was parked 2 hours 14 minutes on Wednesday, 2 hours 07 minutes on Thursday and 1 hour 32 minutes on Saturday. This indicates that people's average stay in the car parks was longer when visiting on a weekday than on the weekend.
- 2.46 Table 14 below shows the three blue badge car park user numbers according to use each day by car park. Overall, it shows that Saturday had the highest use of blue badge bays at 45 users across the three car parks.

**Table 14. Number of blue badge users**

<b>Disabled bays</b>	<b>Weds 12th July</b>	<b>Thurs 13th July</b>	<b>Sat 15th July</b>
Depot Road (5)	6	3	5
Upper High Street (5)	4	5	9
Town Hall (9)	30	28	31
<b>Total</b>	<b>40</b>	<b>36</b>	<b>45</b>

### **3. Analysis of car park interviews**

- 3.1 There were 713 interviews undertaken over the three-day monitoring period at the following 5 car park sites:
- Depot Road,
  - Upper High Street
  - Town Hall
  - Hope Lodge
  - Hook Road.
- 3.2 The interviews were undertaken on three days in July 2023: Wednesday, Thursday and Saturday, on the same dates as the ANPR surveys.
- 3.3 Interview responses were gathered from users between 7:00am - 10:00am and 16:00pm - 19:00pm. Respondents provided answers about their use of the car parks. Whilst user responses were gathered, not all respondents answered all the questions.

## Site 1- Depot Road:

### Purpose of the parking visit

- 3.4 162 car park users provided responses about the purpose of their visit to Depot Road car park across the three days. From the responses collated, Table 15. shows that: across the three days, the highest percentage of people from this car park reported that the purpose of their visit was 'Work' (32%). The second most reported purpose for using Depot Road car park was 'Other' at 27%. Conversely, nobody reported that the purpose of their visit was for 'Public services'.

**Table 15. Purpose of visit: Depot Road**

	Commuter	Work	Retail	Leisure	Public Services	Family	Other	Total responses
Weds 12th Jul	4	19	3	5	0	2	25	58
Thurs 13th Jul	8	23	7	13	0	1	13	65
Sat 15th Jul	0	10	17	6	0	1	6	40
Total %	7%	32%	17%	15%	0%	2%	27%	162

### Factors that influenced car park choice:

- 3.5 167 car park users across the three days provided responses about their reason for choosing Depot Road car park. Table 16 shows that: The highest percentage of users reported their reason for choosing Depot Road car park was 'cost' at 37%. 'Convenience' closely followed as the second most reported reason at 36%. 28% reported that 'location' was the reason for parking at Depot Road car park.
- 3.6 In addition to the factors influencing people's choice of this car park, 163 people provided responses on whether EV charging influenced their choice to use the car park. 87% of these respondents answered 'no'.

**Table 16. Reason for visit: Depot Road**

	Location	Cost	Convenience	Total responses
Weds 12th Jul	18	13	27	58
Thurs 13th Jul	18	29	18	65
Sat 15th Jul	10	19	15	44
Total %	28%	37%	36%	167

**Age of car park users:**

- 3.7 163 car park users provided responses about their age. Table 17 shows that: the highest category of users parking at Depot Road car park were the 25–40-year-olds at 42%. The second highest group of users were the 40-60 age group category making up 34% of users. The lowest percentage of users of the car park was the 60+ year olds.

**Table 17. Age of users: Depot Road Car Park**

	16-25	25-40	40-60	60+	Total responses
Weds 12th Jul	13	22	19	4	58
Thurs 13th Jul	11	33	17	4	65
Sat 15th Jul	5	14	20	1	40
Total %	18%	42%	34%	6%	163

## Site 2 - Upper High Street

### Purpose of the parking visit

- 3.8 110 car park users provided responses about the purpose of their visit to Upper high street car park across the three days. From the responses collated, Table 18 shows that: the highest percentage of people (37%) stated that the purpose of their visit was 'Leisure'. The second most stated purpose for using Upper High street car park was 'Retail' at 28%. Nobody reported that the purpose of their visit was 'Public services'.

**Table 18. Purpose of visit Upper High Street**

	Commuter	Work	Retail	Leisure	Public Services	Family	Other	Total responses
Weds 12th Jul	0	8	20	15	0	3	4	50
Thurs 13th Jul	1	4	4	11	0	3	4	27
Sat 15th Jul	0	4	7	15	0	6	1	33
<b>Total %</b>	1%	15%	28%	<b>37%</b>	0%	11%	8%	110

### Factors that influenced car park choice:

- 3.9 110 car park users provided responses about the reason they chose to use Upper High street car park across the three days. From the responses collated, Table 19 shows that: The highest percentage of users reported the reason for choosing Upper High Street car park was 'Convenience' at 54%. 'Location' was the second most reported reason at 43%. Only 4% reported 'cost' as the reason for parking at the Upper high Street car park.
- 3.10 In addition to the reason people chose to use this car park, 110 people provided responses on whether EV charging influenced their choice of the car park. 76% of these respondents answered 'no'.

**Table 19. Reason for using Upper High Street car park**

	Location	Cost	Convenience	Total responses
Weds 12th Jul	17	0	33	50
Thurs 13th Jul	14	0	13	27
Sat 15th Jul	16	4	13	33
Total %	43%	4%	54%	110

**Age of car park users:**

3.11 110 car park users provided responses about their age. From the responses collated, Table 20. shows that: the main age group of users parking at Upper High Street car park were in the 25-40 years old at 36%. The second highest group of users were 40–60-year-olds making up 27% of users. The lowest percentage of users of the car park was 16–25-year-olds at 16%.

**Table 20. Age of users: Upper High Street car park**

	16-25	25-40	40-60	60+	Total responses
Weds 12th Jul	13	17	13	7	50
Thurs 13th Jul	4	10	7	6	27
Sat 15th Jul	1	13	10	9	33
Total %	16%	36%	27%	20%	110

## Site 3 - Town Hall

### Purpose of the parking visit:

- 3.12 159 car park users provided responses about the purpose of their visit to the Town Hall car park. From the responses collated, Table 21. shows that: the highest percentage of people (42%) reported that the purpose of their visit was 'Retail'. The second most popular purpose for using the car park was 'Leisure' at 31%. Nobody reported that the purpose of their visit was 'Public services'.

**Table 21. Purpose of visit: Town Hall car park**

	Commuter	Work	Retail	Leisure	Public Services	Family	Other	Total responses
Weds 12th Jul	1	7	15	7	1	1	10	42
Thurs 13th Jul	0	3	18	11	0	5	8	45
Sat 15th Jul	0	0	33	32	0	2	5	72
<b>Total %</b>	1%	6%	<b>42%</b>	31%	0%	5%	14%	159

### Factors that influenced car park choice:

- 3.13 179 car park users provided responses about the reason they chose to use the Town Hall car park across the three days. From the responses collated, Table 22. shows that: the highest percentage of users reported the reason for choosing the car park was 'Location' at 60%. Convenience was the second most reported reason at 34%. Only 6% reported 'cost' as the reason for parking at this car park.
- 3.14 In addition to the reason people chose to use this car park, 161 people provided responses on whether EV charging influenced their choice of the car park. 88% of these respondents answered 'no'.



**Table 22. Reason for using: Town Hall car park**

	Location	Cost	Convenience	Total responses
Weds 12th Jul	20	0	22	42
Thurs 13th Jul	38	1	6	45
Sat 15th Jul	50	10	32	92
Total %	60%	6%	34%	179

**Age of car park users:**

3.15 161 car park users provided responses about their age. Table 23. shows the highest percentage of users parking at the Town Hall car park were in the 40-60 year olds old age range at 44%. The second highest group of users were 25-40 years making up 30% of users and the lowest percentage of users of the car park was 16-25 year olds at 5%.

**Table 23. Age of users: Town Hall car park**

	16-25	25-40	40-60	60+	Total responses
Weds 12th Jul	5	10	20	7	42
Thurs 13th Jul	2	13	20	11	46
Sat 15th Jul	1	25	31	16	73
Total %	5%	30%	44%	21%	161

## Site 4 - Hope lodge

### Purpose of the parking visit:

- 3.16 137 car park users provided responses about the purpose of their visit to Hope Lodge car park. Table 24. The highest percentage of people (52%) reported that the purpose of their visit was 'Other'. The second most popular purpose for using the car park was 'Leisure' at 26%. Nobody reported that the purpose of their visit was 'Public services' or 'Family'.

**Table 24. Purpose of visit Hope Lodge**

	Commuter	Work	Retail	Leisure	Public Services	Family	Other	Total responses
Weds 12th Jul	1	10	7	3	0	0	28	48
Thurs 13th Jul	0	9	13	7	0	0	28	57
Sat 15th Jul	0	0	16	0	0	0	15	31
Total %	1%	14%	26%	7%	0%	0%	52%	137

### Factors that influenced car park choice:

- 3.17 137 car park users provided responses about the reason they chose to use the Hope Lodge car park across the three days. The highest percentage of users reported the reason for choosing the car park was 'convenience' at 72%. Location was the second most reported reason at 20% and only 8% reported 'cost' as the reason for parking at Hope Lodge car park.
- 3.18 In addition to the reason people chose to use this car park, 137 people provided responses on whether EV charging influenced their choice of this car park. 82% of these respondents answered 'no'.

**Table 25. Reason for using Hope Lodge car park**

	Location	Cost	Convenience	Total responses
Weds 12th Jul	8	4	37	49
Thurs 13th Jul	6	4	47	57
Sat 15th Jul	13	3	15	31
Total %	20%	8%	72%	137

**Age of car park users:**

- 3.19 Table 26. Show the highest percentage of users parking at Hope Lodge car park were in the 40-60 years old age range at 43%. The second highest group of users were 25-40 year olds making up 26% of users and the lowest percentage of users of the car park was 16-25 year olds at 14%.

**Table 26. Age of users: Hope Lodge car park**

	16-25	25-40	40-60	60+	Total responses
Weds 12th Jul	6	17	19	7	49
Thurs 13th Jul	11	10	25	11	57
Sat 15th Jul	2	8	15	6	31
Total %	14%	26%	43%	18%	137

## Site 5 - Hook Road

### Purpose of the parking visit:

- 3.20 139 car park users provided responses about the purpose of their visit to Hook Road car park. The highest percentage of people (63%) reported that the purpose of their visit was 'work'. The second most popular purpose for using the car park was 'Leisure' at 23%. Nobody reported that the purpose of their visit was 'Public services' or 'Family'. There are significant variances between use on Tuesday and Thursday when compared to Saturday.

**Table 27. Purpose of visit: Hook Road car park**

	Commuter	Work	Retail	Leisure	Public Services	Family	Other	Total responses
<b>Weds 12th Jul</b>	0	43	4	7	1	0	0	55
<b>Thurs 13th Jul</b>	3	38	3	5	0	0	1	50
<b>Sat 15th Jul</b>	0	6	5	20	0	0	3	34
Total %	2%	<b>63%</b>	9%	23%	0%	0%	3%	139

### Factors that influenced car park choice:

- 3.21 205 car park users provided responses about the reason they chose to use the Hook Road car park across the three days. Table 28. Shows that the highest percentage of users reported the reason for choosing the car park was 'convenience' at 43%. Cost was the second highest reported reason at 30%. 27% reported 'location' as the reason for parking at Hook Road car park.
- 3.22 In addition to the reason people chose to use this car park, 136 people provided responses on whether EV charging influenced their choice of this car park. 85% of these respondents answered 'no'.

**Table 28. Reason for using: Hook Road car park**

	Location	Cost	Convenience	Total responses
Weds 12th Jul	22	26	35	83
Thurs 13th Jul	22	25	29	76
Sat 15th Jul	11	11	24	46
Total %	27%	30%	43%	205

**Age of car park users:**

- 3.23 The highest percentage of users parking at Hook Road car park were in the 40-60 years old age range at 52%. The second highest group of users were 25–40-year-olds making up 39% of users. The lowest percentage of users of the car park was the 16–25-year-olds and the 60+ year olds both at 4%.

**Table 29. Age of users: Hook Road Car Park**

	16-25	25-40	40-60	60+	Total responses
Weds 12th Jul	3	25	24	3	55
Thurs 13th Jul	3	15	29	3	50
Sat 15th Jul	0	13	18	0	31
Total %	4%	39%	52%	4%	136

## Summary of Car park interviews

- 3.24 708 users provided responses about the purpose for using their chosen car park across the five car parks: Depot Road, Upper High Street, Town Hall, Hope Lodge and Hook Road during the three days that interviews were undertaken. User responses given were categorised into the following purposes: commuter, work, retail, leisure, public services, family or other. Responses from the five car parks identified that users access these car parks for a variety of different purposes. Depot Road (Site 1) and Hook Road (Site 5) car parks had the most users stating that they were using the car park for the purpose of 'work'. Upper High Street (Site 2) had the most users stating that they were using it for the purpose of 'leisure'. The Town Hall car park (Site 3) had the most users stating they were using it for the purpose of 'retail' and Hope Lodge (Site 4) had the most users stating that they were using the car park for the purpose of 'other'.
- 3.25 When interview responses were combined across the five car parks, these indicated that the dominant purposes for people's use of the town centre car parks were: work (26%), retail (24%) leisure (22%), and other (21%). These responses reflect that car park demand is connected to Epsom town centres' business and economic offer. Purposes such as 'commuter' (3%), 'family' (3%) and public services (0%) were reported by some respondents although they did not feature highly in people's responses for using the town centre car parks. Responses indicate that Epsom town centre car park demand is not predominantly linked to demands generated by family, access to public services or commuting.
- 3.26 Users were also asked for the factors influencing their choice of car park. User responses were categorised into the following reasons: location, cost, convenience. User responses indicated that there are varying factors affecting people's choices to park in different car parks. Upper High Street (Site 2), Hope Lodge (Site 4) and Hook Road (Site 5) had the most users stating that 'convenience' was the factor influencing their decision to use the car park. Depot Road (Site 1) had the most users stating that 'cost' was the factor influencing their decision to use the car park and Town Hall (Site 3) had the most users stating that 'location' was the factor influencing their decision to use the car park.
- 3.27 When interview responses were combined across the five car parks, the main factor people gave for using the town centre car parks was 'convenience' (46%). 'Location' was stated by 35% of car park users and cost was stated by 19% of users.

