

TANDRIDGE DISTRICT COUNCIL



Council Agenda

MINUTES OF THE COUNCIL MEETINGS
ON 19TH JULY 2012

AND

REPORTS SUBMITTED TO THE
COUNCIL MEETING ON 1ST NOVEMBER 2012

STEPHEN WEIGEL

Chief Executive

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TANDRIDGE DISTRICT COUNCIL

Stephen Weigel B.Sc. D.T.S. D.M.S.
Chief Executive

Council Offices,
Station Road East,
Oxted,
Surrey RH8 0BT

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24th October 2012

Dear Sir/Madam,

You are summoned to attend the meeting of the Council to be held in the Council Chamber, Council Offices, Station Road East, Oxted on **Thursday 1st November 2012 at 7.30 p.m.**

STEPHEN WEIGEL
Chief Executive

To: All Members of the Tandridge District Council

(The meeting will be preceded with a Prayer)

A G E N D A

1. To confirm the minutes of the special and ordinary meetings of the Council held on the 19th July 2012.
2. Chairman's Announcements.
3. Declarations of Interest – All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:
 - (i) any Disclosable Pecuniary Interests (DPIs) and / or
 - (ii) other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or his staff prior to the meeting.
4. To deal with any questions submitted under Standing Order No. 28(2).
5. To deal with any petitions submitted under Standing Order No. 29.

<p>The Chairman of the Council would be grateful if any Member who wishes to raise any matter could kindly notify the Committee Services Manager on 01883 732776 by noon on the 31st October 2012.</p>

Continued

6. To receive and consider the reports of the following Committees:

- | | | |
|-----|---|--|
| (a) | Planning | 26 th July 2012 |
| (b) | Planning | 23 rd August 2012 |
| (c) | Planning Policy | 6 th September 2012 |
| (d) | Community Services | 13 th September 2012 |
| (e) | Planning | 20 th September 2012 |
| (f) | Special Resources | 25 th September 2012 |
| (g) | Overview & Scrutiny | 27 th September 2012 |
| (h) | Housing | 4 th October 2012 |
| (i) | Resources | 11 th October 2012 |
| (j) | Planning | 18 th October 2012 |
| (k) | Chief Officer Appointments
Sub-Committee | 23 rd / 24 th October 2012 (to follow) |

7. To deal with any questions submitted under Standing Order No. 28(3).

8. To consider the following Motions under Standing Order 7(2):

- (i) Motion to be moved by Councillor Weightman and seconded by Councillor Botten:

"This Council strongly supports the NPPF approach to the protection of the Green Belt. The Green Belt plays a vital part in the life and work of Tandridge District, its residents and those who work there. We call upon the Government to support strongly this aspect of the NPPF and the Planning Inspectorate to ensure it follows the NPPF position when reaching its decisions on planning applications relating to the Green Belt."

Continued

- (ii) Motion to be moved by Councillor Morrow and seconded by Councillor Weightman:

“This Council wishes the Secretary of State for Communities and Local Government to note the following:

This Council believes that local people, through their democratically elected local authorities, are the most suitable judges of what development is acceptable in an area and the suitable level of contributions that developers need to make.

This Council opposes:

- *The Secretary of State's proposals for the Planning Inspectorate to have powers to override agreements between Councils and developers over the number of affordable housing units allocated to planning applications.*
- *The Secretary of State's proposals for planning permission – currently required for extensions of more than three or four metres from the rear wall of any home – to only be needed for those reaching beyond 8m for detached homes and 6m for others.*
- *The Secretary of State's intention to override Section 106 of the Town and Country Planning Act of 1990 which will allow developers to immediately appeal to the Planning Inspectorate over the allocation of affordable housing units in any scheme they may be concerned with.*
- *The Secretary of State's proposals for the Planning Inspectorate to take planning powers away from local authorities which he deems to be slow or of making poor quality planning decisions in determining applications.*

This Council notes that the current Coalition government did listen earlier in the year over concerns regarding the National Planning Policy Framework and revised its plans accordingly, so urges the Government to listen to the concerns being expressed by the Local Government Association on a cross party basis.

This Council therefore resolves to formally write to the Secretary of State for Communities and Local Government, outlining its opposition to the plans.”

ADOPTED BY COUNCIL ON 19TH JULY 2012

HOUSING COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 24th May 2012 after the Annual Meeting of the Council.

PRESENT: The Chairman of the Council (in the Chair) and Councillors Ainsworth, Childs, Mrs. Connolly, David, Duck, Jones, Mrs. Parker, Mrs. Steeds, Turner, Mrs. Webster and Mrs. Whittle.

67. ELECTION OF THE CHAIRMAN 2012/13

RESOLVED - that Councillor Mrs. Parker be elected Chairman.

68. APPOINTMENT OF THE VICE-CHAIRMAN 2012/13

RESOLVED - that Councillor Childs be appointed Vice-Chairman.

69. APPOINTMENT OF THE TANDRIDGE HOUSING PARTNERSHIP GROUP

RESOLVED - that the Partnership Group be appointed as follows:

Conservative	-	Councillors Childs and Mrs. Parker (Substitute Councillor Ainsworth)
Liberal Democrats	-	Councillor Morrow (Substitute Councillor Turner)

HOUSING COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 12th July 2012.