- 3.28 707 people provided responses across the 5 car parks about whether EV charging influenced their choice to use the car park. 84% of users answered 'no'.
- 3.29 843 people across the five car parks: Depot Road, Upper High Street, Town Hall, Hope Lodge and Hook Road provided responses about their age. Figure 11 shows that the two age categories who used the town centre car parks the most were the 25-40 age group (38%) and the 40-60 age group (37%). The 16-25 age category (13%) and similarly the 60+ age category (12%) used the town centre car parks the least.

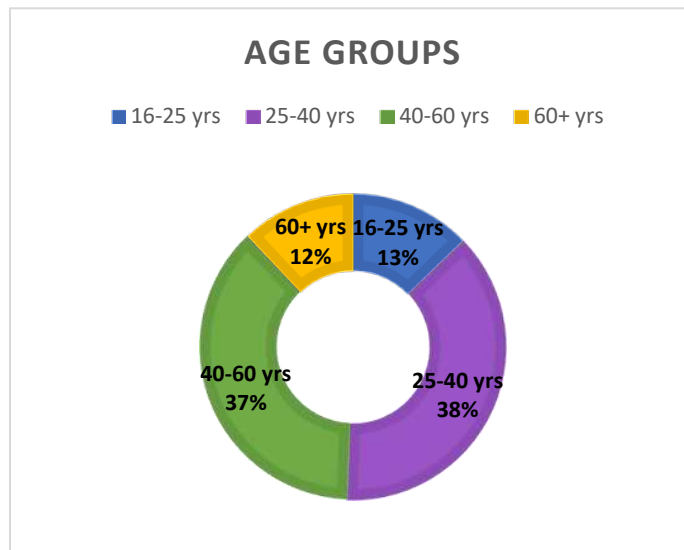


Figure 11. Users of the five car parks by age category

## 4. Conclusion

- 4.1 Across the 9 car parks within the parking study for Epsom town centre, the capacity of spaces was 2097 overall. The cumulative utilisation of the 9 car parks on the busiest day during the survey period was 58% utilising 1216 of the car park spaces. At this level of utilisation, this would leave 881 unused car park spaces across the 9 car parks on the busiest day. Depot Road, Upper High Street, Town Hall (rear), Hope Lodge, Ashley Centre and Hook Road cumulatively provide 1785 (85%) of the 2097 car park spaces surveyed for the study.
- 4.2 The Rainbow leisure Centre had the highest peak utilisation (99%) of all the car parks within the utilisation study. As this car park is operated by the Rainbow leisure centre which is adjacent to the car park, the highest peak was recorded on the Saturday morning as demonstrated Figure 7. The car park has a relatively low capacity compared to other sites surveyed with 72 public spaces available when the 23 spaces reserved for staff parking are taken into account.
- 4.3 When considering the rest of the car parks, the Town Hall had the second highest peak utilisation with 88%. This car park has a relatively low capacity when compared to other sites surveyed with 85 public spaces available. The users for this car park were most highly reporting that their purpose for using the car park was for 'retail' and highest reported influencing factor for their choice of the car park as the car park's 'location'. This car park had the highest utilisation of blue badge parking spaces (89 users across the three monitored days) when compared with the other two monitored blue badge parking locations at Depot Road and Upper High Street. The Town Hall car park is centrally located to town centre amenities. It is in close proximity to the Ashley Centre shopping Centre, and Epsom's main shopping High Street with well-connected accessible pedestrianised access to these amenities. Taking the demand and level of utilisation of this car park along with the interview responses, it is considered this car park demand reflects activity predominantly associated with retail provision in the town centre. The Ashley Centre car park within the Ashley centre shopping centre would also provide car parking to users accessing Epsom Town Centre's retail provision similarly to those of the Town Hall car park. Both these car parks had their peak utilisation on the Thursday with The Town Halls reached at 11:15am and Ashley Centre's was at 12:00pm.
- 4.4 Depot Road and Ebbisham Centre had the third highest peak utilisation with 77%. Depot Road's users were most highly reporting that their purpose for using the car park was 'work' and that they mainly used this car park for 'cost' reasons. This car park is located close to the town centre's main amenities with access to connections to Epsom's High Street and had



one of the lowest parking charges for one hours stay in the car park which is all reflective of the level of demand for this car park. Ebbisham Centre was well located for access to pedestrianised access to the town centre and in very close proximity to Epsom's train station which may reflect the demand for this car park.

- 4.5 Table 30 provides a breakdown of the key utilisation data for each car park. It shows that car park provision within the town centre was being used for various purposes by users with 'work' being reported at two out of the five car parks that interviews were conducted. 'Convenience' was the influencing factor reported at three of the five car parks where interviews took place.

**Table 30. Summary table of the utilisation study.**

<b>Car Park</b>	<b>Peak Utilisation</b>	<b>Utilisation ranking by order of peak usage capacity</b>	<b>Remaining Car Park spaces available at peak utilisation period</b>	<b>Highest reported purpose from users of each car park</b>	<b>Highest reported factor influencing user choice from users of each car park</b>	<b>Car count of blue badge bay usage</b>
1. Depot Road	77%	3	59	Work (32%)	Cost (37%)	14
2. Upper High Street	65%	6	63	Leisure (37%)	Convenience (54%)	18
3. Town Hall	88%	2	10	Retail (42%)	Location (60%)	89
4. Hope Lodge	57%	7	36	Other (52%)	Convenience (72%)	N/A
5. Hook Road	46%	8	284	Work (63%)	Convenience (43%)	N/A
6. Ashley Centre	76%	4	156	N/A	N/A	N/A
7. Rainbow Leisure Centre	99%	1	1	N/A	N/A	N/A
8. Ebbisham Centre	77%	5	30	N/A	N/A	N/A
9. Epsom High Street	45%	9	47	N/A	N/A	N/A

- 4.6 Whilst car park survey results provide some indications of Epsom Town centre car park capacity, these provide a snapshot in time of car park usage. Therefore, it is acknowledged that Town centre car park usage will fluctuate depending on different factors. In the shorter-term, events, occasions or different times of year will increase or decrease car parking usage. Wider factors that affect future changes in demand for parking in the town centre could include changes in the offer of the town centre, car park charges, wider societal policies including working from home, changing travel behaviours and travel policies encouraging a modal shift.
- 4.7 Within the context of wider geographical considerations impacting demand of car parking of Epsom town centre, it is considered that Epsom's town Centre parking will also be impacted by other neighbouring boroughs and town centre provision. Whilst Epsom is within Surrey, it borders two London Boroughs Sutton and Kingston to the North where ULEZ requires vehicles to meet certain emissions standards to avoid paying a charge to drive within the zone. These charges could encourage increased modal shifts from car journeys to active and sustainable modes though may also result in people changing their choice of location to access amenities to avoid ULEZ in certain instances.
- 4.8 Surrey County Council has published Surrey Local Transport 4 which provides the long-term framework for transport policies in the area. It seeks to significantly reduce carbon emissions from transport and reduce use of the private car to meet the commitment of net zero emissions by 2050 and address congestion. Encouraging a modal shift from car use to more active and public transport travel modes could reduce demand for town centre parking.

## Contents

1 M1g Full Council Minutes 22 March 2023.....	2
2 M1g Full Council Agenda LP Pause - 22 March 2023.....	5
Agenda.....	5
2 Motion.....	9
Motion Appendix 1.....	13
3 M1g LPPC Report - 26 September 2023 - Unpausing the Local Plan.....	15
4 M1g Full Council - Local Plan UnPause - 16 October 2023.....	27
Agenda.....	27
2 Unpausing the Local Plan.....	31
Unpausing the Local Plan Appendix 1 - Council Motion.....	45
Unpausing the Local Plan Appendix 2 - Local Development Scheme (November 2022).....	47
5 M1g Council minutes 24 October 2023.....	57



## EPSOM AND EWELL

### Minutes of the Extraordinary Meeting of the COUNCIL of the BOROUGH OF EPSOM AND EWELL held at the Council Chamber, Epsom Town Hall on 22 March 2023

---

#### PRESENT -

The Mayor (Councillor Clive Woodbridge); The Deputy Mayor (Councillor Rob Geleit); Councillors John Beckett, Steve Bridger, Kate Chinn, Christine Cleveland, Alex Coley, Nigel Collin, Neil Dallen, Hannah Dalton, Chris Frost, Liz Frost, David Gulland, Christine Howells, Graham Jones, Eber Kington, Jan Mason, Steven McCormick, Debbie Monksfield, Julie Morris, Bernie Muir, Barry Nash, Phil Neale, Peter O'Donovan, Humphrey Reynolds, Peter Webb and Alan Williamson

Absent: Councillors Arthur Abdulin, Monica Coleman, Bernice Froud, Luke Giles, Colin Keane, Lucie McIntyre, David Reeve, Guy Robbins, Alan Sursham and Chris Webb

---

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

---

#### 49 DECLARATIONS OF INTEREST

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

#### 50 MOTION

Council received one Motion submitted under FCR 14 of Part 4 of the Council's Constitution.

##### Motion 1

The Council resolved by with 25 votes for, 1 abstention and the Mayor not voting to consider this Motion at the meeting. In pursuance of the Council's Rules of

Procedure, Eber Kington MOVED and Councillor Christine Howells SECONDED the following Motion:

“This Council notes that:

- (1) Extensive green areas, especially the green belt, and the absence of high-level development in our urban areas makes Epsom and Ewell a distinctive, green and an excellent place to live.
- (2) Under the existing legislation Local Planning Authorities are being required to draft Local Plans on the basis of out of date, 2014, data that does not reflect Epsom and Ewell’s housing need, as shown in more recently available 2018 data.
- (3) The Government’s recently proposed legislative changes to the planning process, whilst welcome in several aspects, are not yet enacted and the current legal position has not changed.

These factors suggest that a pause in progressing the Draft Local Plan in its current form would provide an opportunity to assess the Government’s draft proposals as well as the 2018 data on housing need in the borough.

This Council therefore agrees that:

- i. Other than for the purpose of analysing the responses of the public consultation to capture residents’ views and any new information, the Local Plan process be paused to enable:
  - a) further work on brown field sites, including information arising out of the Regulation 18 consultation
  - b) further options to be considered that do not include green belt sites
  - c) an analysis of Epsom and Ewell’s required future housing numbers based on 2018 data
  - d) a clearer understanding of the Government’s legislative intentions in regard to protections for the green belt and the current mandatory target for housing numbers.
- ii. Write to the MP for Epsom and Ewell calling on him to use his influence to get the Government to abandon its use of 2014 data to calculate housing need and accept that all planning and housing policies must reflect the latest data if they are to be effective as well command the respect of the people they affect.”

Upon being put the motion was CARRIED with 20 votes for, 4 votes against, 1 abstention and the Mayor not voting.

Accordingly the Council resolved to agree to the following Motion:

**This Council notes that:**

- (1) Extensive green areas, especially the green belt, and the absence of high-level development in our urban areas makes Epsom and Ewell a distinctive, green and an excellent place to live.**
- (2) Under the existing legislation Local Planning Authorities are being required to draft Local Plans on the basis of out of date, 2014, data that does not reflect Epsom and Ewell's housing need, as shown in more recently available 2018 data.**
- (3) The Government's recently proposed legislative changes to the planning process, whilst welcome in several aspects, are not yet enacted and the current legal position has not changed.**

**These factors suggest that a pause in progressing the Draft Local Plan in its current form would provide an opportunity to assess the Government's draft proposals as well as the 2018 data on housing need in the borough.**

**This Council therefore agrees that:**

- i. Other than for the purpose of analysing the responses of the public consultation to capture residents' views and any new information, the Local Plan process be paused to enable:**
  - a) further work on brown field sites, including information arising out of the Regulation 18 consultation**
  - b) further options to be considered that do not include green belt sites**
  - c) an analysis of Epsom and Ewell's required future housing numbers based on 2018 data**
  - d) a clearer understanding of the Government's legislative intentions in regard to protections for the green belt and the current mandatory target for housing numbers.**
- ii. Write to the MP for Epsom and Ewell calling on him to use his influence to get the Government to abandon its use of 2014 data to calculate housing need and accept that all planning and housing policies must reflect the latest data if they are to be effective as well command the respect of the people they affect.**

*Note: Councillor Alex Coley left the meeting during the debate on this item and did not participate in the vote on the Motion.*

The meeting began at 7.30 pm and ended at 8.28 pm

**COUNCILLOR CLIVE WOODBRIDGE  
MAYOR**



**EPSOM & EWELL BOROUGH COUNCIL**

**TOWN HALL**

**EPSOM**

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/3320059352617644893>

Webinar ID:920-509-059

Telephone (listen-only): 020 3713 5012, Telephone Access code:753-011-440

13 March 2023

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 at the Council Chamber, Epsom Town Hall, Epsom on **WEDNESDAY, 22ND MARCH, 2023** 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 'Sing'.

Chief Executive

### **EMERGENCY EVACUATION PROCEDURE**

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

### **Public information**

**Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet.**

This meeting will be 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. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 01372 732000.

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](mailto: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**

**Wednesday 22 March 2023**

**7.30 pm**

**Council Chamber - Epsom Town Hall,  
<https://attendee.gotowebinar.com/register/3320059352617644893>**

For further information, please contact Democratic Services, [democraticservices@epsom-ewell.gov.uk](mailto: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. MOTION (Pages 5 - 10)**

This report sets out notices of motions ruled in order.

This page is intentionally left blank

**MOTION**

**Head of Service:** Andrew Bircher, Head of Policy and Corporate Resources

**Wards affected:** (All Wards);

**Appendices (attached):** Appendix 1 - Motion 1

**Summary**

This report sets out notices of motions ruled in order.

**Recommendation (s)****The Council is asked to:**

**(1) consider the Motion in accordance with Standing Orders.**

**1 Reason for Recommendation**

1.1 The rules regarding the submission of motions to Council are set out in Part 4 of the Council's Constitution (Rules of Procedure). Motions ruled in order must be listed on the agenda.

**2 Background**

2.1 The table below sets out the Motions ruled in order:

<b>Motion Number</b>	<b>Proposer &amp; Seconder</b>	<b>Committee</b>	<b>Responding Chair</b>
1	Cllr E Kington (Proposer) Cllr C Howells (Seconder)	Licensing and Planning Policy	Cllr S McCormick

2.2 FCR 14.2 of Part 4 of the Constitution restricts motions from rescinding or altering any decision of the Council or a Committee until at least two further meetings of the Council have been held (being a period of no less than 6 months), unless the motion is recommended by a committee or

notice of the motion has been given by at least seven Members of the Council acting together.

- 2.3 Motion 1 relates to the Draft Local Plan, which was considered by the Licensing and Planning Policy Committee at its meeting on 30 January 2023. In accordance with FCR 14.2, notice of Motion 1 was given to the Legal Officer by seven Members of the Council: Councillors Eber Kington, Christine Howells, Jan Mason, Chris Frost, Guy Robbins, Steve Bridger and Colin Keane.

### **3 Meeting procedure**

- 3.1 Once a motion has been put at the meeting, the Mayor will invite Members to decide how the motion should be dealt with. The Mayor will ask for a vote without debate, on whether the motion should be referred to an appropriate Committee for consideration (FCR 16.7). This will be on the basis of a simple majority.
- 3.2 All amendments must be proposed, seconded and provided to the Mayor in writing prior to debate. The mover of the original motion will be asked if they wish to accept the proposed amendments. Those which are accepted in full or in part will result in the original motion being amended accordingly. If they are not accepted, then the amendments will be debated in accordance with Standing Orders (FCR16.10-16.12).
- 3.3 FCR 14.1 sets 90 minutes to deal with all motions including amendments.

### **4 Risk Assessment**

Legal or other duties

- 4.1 Equality Impact Assessment
- 4.1.1 No comments are provided on Motions.
- 4.2 Crime & Disorder
- 4.2.1 No comments are provided on Motions.
- 4.3 Safeguarding
- 4.3.1 No comments are provided on Motions.
- 4.4 Dependencies
- 4.4.1 No comments are provided on Motions.
- 4.5 Other
- 4.5.1 No comments are provided on Motions.

**5 Financial Implications**

- 5.1 No comments are provided on Motions.
- 5.2 **Section 151 Officer's comments:** No comments are provided on Motions.

**6 Legal Implications**

- 6.1 No comments are provided on Motions.
- 6.2 **Legal Officer's comments:** No comments are provided on Motions.

**7 Policies, Plans & Partnerships**

- 7.1 **Council's Key Priorities:** No comments are provided on Motions.
- 7.2 **Service Plans:** No comments are provided on Motions.
- 7.3 **Climate & Environmental Impact of recommendations:** No comments are provided on Motions.
- 7.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on Motions.
- 7.5 **Partnerships:** No comments are provided on Motions.

**8 Background papers**

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

**Previous reports:**

- [Licensing and Planning Policy Committee, 30 January 2023](#)

**Other papers:**

- [Epsom and Ewell Borough Council's Constitution](#)

This page is intentionally left blank



## Motions to Council

<b>Motion 1</b>	
<b>Proposer</b>	Cllr Eber Kington
<b>Seconder</b>	Cllr Christine Howells
<b>Motion</b>	<p>This Council notes that:</p> <ol style="list-style-type: none"> <li>1. Extensive green areas, especially the green belt, and the absence of high-level development in our urban areas makes Epsom and Ewell a distinctive, green and an excellent place to live.</li> <li>2. Under the existing legislation Local Planning Authorities are being required to draft Local Plans on the basis of out of date, 2014, data that does not reflect Epsom and Ewell's housing need, as shown in more recently available 2018 data.</li> <li>3. The Government's recently proposed legislative changes to the planning process, whilst welcome in several aspects, are not yet enacted and the current legal position has not changed.</li> </ol> <p>These factors suggest that a pause in progressing the Draft Local Plan in its current form would provide an opportunity to assess the Government's draft proposals as well as the 2018 data on housing need in the borough.</p> <p>This Council therefore agrees that:</p> <ol style="list-style-type: none"> <li>i. Other than for the purpose of analysing the responses of the public consultation to capture residents' views and any new information, the Local Plan process be paused to enable:</li> </ol>

	<ul style="list-style-type: none"> <li>a) further work on brown field sites, including information arising out of the Regulation 18 consultation</li> <li>b) further options to be considered that do not include green belt sites</li> <li>c) an analysis of Epsom and Ewell's required future housing numbers based on 2018 data</li> <li>d) a clearer understanding of the Government's legislative intentions in regard to protections for the green belt and the current mandatory target for housing numbers.</li> </ul> <p>ii. Write to the MP for Epsom and Ewell calling on in him to use his influence to get the Government to abandon its use of 2014 data to calculate housing need and accept that all planning and housing policies must reflect the latest data if they are to be effective as well command the respect of the people they affect.</p>
<b>Relevant Committee and Chair of the Committee</b>	<p>Licensing and Planning Policy Committee</p> <p>Chair: Councillor Steven McCormick</p>



# Licensing and Planning Policy Committee

## 26 September 2023

### UNPAUSING THE LOCAL PLAN

<b>Head of Service:</b>	Justin Turvey, Interim Head of Place Development
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix 1 – Council Motion 22 March 2023  Appendix 2 – Local Development Scheme (November 2022)

#### Summary

Public consultation on the Draft Local Plan (2022-2040) was undertaken between 1 February 2023 and 19 March 2023. Following the closure of the public consultation an extraordinary Council meeting was held on the 22 March 2023 where the decision was made to pause the Local Plan to allow specified tasks to be undertaken.

This report seeks the recommendation of the committee to Full Council that work on the local plan is un-paused, to enable all necessary work to be progressed, so that the Local Plan can be submitted for examination within the transitional arrangements set by the government.

#### Recommendation (s)

##### The Committee is asked to:

- (1) To recommend to Full Council that work on the Local Plan is un-paused.
- (2) Note the work that has been undertaken since and in line with the decision by full Council to pause the Local Plan.
- (3) Note that a decision to progress (un-pause) work on the Local Heritage List update will be considered at a future meeting of this committee.

# Licensing and Planning Policy Committee

## 26 September 2023

### 1 Reason for Recommendation

- 1.1 The Council is required by legislation to review its Local Plan every five years. The Council's current development plan consists of three Epsom and Ewell Borough Council documents all of which were adopted more than five years ago. The Epsom and Ewell Core Strategy (2007) and Plan E (2011) both predate the introduction of the National Planning Policy Framework and National Planning Practice Guidance. In the absence of an up-to-date Local Plan, there is risk to the Council, including the continued absence of a 5-year housing land supply and the additional measures introduced through the Housing Delivery Test. The NPPF's presumption in favour of sustainable development is currently engaged.
- 1.2 A substantive delay to the Local Plan timetable risks missing the transitional arrangements that are likely to feature as part of a revised NPPF that is anticipated due to be published in Autumn of this year (originally expected in Spring 2023).
- 1.3 The government have recently re-iterated their intention that any Local Plans being prepared under the 'current system' will need to be submitted to the Planning Inspectorate for Examination by 30 June 2025 and must be adopted by 31 December 2026. However, these dates are contingent upon Royal Assent of the Levelling Up and Regeneration Bill, as well as Parliamentary approval of the relevant regulations. It is therefore recommended that work continues developing the Local Plan and its supporting evidence.

### 2 Background

- 2.1 The current Epsom and Ewell Development Plan consists of three locally produced documents detailed below:
  - Core Strategy 2007-2022 (adopted 2007)
  - Plan E Area Action Plan (adopted 2011)
  - Development Management Policies (adopted 2015)
- 2.2 It is important to note that two of the above development plan documents adopted by the borough pre-date the introduction of the National Planning Policy Framework and Planning Practice Guidance, which have been updated several times since their introduction. Local Plans must be prepared to be in general conformity with National Planning Policy.
- 2.3 The Government introduced a legal requirement for all local planning authorities to review their local plans at least every five years in January 2018. The Council's existing Development Plan documents are therefore considered to be out of date which has implications for the determination of planning applications in the borough.

## Licensing and Planning Policy Committee

### 26 September 2023

#### Consultation on the Draft Local Plan

- 2.4 Following agreement by this committee on the 30 January 2023, consultation on the Draft Epsom and Ewell Local Plan (2022-2040) was undertaken between the 1 February and 19 March 2023.
- 2.5 The Draft Local Plan contained the strategy and sites to guide how the borough will change and develop over the plan period up until 2040 as well as detailed development management policies. This formed stage 2 of the 7-stage process to adopting a Local Plan (see figure 1).

**Figure 1 – 7 Stages of Local Plan Preparation**



- 2.6 The draft Local Plan that was consulted on between 1 February 2023 and 19 March 2023 set out a proposed growth strategy for the borough, to provide a minimum of 5,400 homes over the Local Plan Period (average of 300 dwellings per annum). The proposed growth strategy contained within the Draft Local Plan reflects the need to balance the provision of new homes (including affordable housing) with environmental and policy constraints such as land designated as Sites of Special Scientific Interest, Sites of Nature Conservation Importance, Local Nature Reserves and Green Belt.

## Licensing and Planning Policy Committee

### 26 September 2023

- 2.7 The consultation received responses from 1,736 individuals or organisations, including statutory consultees (Surrey County Council, Neighbouring Authorities and Sport England), residents, land owners and other interested parties. All responses received during the consultation period have been published on our consultation platform, however it is important to note that any comments that were inflammatory, offensive or otherwise inappropriate have been redacted.
- 2.8 A Consultation Statement will be published alongside the next version of the Proposed Submission Local Plan (Regulation 19) that will provide a summary of the main issues that have been raised and how they have been taken into account.

#### The Council Motion

- 2.9 At an Extraordinary meeting of the council on Wednesday 22 March 2023, a motion was considered under CR 14 of Part 4 of the Council's Constitution (Appendix 1). The motion that was Carried was that the Council agrees that:
- i) Other than for the purpose of analysing the responses of the public consultation to capture residents' views and any new information, the Local Plan process be paused to enable:
    - a) further work on brown field sites, including information arising out of the Regulation 18 consultation
    - b) further options to be considered that do not include green belt sites
    - c) an analysis of Epsom and Ewell's required future housing numbers based on 2018 data
    - d) a clearer understanding of the Government's legislative intentions in regard to protections for the green belt and the current mandatory target for housing numbers.
  - ii. Write to the MP for Epsom and Ewell calling on him to use his influence to get the Government to abandon its use of 2014 data to calculate housing need and accept that all planning and housing policies must reflect the latest data if they are to be effective as well command the respect of the people they affect.

#### Work undertaken since the motion was carried

- 2.10 The report considered by this committee on the 15 June provided a comprehensive update on the work undertaken up until that point that was in accordance with the Local Plan pause and some additional workstreams that could commence.

## Licensing and Planning Policy Committee

### 26 September 2023

- 2.11 The core change since this report is the close of the call for sites process at the end of July 2023. The call for sites opened alongside the Draft Local Plan consultation on 1 February 2023 and during this five-month period 13 new sites were submitted. In addition, a small number of revisions to previous call for site submissions were received (for example minor amendments to boundaries or confirming the availability of land for a particular use).
- 2.12 These additional sites now need to be considered as to whether they are suitable for development and warrant inclusion in the next iteration of the Local Plan. This will be through an update to the Land Availability Assessment and a review of the reasonable alternatives considered through the Interim Sustainability Appraisal that supported the Draft Local Plan.

#### Limitations of the Motion of Plan Making

- 2.13 The Council motion is prescriptive of the work that officers can undertake in preparing the Local Plan and as a result until there is a formal decision to un-pause, we are unable to progress the Local Plan to Regulation 19 (Pre-Submission Stage).
- 2.14 It is only once the Local Plan has been formally un-paused that we will be able to produce a revised Local Plan timetable (the Local Development Scheme) for consideration by this Committee and progress other key pieces of evidence to support a future version of the Local Plan.
- 2.15 In addition, it is only following the un-pausing of the Local Plan that we will be able to progress work in relating to site selection (see para 2.12) which will inform the spatial strategy and site allocations of the next iteration of the Local Plan.

#### National Legislative / Policy Changes

- 2.16 The Levelling up and Regeneration Bill continues to progress, currently being at Report stage in the House of Lords (correct as of 06/09/23), and if implemented will radically change how Local Plans are produced in the future, for example Local Plans are likely to be more streamlined focusing on the spatial (what, where and when) as opposed to detailed development management policies, a significant number of which are proposed to be set out in a National Development Management policies.
- 2.17 As with all substantive changes to national planning policy and legislation there will be transitional arrangements in place. The government have recently re-iterated their intention that any Local Plans being are being prepared under the 'current system' will need to be submitted to the Planning Inspectorate for Examination by 30 June 2025 and must be adopted by 31 December 2026.

## Licensing and Planning Policy Committee

### 26 September 2023

- 2.18 The transitional dates set out in paragraph 2.17 above are contingent upon Royal Assent of the Levelling Up and Regeneration Bill, as well as Parliamentary approval of the relevant regulations. At time of writing, it is unclear if Royal Assent will be in place prior to the end of the current parliamentary session in November when the King will open the new parliamentary year (on 7 November 2023). Officers therefore seek confirmation from Members as to what to do next as there is a need to progress the Epsom and Ewell Local Plan if we are to meet the timescales for submission by the transitional deadline on 30 June 2025. The failure to do so will significantly delay the production and subsequent adoption of a Local Plan in the borough, increasing the risk of speculative development with the presumption of sustainable development applying.
- 2.19 The report considered before this committee on 15 June 2023, highlighted that the timetable for preparing the Local Plan (the Local Development Scheme) was no longer achievable and that a new Local Development Scheme will therefore need to be considered by this committee if full Council agree to unpause the Local Plan.
- 2.20 The table below provides an indicative timetable for preparing the Local Plan on the assumption that the Local Plan is un-paused and a new timetable agreed by this committee by the end of 2023 and that a spatial strategy to be contained within the Regulation 19 version of the Local is agreed in early 2024.

Stage	November 2022 LDS	Potential Revised Local Plan Timetable
<b>Publication of Regulation 19 Local Plan</b>	February / March 2024	January - February 2025
<b>Submission and Examination of Local Plan</b>	June 2024	May 2025
<b>Adoption</b>	Spring 2025	Spring 2026

- 2.21 The indicative timetable above demonstrates that there is minimal contingency for delay if we are to submit by 30 June 2025 for the transitional arrangements to apply.

## Licensing and Planning Policy Committee

### 26 September 2023

- 2.22 As part of the governments Levelling up-and regeneration Bill: reforms to national policy consultation that were published for consultation in December 2022, a track changed version of the NPPF was consulted upon with the government due to respond to this consultation and publishing the framework revisions by Spring 2023.
- 2.23 A minor update to the NPPF was published on the 5 September 2023, however the amendments relate to renewable energy development only. No other potential changes set out in the government's consultation in December 2022 on the draft NPPF have been made.
- 2.24 The latest information from the government is that a focused update to the NPPF will be published in Autumn 2023. Whilst this delay does provide a degree of uncertainty, as set out in previous reports to this committee the draft changes that were consulted upon earlier in the year predominantly clarified national policy rather than introduced new requirements. It is important to note that the proposed changes did not amend the standard methodology for calculating housing needs which is currently based on 2014 data.

#### **Options for progressing the Local Plan**

- 2.25 We consider that there are two options for progressing the Local Plan which are detailed below along with the advantages and potential risks for each.

#### **Option 1 – Un-pause the Local Plan (Recommended Option)**

##### **Advantages**

- Officers will be able to commence all work to progress the Local Plan, including developing the spatial strategy to determine what the councils preferred strategy may look like to inform a future version of the Local Plan. It is important to note that any changes to the Local Plan, including the Spatial Strategy, must be justified and supported by the evidence underpinning the Local Plan.
- Evidence base will remain up-to date.
- Dependent upon the timing of the publication of the revised NPPF, we will be able to respond to the changes. The revised NPPF is due to be published in Autumn 2023.
- The Local Plan could be submitted within the transitional arrangements (see indicative timetable above) if timely decisions are made upon local plan content, including the spatial strategy.
- Up to date local plan in place to determine planning applications reducing the risk of speculative development and planning by appeal.

## Licensing and Planning Policy Committee

### 26 September 2023

- The timely adoption of the Local Plan will enable the delivery of other corporate objectives, such as affordable housing delivery.
- Availability of resource to progress the Local Plan as the Planning Policy Team is currently dependent upon two fixed term contract posts that were approved by the Strategy and Resources Committee on the 30 March 2021.

#### Risks

- Delays to the government publishing a revised National Planning Policy Framework will impact our ability to respond to changes and potentially submitting the Local Plan under transitional arrangements.
- Lack of agreed position on the spatial strategy will delay progression on the Local Plan, including evidence base required to support the Proposed Submission Local Plan.
- Delays in agreeing a spatial strategy shortly after a decision to un-pause of the Local Plan will impact the timescales for progressing the Local Plan and could result in the authority missing the deadline for submitting the Local Plan under the transitional arrangements.
- If substantial changes are made to the Local Plan, including the Spatial Strategy, compared to that contained in the Regulation 18 Draft Local Plan, that are not justified by evidence or through national policy / legislative changes, there is a risk that the Local Plan will not be found sound at examination. This will have financial and reputational impacts for the local authority. In addition, it will significantly delay the introduction of an up to date development plan for the borough.
- Staff retention remains a risk due to the national shortage of planners and the fact that two members of the planning policy team are on fixed term contracts. There is a risk that they will leave before their contracts expire.



## Licensing and Planning Policy Committee

### 26 September 2023

#### Option 2 – Local Plan remains paused.

##### Advantages

- This will provide the council with greater certainty over reforms to the national legislation (emerging levelling up and Regeneration Bill) and subsequent substantive changes to national planning policy (including the introduction of national development management policies) and revisions to national guidance.
- Local Plan to be prepared under the new planning system as we will not be able to meet the submission date for transitional arrangements to apply.
- Potential short term cost savings in developing the Local Plan towards submission stage (e.g. evidence base development) which could be utilised in the future to progress a Local Plan under the 'new' system of plan making.

##### Risks

- Delays to the Levelling up and Regeneration Bill receiving royal assent and subsequent updates to national planning policy could delay work commencing on the Local Plan.
- Evidence becoming out of date and the availability of resource (staff or funding) to produce the evidence base required from the new planning system (note the government have stated their intention to streamline the amount of evidence required).
- Resourcing – availability of staff to progress the Local Plan. Staff retention remains a risk due to the national shortage of town planners and the fact that two members of the planning policy team are on fixed term contracts. There is a risk that they will leave before their contracts expire and that other members of the planning policy team may move on to new roles to gain additional experience.
- Potential risk of government intervention to progress the Local Plan, specifically considering that the Core Strategy was adopted in 2007 to guide development over the period up until 2022.
- Speculative development and planning by appeal in the absence of an up-to-date Local Plan.

## Licensing and Planning Policy Committee

### 26 September 2023

- 2.26 Whilst we acknowledge that several other planning authorities have 'paused' their Local Plans, including Mole Valley and Spelthorne, it is important to note that Mole Valley and Spelthorne are further along in the plan making process and are at the Examination Stage (having submitted their Local Plans to the Planning Inspectorate). We are at a much earlier stage of the Local Plan development and for the reasons set out above, it is recommended that the Local Plan is un-paused.

#### Local Heritage Listing

- 2.27 It is proposed that the Local Heritage List remains on pause and that the decision to progress this work is considered at future meeting of this committee once Full Council have considered the recommendation contained within the report.

### **3 Risk Assessment**

#### Legal or other duties

##### 3.1 Equality Impact Assessment

- 3.1.1 An Equality Impact Assessment (EqIA) of the Draft Local Plan was published as part of the consultation materials. The purpose of the EqIA is to ensure that the plan promotes equality and does not discriminate. The EqIA concluded that there the Draft Local Plan will not impact negatively on specific groups.

##### 3.2 Crime & Disorder

- 3.2.1 None arising from this report.

##### 3.3 Safeguarding

- 3.3.1 None arising from this report

##### 3.4 Dependencies

- 3.4.1 The delivery of key corporate objectives/actions are dependent on progressing the Local Plan, including:

- Actions identified in the Affordable Housing Audit
- Homelessness and Rough Sleeper Strategy and supporting action plan
- Climate Change Action Plan

##### 3.5 Other

- 3.5.1 None arising from this report

# Licensing and Planning Policy Committee

## 26 September 2023

### 4 Financial Implications

- 4.1 The budget envelope for the delivery of the Local Plan was agreed by Strategy & Resources in March 2021. Any delay in delivering the Local Plan is likely to have budgetary implications.
- 4.2 **Section 151 Officer's comments:** The Council has previously agreed that progress of the Local Plan programme will be reported twice yearly to Licensing & Planning Policy Committee.
- 4.3 In considering whether to recommend un-pausing the Local Plan, members are asked to weigh-up the advantages and risks in this report – including potential future plan making reforms on the horizon – to satisfy themselves (or otherwise) that progressing the Local Plan would be an effective use of the Council's limited resources.

### 5 Legal Implications

- 5.1 There are no direct legal implications as a result of this report. The Local Plan must be prepared within the legal planning framework.
- 5.2 **Legal Officer's comments:** It is important that any decision recommended to Council is mindful of the risks and benefits set out in this report.

### 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The new Local Plan will contribute towards delivering the Council's Vision and priorities in its Four-Year Plan.
- 6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** The Local Plan will play a key role in implementing our Climate Change Action Plan.
- 6.4 **Sustainability Policy & Community Safety Implications:** The Local Plan itself has a key role in delivering sustainable development.
- 6.5 **Partnerships:** The Council has a duty to cooperate with relevant stakeholders in the preparation of a Development Plan. The Council notified Duty to Cooperate bodies of the Draft Local Plan consultation and invited comments on the draft document.

### 7 Background papers

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

#### **Previous reports:**

## Licensing and Planning Policy Committee 26 September 2023

- Licensing and Planning Policy Committee 15 June 2023 – Local Plan Update
- Licensing and Planning Policy Committee 30 January 2023 – Epsom and Ewell Local Plan 2022-2040
- Licensing and Planning Policy Committee 21 November 2022 – Local Plan – Revised Local Development Scheme



**EPSOM & EWELL BOROUGH COUNCIL**

**TOWN HALL**

**EPSOM**

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

16 October 2023

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 at the Council Chamber, Epsom Town Hall, Epsom on **TUESDAY, 24TH OCTOBER, 2023** 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.

A handwritten signature in black ink, appearing to read 'Sing', written over a horizontal line.

Chief Executive

### **EMERGENCY EVACUATION PROCEDURE**

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

### **Public information**

**Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet.**

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 limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for this Committee 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](mailto: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 Act 1972 (as amended). 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 and statements from the Public**

Questions and statements from the public are not permitted at meetings of the Council. [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework sets out which Committees are able to receive public questions and statements, and the procedure for doing so.

### **Filming and recording of meetings:**

The Council allows filming, recording and photography at its public meetings. By entering the Council Chamber and using the public gallery, you are consenting to being filmed and to the possible use of those images and sound recordings.

Members of the Press who wish to film, record or photograph a public meeting should contact the Council's Communications team prior to the meeting by email at: [communications@epsom-ewell.gov.uk](mailto:communications@epsom-ewell.gov.uk)

Filming or recording must be overt and persons filming should not move around the room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non-handheld devices, including tripods, will not be allowed.

**COUNCIL**

**Tuesday 24 October 2023**

**7.30 pm**

**Council Chamber - Epsom Town Hall,  
<https://www.youtube.com/@epsomandewellBC/playlists>**

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto: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. UNPAUSING THE LOCAL PLAN (Pages 5 - 30)**

Public consultation on the Draft Local Plan (2022-2040) was undertaken between 1 February 2023 and 19 March 2023. Following the closure of the public consultation an extraordinary Council meeting was held on the 22 March 2023 where the decision was made to pause the Local Plan and to allow specified tasks to be undertaken.

The Licencing and Planning Policy Committee on the 24 September 2023 agreed to recommend to Full Council that work on the Local Plan is un-paused.

This report recommends that Council un-pause the Local Plan, to enable all necessary work to be progressed, so that the Local Plan can be submitted for examination within the transitional arrangements set by the government.

This page is intentionally left blank



**UNPAUSING THE LOCAL PLAN**

<b>Head of Service:</b>	Justin Turvey, Interim Head of Place Development
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	Appendix 1 – Council Motion 22 March 2023  Appendix 2 – Local Development Scheme (November 2022)

**Summary**

Public consultation on the Draft Local Plan (2022-2040) was undertaken between 1 February 2023 and 19 March 2023. Following the closure of the public consultation an extraordinary Council meeting was held on the 22 March 2023 where the decision was made to pause the Local Plan and to allow specified tasks to be undertaken.

The Licencing and Planning Policy Committee on the 24 September 2023 agreed to recommend to Full Council that work on the Local Plan is un-paused.

This report recommends that Council un-pause the Local Plan, to enable all necessary work to be progressed, so that the Local Plan can be submitted for examination within the transitional arrangements set by the government.

**Recommendation (s)****The Council is asked to:**

- (1) Un-pause the Local Plan with immediate effect.**
- (2) Note the work that has been undertaken since and in line with the decision by full Council on the 22 March 2023 to pause the Local Plan.**

## 1 Reason for Recommendation

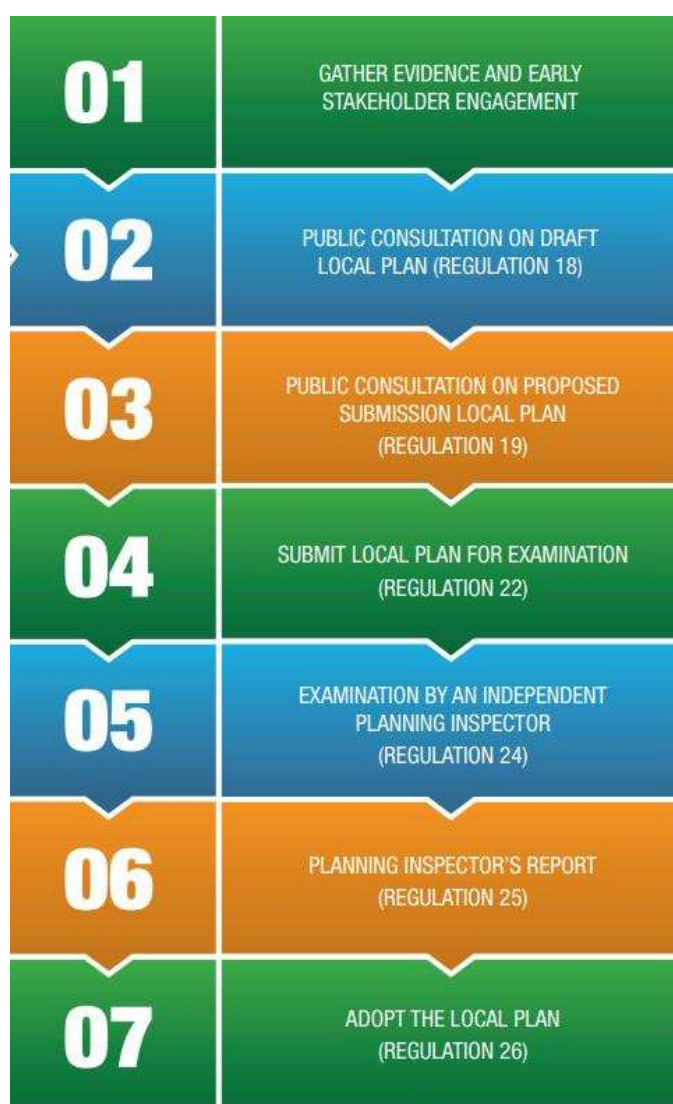
- 1.1 The Council is required by legislation to review its Local Plan every five years. The Council's current development plan consists of three Epsom and Ewell Borough Council documents all of which were adopted more than five years ago. The Epsom and Ewell Core Strategy (2007) and Plan E (2011) both predate the introduction of the National Planning Policy Framework and National Planning Practice Guidance. In the absence of an up-to-date Local Plan, there is risk to the Council, including the continued absence of a 5-year housing land supply and the additional measures introduced through the Housing Delivery Test. The NPPF's presumption in favour of sustainable development is currently engaged.
- 1.2 A substantive delay to the Local Plan timetable risks missing the transitional arrangements that are likely to feature as part of a revised NPPF that is anticipated due to be published in Autumn of this year (originally expected in Spring 2023).
- 1.3 The government have recently re-iterated their intention that any Local Plans that are being prepared under the 'current system' will need to be submitted to the Planning Inspectorate for Examination by 30 June 2025 and must be adopted by 31 December 2026. However, these dates are contingent upon Royal Assent of the Levelling Up and Regeneration Bill, as well as Parliamentary approval of the relevant regulations. It is therefore recommended that work continues developing the Local Plan and its supporting evidence.

## 2 Background

- 2.1 The current Epsom and Ewell Development Plan consists of three locally produced documents detailed below:
  - Core Strategy (adopted 2007)
  - Plan E Area Action Plan (adopted 2011)
  - Development Management Policies (adopted 2015)
- 2.2 It is important to note that two of the above development plan documents adopted by the borough pre-date the introduction of the National Planning Policy Framework and Planning Practice Guidance, which have been updated several times since their introduction. Local Plans must be prepared to be in general conformity with the National Planning Policy.
- 2.3 The Government introduced a legal requirement for all local planning authorities to review their local plans at least every five years in January 2018. The Council's existing Development Plan documents are therefore considered to be out of date which has implications for the determination of planning applications in the borough.

Consultation on the Draft Local Plan

- 2.4 Following agreement by this committee on the 30 January 2023, consultation on the Draft Epsom and Ewell Local Plan (2022-2040) was undertaken between the 1 February and 19 March 2023.
- 2.5 The Draft Local Plan (Regulation 18) contained a strategy and sites to guide how the borough will change and develop over the plan period up until 2040 as well as detailed development management policies. This formed stage 2 of the 7-stage process to adopting a Local Plan (see Figure 1).

**Figure 1 – 7 Stages of Local Plan Preparation**

- 2.6 The draft Local Plan that was consulted on between 1 February 2023 and 19 March 2023 set out a proposed growth strategy for the borough, to provide a minimum of 5,400 homes over the Local Plan Period (average of 300 dwellings per annum). The proposed growth strategy contained within the Draft Local Plan reflects the need to balance the provision of new homes (including affordable housing) with environmental and policy constraints such as land designated as Sites of Special Scientific Interest, Sites of Nature Conservation Importance, Local Nature Reserves and Green Belt.
- 2.7 The consultation received responses from 1,736 individuals or organisations, including statutory consultees (including Surrey County Council, Neighbouring Authorities and Sport England), residents, land owners and other interested parties. All responses received during the consultation period have been published on our consultation platform, however it is important to note that any comments that were inflammatory, offensive or otherwise inappropriate have been redacted.
- 2.8 A Consultation Statement will be published alongside the next version of the Proposed Submission Local Plan (Regulation 19) that will provide a summary of the main issues that have been raised and how they have been taken into account.

#### The Council Motion

- 2.9 At an Extraordinary meeting of the council on Wednesday 22 March 2023, a motion was considered under CR 14 of Part 4 of the Council's Constitution (Appendix 1). The motion that was Carried was that the Council agrees that:
- i) Other than for the purpose of analysing the responses of the public consultation to capture residents' views and any new information, the Local Plan process be paused to enable:
    - a. further work on brown field sites, including information arising out of the Regulation 18 consultation.
    - b. further options to be considered that do not include green belt sites.
    - c. an analysis of Epsom and Ewell's required future housing numbers based on 2018 data.
    - d. a clearer understanding of the Government's legislative intentions in regard to protections for the green belt and the current mandatory target for housing numbers.

- ii) Write to the MP for Epsom and Ewell calling on him to use his influence to get the Government to abandon its use of 2014 data to calculate housing need and accept that all planning and housing policies must reflect the latest data if they are to be effective as well command the respect of the people they affect.

#### Work undertaken since the motion was carried

- 2.10 The selected workstreams detailed in the Council Motion have been completed. Further detail on the work undertaken in accordance with the Local Plan pause up until June 2023 is contained in the report that was considered by Licencing and Planning Policy Committee on the 15 June (link to report in section 7 of this report) which provided a comprehensive update on the work undertaken up until that point that was in accordance with the Local Plan pause and some additional workstreams that could commence.
- 2.11 The core changes since the June 2023 LPPC report are the close of the call for sites process at the end of July 2023 and the publication of the responses received on the Draft Local Plan. The call for sites opened alongside the Draft Local Plan consultation on 1 February 2023 and during this five-month period 13 new sites were submitted. In addition, a small number of revisions to previous call for site submissions were received (for example minor amendments to boundaries or confirming the availability of land for a particular use).
- 2.12 These additional sites now need to be considered as to whether they are suitable for development and warrant inclusion in the next iteration of the Local Plan. This will be through an update to the Land Availability Assessment and if the plan is un-paused a review of the reasonable alternatives considered through the Interim Sustainability Appraisal that supported the Draft Local Plan. Subject to a decision being made to un-pause the Local Plan, member briefings will be arranged to update members on these matters.

#### Limitations of the Motion on Plan Making

- 2.13 The Council motion is prescriptive of the work that officers can undertake in preparing the Local Plan and as a result until there is a formal decision to un-pause, we are unable to progress the Local Plan to Regulation 19 (Proposed Submission Stage).
- 2.14 It is only once the Local Plan has been formally un-paused that we will be able to:

- produce a revised Local Plan timetable (the Local Development Scheme) and progress other key pieces of evidence to support a future version of the Local Plan.
  - progress work in relation to site selection having regard to the latest information on land availability (see para 2.12) to inform the spatial strategy and site allocations of the next iteration of the Local Plan.
- 2.15 It is important to note that un-pausing the Local Plan does not mean that the proposed submission (Regulation 19) version of the Local Plan will remain the same the Draft Local Plan (Regulation 18) that we consulted on earlier this year. As noted above, additional sites have been promoted through the call for sites process that need to be considered, alongside the evidence base and information submitted during the consultation period. The proposed submission version of the Local Plan (Regulation 19) will be subject to public consultation.

#### National Legislative / Policy Changes

- 2.16 The Levelling up and Regeneration Bill continues to progress, with the House of Commons due to consider the Lords amendments on the 17 October 2023 (correct as of 06/10/23), and if implemented will radically change how Local Plans are produced in the future, for example Local Plans are likely to be more streamlined focusing on the spatial (what, where and when) as opposed to detailed development management policies, a significant number of which are proposed to be set out in a National Development Management policies (which will be subject to consultation).
- 2.17 As with all substantive changes to national planning policy and legislation there will be transitional arrangements in place. The government have recently re-iterated their intention that any Local Plans being prepared under the 'current system' will need to be submitted to the Planning Inspectorate for Examination by 30 June 2025 and must be adopted by 31 December 2026.

- 2.18 The transitional dates set out in paragraph 2.17 above are contingent upon Royal Assent of the Levelling Up and Regeneration Bill, as well as Parliamentary approval of the relevant regulations. At time of writing, it is unclear if Royal Assent will be in place prior to the end of the current parliamentary session in November when the King will open the new parliamentary year (on 7 November 2023). Officers therefore seek confirmation from Members as to what to do next as there is a need to progress the Epsom and Ewell Local Plan if we are to meet the timescales for submission by the transitional deadline on 30 June 2025. The failure to do so will significantly delay the production and subsequent adoption of a Local Plan in the borough, increasing the risk of speculative development with the presumption in favour of sustainable development applying.
- 2.19 The report considered by Licencing and Planning Policy Committee on 15 June 2023, highlighted that the current timetable for preparing the Local Plan (the Local Development Scheme) was no longer achievable. The current Local Development Scheme (November 2022) is attached as Appendix 2.
- 2.20 Table 1 below provides an indicative timetable for preparing the Local Plan on the assumption that the Local Plan is un-paused, a new timetable is agreed by the Licencing and Planning Policy Committee by the end of 2023, and that a spatial strategy to be contained within the Regulation 19 version of the Local Plan is agreed in early 2024.

**Table 1 – Local Plan timetable – existing and potential**

<b>Stage</b>	<b>November 2022 LDS</b>	<b>Potential Revised Local Plan Timetable</b>
<b>Publication of Regulation 19 Local Plan</b>	February / March 2024	January / February 2025
<b>Submission and Examination of Local Plan</b>	June 2024	May 2025
<b>Adoption</b>	Spring 2025	Spring 2026

- 2.21 The indicative timetable detailed in Table 1 demonstrates that there is minimal contingency for delay if we are to submit by 30 June 2025 for the transitional arrangements to apply.

- 2.22 As part of the governments Levelling up-and Regeneration Bill: reforms to national policy consultation that were published for consultation in December 2022, a track changed version of the NPPF was consulted upon (link to document in section 7 of this report) with the government due to respond to this consultation and publishing the framework revisions by Spring 2023.
- 2.23 A minor update to the NPPF was published on the 5 September 2023 (link to document in section 7 of this report), however the amendments relate to renewable energy development only. No other potential changes set out in the government's consultation in December 2022 on the draft track change version of the NPPF have been made.
- 2.24 The latest information from the government is that a focused update to the NPPF will be published in Autumn 2023. Whilst this delay does provide a degree of uncertainty, the draft changes that were consulted upon predominantly clarified national policy rather than introduced new requirements. It is important to note that the proposed changes did not amend the standard methodology for calculating housing needs which is currently based on 2014 data.

### **Options for progressing the Local Plan**

- 2.25 We consider that there are two options for progressing the Local Plan which are detailed below along with the advantages and potential risks for each.

#### **Option 1 - Un-pause the Local Plan (Recommended Option)**

##### **Advantages**

- Officers will be able to commence all work to progress the Local Plan, including developing the spatial strategy to determine what the councils preferred strategy may look like to inform a future version of the Local Plan. It is important to note that any changes to the Local Plan, including the Spatial Strategy, must be justified and supported by the evidence underpinning the Local Plan.
- Evidence base will remain up-to date and therefore is unlikely to need updating, reducing costs to the council.
- Dependent upon the timing of the publication of the revised NPPF, we will be able to respond to the changes. The revised NPPF is due to be published in Autumn 2023 and a delay to this has been factored into the potential timetable detailed in Table 1.



- The Local Plan could be submitted within the transitional arrangements (see indicative timetable above) if timely decisions are made upon local plan content, including the spatial strategy. This will be dependent upon Full Council agreeing to consult on the proposed submission Local Plan (Regulation 19) and submitting the Local Plan for Examination (Regulation 22).
- Following adoption of the local plan we will have an up to date plan in place to determine planning applications reducing the risk of speculative development and planning by appeal.
- The timely adoption of the Local Plan will enable the delivery of other corporate objectives, such as affordable housing delivery. The Local Plan is the key delivery mechanism for delivering additional affordable housing in the borough, through the inclusion of an affordable housing policy based on up to date viability evidence and the allocation of sites.
- Availability of resource to progress the Local Plan as the Planning Policy Team is currently dependent upon two fixed term contract posts that were approved by the Strategy and Resources Committee on the 30 March 2021. Both contracts expire in 2024.

### Risks

- Delays to the government publishing a revised National Planning Policy Framework could impact our ability to respond to changes and potentially submitting the Local Plan under transitional arrangements.
- Lack of agreed position on the spatial strategy to be contained within the next iteration of the Local Plan will impact the production of evidence base required to support the Proposed Submission Local Plan (such as the transport assessment).
- Delays in agreeing a spatial strategy shortly after a decision to un-pause the Local Plan will impact the timescales for progressing the Local Plan and could result in the authority missing the deadline for submitting the Local Plan under the transitional arrangements.
- If substantial changes are made to the Local Plan, including the Spatial Strategy, compared to that contained in the Regulation 18 Draft Local Plan, that are not justified by evidence or through national policy / legislative changes, there is a risk that the Local Plan will not be found sound at examination. This will have financial and reputational impacts for the local authority. In addition, it will significantly delay the introduction of an up to date development plan for the borough.
- Staff retention remains a risk due to the national shortage of planners and the fact that two members of the planning policy team are on fixed term contracts. There is a risk that they will leave before their contracts expire.

Option 2 - Local Plan remains pausedAdvantages

- This will provide the council with greater certainty over reforms to the national legislation (emerging levelling up and Regeneration Bill) and subsequent substantive changes to national planning policy (including the introduction of national development management policies) and revisions to national guidance.
- Local Plan to be prepared under the new planning system as we will not be able to meet the June 2025 submission date for the transitional arrangements to apply.
- Potential short term cost savings in developing the Local Plan towards submission stage (e.g. evidence base development) which could be utilised in the future to progress a Local Plan under the 'new' system of plan making.

Risks

- Delays to the Levelling up and Regeneration Bill receiving royal assent and subsequent updates to national planning policy could delay work commencing on the Local Plan and would mean we have an out of date Local Plan in place for longer.
- Evidence base supporting the Local Plan will become out of date and the availability of resource (staff or funding) to produce the evidence base required from the new planning system (note the government have stated their intention to streamline the amount of evidence required). There is currently limited information on what evidence will be required to support the new planning system, there is therefore the risk that the evidence requirements could remain resource intensive.
- Resourcing – availability of staff to progress the Local Plan. Staff retention remains a risk due to the national shortage of town planners and the fact that two members of the planning policy team are on fixed term contracts (due to expire in 2024). There is a risk that they will leave before their contracts expire and that other members of the planning policy team may move on to new roles to gain additional experience.
- Potential risk of government intervention to progress the Local Plan, specifically considering that the Core Strategy was adopted in 2007 to guide development over the period up until 2022.
- Increased risk of speculative development and planning by appeal in the absence of an up-to-date Local Plan.

- 2.26 Whilst we acknowledge that several other planning authorities have 'paused' their Local Plans, including Mole Valley and Spelthorne, it is important to note that Mole Valley and Spelthorne are further along in the plan making process and are at the Examination Stage (having submitted their Local Plans to the Planning Inspectorate).
- 2.27 At an Extraordinary Council meeting of Spelthorne Borough Council on the 14 September 2023, councillors were due to consider three options for their Local Plan. Prior to the meeting the Council received a letter from the Minister of State for Housing and Planning notifying them that the Secretary of State was using his powers of intervention to prevent the council from withdrawing their Local Plan from examination (one of the three options due to be considered) and requiring them to report monthly to government on progress with the Local Plan examination. As a result, the Council agreed to request an extension to the pause until the proposed changes to the NPPF have been published. On the 22 September the Inspector agreed for the continuation of the pause, with the expectation that the Council will undertake work to identify issues raised by the Inspector in the early stages of the examination.
- 2.28 We are at a much earlier stage of Local Plan development and for the reasons set out above, it is recommended that the Local Plan is un-paused.

### 3 Risk Assessment

#### Legal or other duties

##### 3.1 Equality Impact Assessment

- 3.1.1 An Equality Impact Assessment (EqIA) of the Draft Local Plan was published as part of the consultation materials. The purpose of the EqIA is to ensure that the plan promotes equality and does not discriminate. The EqIA concluded that there the Draft Local Plan will not impact negatively on specific groups.

##### 3.2 Crime & Disorder

- 3.2.1 None arising from this report.

##### 3.3 Safeguarding

- 3.3.1 None arising from this report.

##### 3.4 Dependencies

- 3.4.1 The delivery of key corporate objectives/actions are dependent on progressing the Local Plan, including:

- Actions identifies in the Affordable Housing Audit
- Homelessness and Rough Sleep Strategy and supporting action plan
- Climate Change Action Plan

### 3.5 Other

3.5.1 None arising from this report.

## 4 Financial Implications

- 4.1 The budget envelope for the delivery of the Local Plan was agreed by Strategy & Resources in March 2021. Any delay in delivering the Local Plan is likely to have budgetary implications.
- 4.2 The Council has previously agreed that progress of the Local Plan programme will be reported twice yearly to Licensing & Planning Policy Committee, and that should additional budgetary implications arise, these should be reported to Strategy & resources Committee as appropriate.
- 4.3 **Section 151 Officer's comments:** In considering whether to un-pause the Local Plan, members are asked to weigh-up the advantages and risks in this report – including potential future plan-making reforms on the horizon – to satisfy themselves (or otherwise) that progressing the Local Plan would be an effective use of the Council's limited resources.

## 5 Legal Implications

- 5.1 There are no direct legal implications as a result of this report. The Local Plan must be prepared within the legal planning framework.
- 5.2 **Legal Officer's comments:** None other than as outlined in this report.

## 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The new Local Plan will contribute towards delivering the Council's Vision and priorities in its Four-Year Plan.
- 6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** The Local Plan will play a key role in implementing our Climate Change Action Plan.

- 6.4 **Sustainability Policy & Community Safety Implications:** The Local Plan itself has a key role in delivering sustainable development.
- 6.5 **Partnerships:** The Council has a duty to cooperate with relevant stakeholders in the preparation of a Development Plan. The Council notified Duty to Cooperate bodies of the Draft Local Plan consultation and invited comments on the draft document.

## 7 Background papers

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

### Previous reports:

- Licensing and Planning Policy Committee 26 September 2023 – Unpausing the Local Plan:  
<https://democracy.epsom-ewell.gov.uk/documents/s28582/Unpausing%20the%20Local%20Plan.pdf>
- Licensing and Planning Policy Committee 15 June 2023 – Local Plan Update:  
<https://democracy.epsom-ewell.gov.uk/documents/s27565/Local%20Plan%20Update.pdf>
- Licensing and Planning Policy Committee 30 January 2023 – Epsom and Ewell Local Plan 2022-2040:  
<https://democracy.epsom-ewell.gov.uk/documents/s26335/Epsom%20and%20Ewell%20Local%20Plan%202022-2040.pdf>
- Licensing and Planning Policy Committee 21 November 2022 – Local Plan – Revised Local Development Scheme:  
<https://democracy.epsom-ewell.gov.uk/documents/s25299/Local%20Plan%20-%20Revised%20Local%20Development%20Scheme.pdf>

### Other documents:

- National Planning Policy Framework (September 2023):  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

- National Planning Policy Framework – draft text for consultation (published December 2022):

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1126647/NPPF\\_July\\_2021\\_-\\_showing\\_proposed\\_changes.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1126647/NPPF_July_2021_-_showing_proposed_changes.pdf)



## Motions to Council

<b>Motion 1</b>	
<b>Proposer</b>	Cllr Eber Kington
<b>Seconder</b>	Cllr Christine Howells
<b>Motion</b>	<p>This Council notes that:</p> <ol style="list-style-type: none"> <li>1. Extensive green areas, especially the green belt, and the absence of high-level development in our urban areas makes Epsom and Ewell a distinctive, green and an excellent place to live.</li> <li>2. Under the existing legislation Local Planning Authorities are being required to draft Local Plans on the basis of out of date, 2014, data that does not reflect Epsom and Ewell's housing need, as shown in more recently available 2018 data.</li> <li>3. The Government's recently proposed legislative changes to the planning process, whilst welcome in several aspects, are not yet enacted and the current legal position has not changed.</li> </ol> <p>These factors suggest that a pause in progressing the Draft Local Plan in its current form would provide an opportunity to assess the Government's draft proposals as well as the 2018 data on housing need in the borough.</p> <p>This Council therefore agrees that:</p> <ol style="list-style-type: none"> <li>i. Other than for the purpose of analysing the responses of the public consultation to capture residents' views and any new information, the Local Plan process be paused to enable:</li> </ol>

	<ul style="list-style-type: none"> <li>a) further work on brown field sites, including information arising out of the Regulation 18 consultation</li> <li>b) further options to be considered that do not include green belt sites</li> <li>c) an analysis of Epsom and Ewell's required future housing numbers based on 2018 data</li> <li>d) a clearer understanding of the Government's legislative intentions in regard to protections for the green belt and the current mandatory target for housing numbers.</li> </ul> <p>ii. Write to the MP for Epsom and Ewell calling on in him to use his influence to get the Government to abandon its use of 2014 data to calculate housing need and accept that all planning and housing policies must reflect the latest data if they are to be effective as well command the respect of the people they affect.</p>
<b>Relevant Committee and Chair of the Committee</b>	<p>Licensing and Planning Policy Committee</p> <p>Chair: Councillor Steven McCormick</p>





# Local Development Scheme

(Timetable for preparing the Local Plan)

November 2022

Epsom & Ewell Borough Council

**Contents**

1.0 Introduction ..... 3

2.0 The current adopted Development Plan ..... 3

3.0 Other relevant documents ..... 4

    Statement of Community Involvement ..... 4

    Authority Monitoring Report ..... 4

    Policies Map ..... 4

    Community Infrastructure Levy (CIL) ..... 4

    Supplementary Planning Documents ..... 5

4.0 The emerging Development Plan ..... 5

    Local Plan 2040 ..... 5

    Neighbourhood Plans ..... 6

5.0 Delivery and Implementation ..... 6

    Joint working - The Duty to Co-operate ..... 6

    Resources available for the production of the Local Plan ..... 6

    Council Procedures ..... 7

    Risk Assessment ..... 7

    Monitoring and Review ..... 7

6.0 Appendix 1 - LDS timetable ..... 10

## 1.0 Introduction

1.1 Epsom and Ewell Borough Council is required to prepare and maintain a Local Development Scheme (LDS) in accordance with the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).“(2) The scheme must specify—

- a) The local development documents<sup>1</sup> which are to be development plan documents<sup>2</sup>.
- b) The subject matter and geographical area to which each development plan document is to relate;
- c) Which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities
- d) Any matter or area in respect of which the authority has agreed (or propose to agree) to the constitution of a joint committee under section 29.

- e) The timetable for the preparation and revision of the development plan documents”.

*Planning and Compulsory Purchase Act 2004 (Section 15)*

- 1.2 The LDS is a project plan that sets out the timetable to produce new or revised Development Plan Documents which will form the Council’s statutory Development Plan<sup>3</sup>. This LDS, which supersedes all previous versions, sets out a planning work programme for the Council over a three-year period to 2025. It will be reviewed annually through the Authority Monitoring Report which can found [here](#).

## 2.0 The current adopted Development Plan

- 2.1 The current adopted statutory development plan for Epsom and Ewell Borough Council is made up of:
- Epsom & Ewell Core Strategy 2007
  - Plan E Epsom Town Centre Area Action Plan 2011
  - Epsom & Ewell Development Management Policies Document 2015
  - Surrey Waste Plan 2008
  - Surrey Minerals Plan Core Strategy 2011

---

<sup>1</sup> As defined in Regulation 5 of The Town and Country Planning (Local Planning) (England) Regulations 2012. E.g., Local Plan, Supplementary Planning Document, Area Action Plan

<sup>2</sup> Development Plan Documents are for example Local Plans, Area Action Plans. They refer to the development and use of land, the allocations of sites and development management and site allocation policies.

<sup>3</sup> The statutory Development Plan is made up of all adopted Development Plan Documents, e.g., any local plan, area action plan both at the borough level and at the county level.

## 3.0 Other relevant documents

### Statement of Community Involvement

- 3.1 The current [Statement of Community Involvement](#) (SCI) was adopted in July 2022 to support the preparation of the Local Plan. The Statement of Community Involvement (SCI) describes how the public, businesses and interested groups within Epsom and Ewell Borough can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process.

### Authority Monitoring Report

- 3.2 The Council publishes up-to-date authority monitoring information on its website. This focusses on assessing progress against the LDS and current planning policies that include annual numbers for new homes (including affordable homes). It also includes information about Neighbourhood Plans, the Community Infrastructure Levy (CIL) and the Duty to Co-operate.
- 3.3 The Authority Monitoring Report webpage can be viewed [here](#).

### Policies Map

- 3.4 Finally, the Council is required to produce a Policies Map which shows the location of proposals in all current, adopted local development documents on an ordnance survey-based map. The map is web based and is kept up-to-date and reflects current adopted policies within the borough.

### Community Infrastructure Levy (CIL)

- 3.5 The Community Infrastructure Levy (CIL) raises funds from new development for essential infrastructure. It primarily replaces the older system of financial contributions and planning obligations ('Section 106 agreements'). Under the CIL regulations limitations have been placed on the ability of councils to use S106 monies to provide for infrastructure beyond the mitigation of specific developments.
- 3.6 The Council adopted its CIL charging Schedule on the 29 April 2014 with an implementation date of 1 July 2014. The CIL charging rates are supported by evidence of development viability.

## Supplementary Planning Documents

- 3.7 Although part of the development framework, Supplementary Planning Documents<sup>4</sup> (SPDs) no longer need to be identified in the LDS. The Council currently has the following SPD's.
- Upper High Street, Depot Road and Church Street Development Brief 2012
  - Revised Developer Contributions Supplementary Planning Document 2014
  - Parking Standards for Residential Development 2015
  - Revised Sustainable Design Supplementary Planning Document 2016.

## 4.0 The emerging Development Plan

### Local Plan 2040

- 4.1 The Local Plan 2040 will set the vision and framework for future development of the borough to 2040. This will include addressing local housing need, the economy, environmental considerations, community infrastructure as well as strategic infrastructure needs. The geographical area covered by the Local Plan 2040 is the borough of Epsom and Ewell.

### Stages of Local Plan 2040 preparation

- 4.2 There are several key stages in the preparation of the Local Plan, each are subject to the Strategic Environmental Assessment (SEA) Directive<sup>5</sup> which will be incorporated into the Sustainability Appraisal<sup>6</sup>:

#### **Pre-publication stage (Regulation 18)**

This initial stage involves extensive evidence gathering, engaging with the local community, businesses and stakeholders on emerging issues and options, consulting with statutory environmental consultees on the scope of the sustainability appraisal, and infrastructure providers with regards to development options. This is scheduled for February – March 2023.

#### **Publication of Submission Draft Local Plan (Regulation 19)**

Following Regulation 18, the next stage is for the Council to publish a draft version of the Local Plan 2040 and invite representations in accordance

---

<sup>4</sup> Supplementary Planning Documents are a type of Local Development Document, but they only concern any environmental, social, design and economic objectives which are relevant to the attainment of the development and use of land. Anything else is a Development Plan Document.

<sup>5</sup> The SEA Directive applies to a wide range of public plans and programmes (e.g., on land use, transport, energy, waste, agriculture, etc.). An SEA is mandatory for plans/programmes which are prepared for agriculture, forestry, fisheries, energy, industry, transport, waste/ water management, telecommunications, tourism, town & country planning, or land use. An SEA can be summarized as follows: an environmental report is prepared in which the likely significant effects on the environment and the reasonable alternatives of the proposed plan or programme are identified.

<sup>6</sup> A sustainability appraisal is a systematic process that must be carried out during the preparation of local plans and spatial development strategies. Its role is to promote sustainable development by assessing the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic, and social objectives.

with Regulation 19. These representations will be based on whether the draft plan is legally compliant and/or sound when assessed against the requirements contained in the National Planning Policy Framework (NPPF). This is scheduled for February – March 2024.

### **Submission and Examination of the Local Plan (Regulation 22)**

Following Regulation 19 stage, the next stage is for the Council to formally submit the draft Local Plan 2040 and evidence base to the Planning Inspectorate for examination on behalf of the Secretary of State. An Independent Planning Inspector will assess the Plan against the tests of soundness contained in the NPPF, taking account of any representations (comments) received. This is scheduled for June 2024.

### **Adoption**

If the Plan is found to be 'sound', the Council may adopt the Plan as soon as practicable following receipt of the Inspector's report unless the Secretary of State intervenes. Once adopted, the Local Plan 2040 will form the main part of the statutory development plan for the borough. This is expected by Spring 2025.

- 4.3 The complete timetable and 'key milestones' to produce the Local Plan 2040 are set out in Appendix 1.

## **Neighbourhood Plans**

- 4.4 There is currently one Neighbourhood Plan Area Designation in the borough. Once adopted, Neighbourhood Plans form part of the Development Plan. These are not programmed by the local authority and therefore are not included within this LDS project timetable. More information can be found [here](#).

## **5.0 Delivery and Implementation**

### **Joint working - The Duty to Co-operate**

- 5.1 The Council has a proven track record of working with neighbouring authorities (including those outside the County) and with Surrey County Council. Where appropriate, inter-authority working groups will be established during the preparation of the Local Plan 2040. The Council will work in partnership with neighbouring authorities where necessary to prepare various evidence base documents.

### **Resources available for the production of the Local Plan**

- 5.2 In preparing the Local Plan, the Council's Planning Policy Team will utilise 'specialist officers', and other strands of expertise from within the Council, other organisations and bodies as appropriate.
- 5.3 The Council also makes provision for the need to use certain expert consultants to assist in producing various elements of the technical background work. This may occur where either the necessary expertise is not available within the Council or insufficient resources exist to be able to bring forward the necessary work within

the required timescale. Consultant facilitators may also be used to assist with focus group work and community participation exercises.

## Council Procedures

- 5.4 For matters relating to the new Local Plan, the following reporting protocols will apply:
- Licensing and Planning Policy Committee will be responsible for the preparation, production, and completion of the draft local plan (Regulation 18); and
  - Full Council will be responsible for the Proposed Submission Local Plan (Regulation 19) and the formal adoption of the local plan following consultation and examination.

## Risk Assessment

- 5.4 The production of a local plan requires consideration of the potential risk involved in its preparation. These vary from local matters, such as changes in staffing levels or political/administrative changes, to those of national significance including revised government guidance.
- 5.5 In preparing this LDS, it was found that the main areas of risk relate to:

**Problems with joint working or compliance with the duty to co-operate:** Close working with other authorities and organisations will continue to detect issues early in the process.

**Capacity of the Planning Inspectorate (PINS) and other agencies to cope with demand nationwide:** Advance notification of our programme will be given to assist in the development of PINS/other agencies work programmes' to address the requirements of the LDS.

**Revisions to national planning policy and guidance:** Revisions are anticipated to the NPPF. Changes to national planning policy and guidance at a more advanced stage in local plan preparation can cause delay. Close monitoring of national changes will be required alongside liaison with the Department for Levelling Up, Housing and Communities (DLUHC) where required.

**Full Council fails to agree Local Plan:** Officers will work closely with all Councillors to raise awareness of the Local Plan and seek to achieve 'buy-in' of its proposals at an early stage.

**Programme Slippage:** An exceptionally high level of response during public consultation on a Development Plan Document could lead to programme slippage.

**Legal Challenge:** The Council will aim to minimise this by ensuring that Development Plan Documents are 'sound' and founded on a robust evidence base and well-audited stakeholder and community engagement processes.

## Monitoring and Review

- 5.6 The Council's Monitoring Report will monitor the progress of the LDS on an annual

basis.

- 5.7 The Monitoring Report will monitor the delivery of policies when they have been adopted.



## 6.0 Appendix 1 - LDS timetable

### 6.1 Local Plan 2040- timetable to 2025/26

2022/23	Q3	Oct	
		Nov	
		Dec	
	Q4	Jan	
		Feb	Reg 18 - Public Consultation
		Mar	
2023/24	Q1	Apr	
		May	
		Jun	
	Q2	Jul	
		Aug	
		Sep	
	Q3	Oct	
		Nov	
		Dec	
	Q4	Jan	
		Feb	Reg 19 - Public Consultation
		Mar	
2024/25	Q1	Apr	
		May	
		Jun	Reg 22 – Submission of document
	Q2	Jul	
		Aug	EIP
		Sep	
	Q3	Oct	
		Nov	
		Dec	
	Q4	Jan	
		Feb	
		Mar	
2025/26	Q1	Apr	R
		May	A
		Jun	
	Q2	Jul	
		Aug	
		Sep	

#### Key

	Regulation 18 - Evidence base gathering, early engagement, and initial consultations
	Regulation 19 - Public Consultation – Publication of draft Local Plan
	Regulation 22 - Submission of document; EIP - Examination hearings; R - Inspector's final report
A	Adoption of Local Plan





## EPSOM AND EWELL

### Minutes of the Extraordinary Meeting of the COUNCIL of the BOROUGH OF EPSOM AND EWELL held at the Council Chamber - Epsom Town Hall on 24 October 2023

---

#### PRESENT -

The Mayor (Councillor Rob Geleit); The Deputy Mayor (Councillor Steve Bridger); Councillors Arthur Abdulin, Chris Ames, John Beckett, Kate Chinn, Christine Cleveland, Hannah Dalton, Liz Frost, Bernice Froud, Tony Froud, Shanice Goldman, Christine Howells, Alison Kelly, Rachel King, James Lawrence, Robert Leach, Jan Mason, Steven McCormick, Julie Morris, Bernie Muir, Phil Neale, Peter O'Donovan, Kieran Persand, Humphrey Reynolds, Kim Spickett, Darren Talbot, Alan Williamson and Clive Woodbridge

Absent: Councillors Alex Coley, Neil Dallen, Julian Freeman, Graham Jones, Lucie McIntyre and Chris Watson

---

#### 27 DECLARATIONS OF INTEREST

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

#### 28 UNPAUSING THE LOCAL PLAN

The Council received a report presenting the recommendation of the Licensing and Planning Policy Committee on 24 September 2023 to un-pause the Local Plan.

Councillor Steven McCormick **MOVED** the recommendations in the report.

An amendment to the recommendations was **MOVED** by Councillor Christine Howells and **SECONDED** by Councillor Steve Bridger.

The proposed amendment was as follows:

“The Council is asked to:

(1) Note:

- i. The work that has been undertaken in line with the decision by full Council on the 22 March 2023 to pause the Local Plan.
- ii. That whilst the current version of the National Planning Policy Framework (NPPF) requires the Council to start with the Standard Method housing number, the NPPF also allows for a lower number to be used if that starting point is unachievable in light of local Greenbelt, Flooding or other specific constraints.
- iii. That the current draft Local Plan has already set a precedent by using a much lower target. However, this target was only achieved under proposals to build on high-scoring Greenbelt land, and sites subject to flooding. The available evidence base clearly demonstrates constraining factors and provides strong reasons for excluding these sites from housing development plans.

(2) Un-pause the Local Plan with immediate effect, subject to the LPPC preparing and approving guiding principles that must be followed in the preparation of the Regulation 19 Local Plan.

These guiding principles will support the preparation of a ‘sound’ plan, as defined in NPPF para 35, and promote a sustainable pattern of development as defined in NPPF para 11. They include the following components, which balance the various competing needs of the borough and can be fully supported by the available evidence and the NPPF.

- i. The housing target will be informed by the standard method. It will recognise the local constraints including, but not limited to, flooding, high performing Greenbelt land, heritage assets and irreplaceable habitats. It will provide the optimum level of housing achievable through the use of brownfield and previously developed Greenbelt land, as supported by the evidence base. This is in accordance with para 11 and section 13 of the NPPF, and can be achieved without exceeding 6 stories in height.
- ii. Significant levels of proposed housing should be truly affordable to local workers and those with assessed need.
- iii. The land availability assessment will be reviewed and updated in order to maximise the use of brownfield sites. This will include Council-owned land and mixed-use sites, in full compliance with government guidance, involving developers where necessary to identify potential solutions to apparent constraints.
- iv. The evidence base sets out the high performing nature of the major components of local Greenbelt land, the existence of significant flood risks and transport infrastructure challenges, and other compelling local

constraints. We will reflect these constraints in the Local Plan with the clear objective of avoiding redrawing Greenbelt boundaries.”

Councillor Steven McCormick (as proposer of the original motion) did not accept the proposed amendment, and accordingly the amendment was debated by the Council.

Following debate on the proposed amendment a recorded vote on the matter was requested by 8 members of the Council.

Upon being put the amendment was **LOST** with 12 votes for, 14 votes against and 3 abstentions as detailed below.

<b>Amendment 1</b>	
Councillor Rob Geleit	Against
Councillor Steve Bridger	For
Councillor Arthur Abdulin	Abstain
Councillor Chris Ames	Against
Councillor John Beckett	Against
Councillor Kate Chinn	Against
Councillor Christine Cleveland	For
Councillor Hannah Dalton	Against
Councillor Liz Frost	Against
Councillor Bernice Froud	For
Councillor Tony Froud	For
Councillor Shanice Goldman	For
Councillor Christine Howells	For
Councillor Alison Kelly	Abstain
Councillor Rachel King	Against
Councillor James Lawrence	For
Councillor Robert Leach	For
Councillor Jan Mason	For
Councillor Steven McCormick	Against
Councillor Julie Morris	Abstain
Councillor Bernie Muir	For
Councillor Phil Neale	Against
Councillor Peter O'Donovan	Against
Councillor Kieran Persand	For
Councillor Humphrey Reynolds	Against
Councillor Kim Spickett	For
Councillor Darren Talbot	Against
Councillor Alan Williamson	Against
Councillor Clive Woodbridge	Against
<b>Rejected</b>	

Following the resolution of the amendment, the substantive motion (which was the recommendations of the Licensing and Planning Policy Committee) was debated and put to a vote.

Upon being put, the recommendations were **CARRIED** with 21 votes for, zero votes against and 8 abstentions as detailed below.

<b>Unpausing the Local Plan (Motion)</b>	
Councillor Rob Geleit	Abstain
Councillor Steve Bridger	For
Councillor Arthur Abdulin	For
Councillor Chris Ames	For
Councillor John Beckett	For
Councillor Kate Chinn	For
Councillor Christine Cleveland	For
Councillor Hannah Dalton	For
Councillor Liz Frost	For
Councillor Bernice Froud	For
Councillor Tony Froud	For
Councillor Shanice Goldman	Abstain
Councillor Christine Howells	Abstain
Councillor Alison Kelly	For
Councillor Rachel King	For
Councillor James Lawrence	For
Councillor Robert Leach	Abstain
Councillor Jan Mason	Abstain
Councillor Steven McCormick	For
Councillor Julie Morris	For
Councillor Bernie Muir	Abstain
Councillor Phil Neale	For
Councillor Peter O'Donovan	For
Councillor Kieran Persand	Abstain
Councillor Humphrey Reynolds	For
Councillor Kim Spickett	Abstain
Councillor Darren Talbot	For
Councillor Alan Williamson	For
Councillor Clive Woodbridge	For
<b>Carried</b>	

Accordingly the Council resolved to:

- (1) Un-pause the Local Plan with immediate effect.**
- (2) Note the work that has been undertaken since and in line with the decision by full Council on the 22 March 2023 to pause the Local Plan.**

The meeting began at 7.30 pm and ended at 8.52 pm

COUNCILLOR ROB GELEIT  
MAYOR



# Local Development Scheme

(Timetable for preparing the Local Plan)

November 2022

Epsom & Ewell Borough Council

Contents

1.0 Introduction ..... 3

2.0 The current adopted Development Plan ..... 3

3.0 Other relevant documents ..... 4

    Statement of Community Involvement..... 4

    Authority Monitoring Report ..... 4

    Policies Map ..... 4

    Community Infrastructure Levy (CIL) ..... 4

    Supplementary Planning Documents..... 5

4.0 The emerging Development Plan ..... 5

    Local Plan 2040 ..... 5

    Neighbourhood Plans ..... 6

5.0 Delivery and Implementation..... 6

    Joint working - The Duty to Co-operate..... 6

    Resources available for the production of the Local Plan ..... 6

    Council Procedures ..... 7

    Risk Assessment ..... 7

    Monitoring and Review..... 8

6.0 Appendix 1 - LDS timetable..... 10



## 1.0 Introduction

- 1.1 Epsom and Ewell Borough Council is required to prepare and maintain a Local Development Scheme (LDS) in accordance with the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

“(2) The scheme must specify—

- a) The local development documents<sup>1</sup> which are to be development plan documents<sup>2</sup>.
- b) The subject matter and geographical area to which each development plan document is to relate;
- c) Which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities
- d) Any matter or area in respect of which the authority has agreed (or propose to agree) to the constitution of a joint committee under section 29.

e) The timetable for the preparation and revision of the development plan documents”.

*Planning and Compulsory Purchase Act 2004 (Section 15)*

- 1.2 The LDS is a project plan that sets out the timetable to produce new or revised Development Plan Documents which will form the Council’s statutory Development Plan<sup>3</sup>. This LDS, which supersedes all previous versions, sets out a planning work programme for the Council over a three-year period to 2025. It will be reviewed annually through the Authority Monitoring Report which can found [here](#).

## 2.0 The current adopted Development Plan

- 2.1 The current adopted statutory development plan for Epsom and Ewell Borough Council is made up of:
- Epsom & Ewell Core Strategy 2007
  - Plan E Epsom Town Centre Area Action Plan 2011
  - Epsom & Ewell Development Management Policies Document 2015
  - Surrey Waste Plan 2008
  - Surrey Minerals Plan Core Strategy 2011

<sup>1</sup> As defined in Regulation 5 of The Town and Country Planning (Local Planning) (England) Regulations 2012. E.g., Local Plan, Supplementary Planning Document, Area Action Plan

<sup>2</sup> Development Plan Documents are for example Local Plans, Area Action Plans. They refer to the development and use of land, the allocations of sites and development management and site allocation policies.

<sup>3</sup> The statutory Development Plan is made up of all adopted Development Plan Documents, e.g., any local plan, area action plan both at the borough level and at the county level.

## 3.0 Other relevant documents

### Statement of Community Involvement

- 3.1 The current [Statement of Community Involvement](#) (SCI) was adopted in July 2022 to support the preparation of the Local Plan. The Statement of Community Involvement (SCI) describes how the public, businesses and interested groups within Epsom and Ewell Borough can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process.

### Authority Monitoring Report

- 3.2 The Council publishes up-to-date authority monitoring information on its website. This focusses on assessing progress against the LDS and current planning policies that include annual numbers for new homes (including affordable homes). It also includes information about Neighbourhood Plans, the Community Infrastructure Levy (CIL) and the Duty to Co-operate.
- 3.3 The Authority Monitoring Report webpage can be viewed [here](#).

### Policies Map

- 3.4 Finally, the Council is required to produce a Policies Map which shows the location of proposals in all current, adopted local development documents on an ordnance survey-based map. The map is web based and is kept up-to-date and reflects current adopted policies within the borough.

### Community Infrastructure Levy (CIL)

- 3.5 The Community Infrastructure Levy (CIL) raises funds from new development for essential infrastructure. It primarily replaces the older system of financial contributions and planning obligations ('Section 106 agreements'). Under the CIL regulations limitations have been placed on the ability of councils to use S106 monies to provide for infrastructure beyond the mitigation of specific developments.
- 3.6 The Council adopted its CIL charging Schedule on the 29 April 2014 with an implementation date of 1 July 2014. The CIL charging rates are supported by evidence of development viability.

## Supplementary Planning Documents

- 3.7 Although part of the development framework, Supplementary Planning Documents<sup>4</sup> (SPDs) no longer need to be identified in the LDS. The Council currently has the following SPD's.

- Upper High Street, Depot Road and Church Street Development Brief 2012
- Revised Developer Contributions Supplementary Planning Document 2014
- Parking Standards for Residential Development 2015
- Revised Sustainable Design Supplementary Planning Document 2016.

## 4.0 The emerging Development Plan

### Local Plan 2040

- 4.1 The Local Plan 2040 will set the vision and framework for future development of the borough to 2040. This will include addressing local housing need, the economy, environmental considerations, community infrastructure as well as strategic infrastructure needs. The geographical area covered by the Local Plan 2040 is the borough of Epsom and Ewell.

### Stages of Local Plan 2040 preparation

- 4.2 There are several key stages in the preparation of the Local Plan, each are subject to the Strategic Environmental Assessment (SEA) Directive<sup>5</sup> which will be incorporated into the Sustainability Appraisal<sup>6</sup>:

#### **Pre-publication stage (Regulation 18)**

This initial stage involves extensive evidence gathering, engaging with the local community, businesses and stakeholders on emerging issues and options, consulting with statutory environmental consultees on the scope of the sustainability appraisal, and infrastructure providers with regards to development options. This is scheduled for February – March 2023.

#### **Publication of Submission Draft Local Plan (Regulation 19)**

Following Regulation 18, the next stage is for the Council to publish a draft

---

<sup>4</sup> Supplementary Planning Documents are a type of Local Development Document, but they only concern any environmental, social, design and economic objectives which are relevant to the attainment of the development and use of land. Anything else is a Development Plan Document.

<sup>5</sup> The SEA Directive applies to a wide range of public plans and programmes (e.g., on land use, transport, energy, waste, agriculture, etc.). An SEA is mandatory for plans/programmes which are prepared for agriculture, forestry, fisheries, energy, industry, transport, waste/ water management, telecommunications, tourism, town & country planning, or land use. An SEA can be summarized as follows: an environmental report is prepared in which the likely significant effects on the environment and the reasonable alternatives of the proposed plan or programme are identified.

<sup>6</sup> A sustainability appraisal is a systematic process that must be carried out during the preparation of local plans and spatial development strategies. Its role is to promote sustainable development by assessing the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic, and social objectives.

version of the Local Plan 2040 and invite representations in accordance with Regulation 19. These representations will be based on whether the draft plan is legally compliant and/or sound when assessed against the requirements contained in the National Planning Policy Framework (NPPF). This is scheduled for February – March 2024.

### **Submission and Examination of the Local Plan (Regulation 22)**

Following Regulation 19 stage, the next stage is for the Council to formally submit the draft Local Plan 2040 and evidence base to the Planning Inspectorate for examination on behalf of the Secretary of State. An Independent Planning Inspector will assess the Plan against the tests of soundness contained in the NPPF, taking account of any representations (comments) received. This is scheduled for June 2024.

### **Adoption**

If the Plan is found to be 'sound', the Council may adopt the Plan as soon as practicable following receipt of the Inspector's report unless the Secretary of State intervenes. Once adopted, the Local Plan 2040 will form the main part of the statutory development plan for the borough. This is expected by Spring 2025.

- 4.3 The complete timetable and 'key milestones' to produce the Local Plan 2040 are set out in Appendix 1.

## **Neighbourhood Plans**

- 4.4 There is currently one Neighbourhood Plan Area Designation in the borough. Once adopted, Neighbourhood Plans form part of the Development Plan. These are not programmed by the local authority and therefore are not included within this LDS project timetable. More information can be found [here](#).

## **5.0 Delivery and Implementation**

### **Joint working - The Duty to Co-operate**

- 5.1 The Council has a proven track record of working with neighbouring authorities (including those outside the County) and with Surrey County Council. Where appropriate, inter-authority working groups will be established during the preparation of the Local Plan 2040. The Council will work in partnership with neighbouring authorities where necessary to prepare various evidence base documents.

### **Resources available for the production of the Local Plan**

- 5.2 In preparing the Local Plan, the Council's Planning Policy Team will utilise 'specialist officers', and other strands of expertise from within the Council, other organisations and bodies as appropriate.
- 5.3 The Council also makes provision for the need to use certain expert consultants to

assist in producing various elements of the technical background work. This may occur where either the necessary expertise is not available within the Council or insufficient resources exist to be able to bring forward the necessary work within the required timescale. Consultant facilitators may also be used to assist with focus group work and community participation exercises.

## Council Procedures

- 5.4 For matters relating to the new Local Plan, the following reporting protocols will apply:
- Licensing and Planning Policy Committee will be responsible for the preparation, production, and completion of the draft local plan (Regulation 18); and
  - Full Council will be responsible for the Proposed Submission Local Plan (Regulation 19) and the formal adoption of the local plan following consultation and examination.

## Risk Assessment

- 5.4 The production of a local plan requires consideration of the potential risk involved in its preparation. These vary from local matters, such as changes in staffing levels or political/administrative changes, to those of national significance including revised government guidance.
- 5.5 In preparing this LDS, it was found that the main areas of risk relate to:

**Problems with joint working or compliance with the duty to co-operate:** Close working with other authorities and organisations will continue to detect issues early in the process.

**Capacity of the Planning Inspectorate (PINS) and other agencies to cope with demand nationwide:** Advance notification of our programme will be given to assist in the development of PINS/other agencies work programmes' to address the requirements of the LDS.

**Revisions to national planning policy and guidance:** Revisions are anticipated to the NPPF. Changes to national planning policy and guidance at a more advanced stage in local plan preparation can cause delay. Close monitoring of national changes will be required alongside liaison with the Department for Levelling Up, Housing and Communities (DLUHC) where required.

**Full Council fails to agree Local Plan:** Officers will work closely with all Councillors to raise awareness of the Local Plan and seek to achieve 'buy-in' of its proposals at an early stage.

**Programme Slippage:** An exceptionally high level of response during public consultation on a Development Plan Document could lead to programme slippage.

**Legal Challenge:** The Council will aim to minimise this by ensuring that Development Plan Documents are 'sound' and founded on a robust evidence base and well-audited stakeholder and community engagement processes.

## **Monitoring and Review**

- 5.6 The Council's Monitoring Report will monitor the progress of the LDS on an annual basis.
- 5.7 The Monitoring Report will monitor the delivery of policies when they have been adopted.

## 6.0 Appendix 1 - LDS timetable

### 6.1 Local Plan 2040- timetable to 2025/26

2022/23	Q3	Oct	
		Nov	
		Dec	
	Q4	Jan	
		Feb	Reg 18 - Public Consultation
		Mar	
2023/24	Q1	Apr	
		May	
		Jun	
	Q2	Jul	
		Aug	
		Sep	
	Q3	Oct	
		Nov	
		Dec	
	Q4	Jan	
		Feb	Reg 19 - Public Consultation
		Mar	
2024/25	Q1	Apr	
		May	
		Jun	Reg 22 – Submission of document
	Q2	Jul	
		Aug	EIP
		Sep	
	Q3	Oct	
		Nov	
		Dec	
	Q4	Jan	
		Feb	
		Mar	
2025/26	Q1	Apr	R
		May	A
		Jun	
	Q2	Jul	
		Aug	
		Sep	

#### Key

	Regulation 18 - Evidence base gathering, early engagement, and initial consultations
	Regulation 19 - Public Consultation – Publication of draft Local Plan
	Regulation 22 - Submission of document; EIP - Examination hearings; R - Inspector's final report
A	Adoption of Local Plan