PRESENT: Councillors Mrs. Parker (Chairman), Councillor Childs (Vice Chairman) and Councillors Ainsworth, Mrs. Connolly, David, Duck, Jones, Mrs. Steeds, Turner, Mrs. Webster and Mrs. Whittle.

ALSO PRESENT: Councillors Fisher and Morrow.

70. MINUTES

The Minutes of the meetings held on the 26th January and 24th May 2012 were confirmed and signed by the Chairman.

71. EXCLUSION OF THE PUBLIC

RESOLVED - that, pursuant to Section 100A (4) of the Local Government Act 1972 (as amended) members of the press and public be excluded from the meeting during consideration of the under mentioned Minutes on the grounds that:

- (i) they involve the likely disclosure of exempt information as defined in the paragraphs detailed below of Part 1 of Schedule 12A of the Act; and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute No.	Nature of Exempt Information
72	Paragraph 3
76	Paragraph 3
77	Paragraph 3

COUNCIL DECISION
(Subject to ratification by Council)

72. GYPSY & TRAVELLER SITES – MANAGEMENT ARRANGEMENTS (Minute 150 (11/12))

At its meeting on 8th December 2011, the Committee considered the implications of Surrey County Council's (SCC) decision to terminate agency agreements for publically owned sites with effect from April 2012. Until then, TDC had been managing the two SCC owned sites in the District, namely the Downs, Caterham and Pendel, Merstham, together with its own site in Green Lane, Outwood.

A report was submitted which:

- confirmed that SCC:
 - (i) had since taken back the management of the Downs and Pendel sites; but
 - (ii) did not wish to assume management of the (TDC owned) Green Lane, Outwood site and would withdraw funding after 2012/2013; and
- proposed arrangements for the future of the Green Lane site in light of discussions with Traveller Consultancy since the 8th December 2011 meeting and the financial implications of TDC continuing to own and manage the site in light of (ii) above.

RECOMMENDED – that:

- A. subject to B. below, it be agreed in principle that the Green Lane gypsy site, Outwood be leased to Traveller Consultancy from 1st April 2013 for a five year period; and
- B. Officers enter into further dialogue with Traveller Consultancy and a subsequent report be submitted to the Committee's next scheduled meeting (on 4th October 2012) in order for Members to consider the detailed terms of such a lease and to make a final recommendation to Council on 1st November 2012 .

COMMITTEE DECISIONS
(Under powers delegated to the Committee)

73. TENANCY STRATEGY

The Localism Act required Councils in England to publish a Tenancy Strategy by 15th January 2013. Registered social housing providers would be obliged to have 'due regard' to these strategies.

A proposed local Tenancy Strategy was presented, including the length of tenancies that the Council would expect social housing landlords to give to all new tenants in the District. Members considered that an additional clause should be added to the section entitled, '*Council policy on Flexible Tenancies*' regarding the scope for not renewing such tenancies due to changes in the financial circumstances of the tenants concerned.

RESOLVED – that the Tenancy Strategy at Appendix 'A', as amended, be approved.

74. RETENTION OF ADDITIONAL RIGHT TO BUY RECEIPTS

On 2nd April 2012, the Government raised the ceiling on Right to Buy (RTB) discounts to £75,000 and confirmed that receipts from the additional sales generated would be used to fund replacement stock. The Government's favored option of delivering these new homes would be through local authorities retaining receipts to spend in their own areas.

Councils (with housing stocks) had therefore been given the option of reinvesting RTB receipts in the creation of new affordable homes. A report was submitted which explained:

- that Officers had acted on the Council's behalf to enter into an agreement with the Government for the retention of RTB receipts to provide financial support for the provision of replacement units of affordable housing;
- the conditions associated with the agreement; and
- projected sums to be generated for replacement homes in the District based on assumed numbers of RTB sales over the next five years.

RESOLVED – that Officers' action in agreeing that the Council retain the receipts from properties sold under the Right To Buy (so that they may be reinvested locally to build replacement units of affordable housing) be endorsed.

75. USE OF DISTRAINT FOR RENT ARREARS (Minute 114 (10/11))

The Committee had previously agreed to use distraint (seizure of goods) for the collection of certain categories of rent arrears and debts of former tenants for a trial period from 1st January 2011.

Members considered the merits of continuing to use the distraint procedure based on its effectiveness during the previous 18 months and the views of the Residents' Forum. The procedure (especially final 'red' warning letters) had proven to be successful in addressing low level or persistent/willful rent arrears.

RESOLVED - that the use of distraint be continued following the one year trial period which commenced in January 2011.

76. ASSET MANAGEMENT - SALE OF A SURPLUS PARCEL OF HOUSING LAND AT SPRINGFIELD, OXTED (Minute 68 (11/12))

In July 2011, the Committee considered a report recommending the sale of this small piece of Council owned land to an interested party. Arising from this, Officers had been instructed to investigate alternative disposal options. The Committee was advised of the outcome of that investigation, which reaffirmed that this land was surplus to requirements with no foreseeable potential for development, either for Council or community use.

However, Members expressed reservations about the prospect of selling the land on the basis that circumstances could change in the future and that a development could be possible. In light of this, a leasing arrangement was identified as the preferred option.

RESOLVED – that the interested party be given the option of leasing the land identified at Appendix 'G' to the agenda.

77. EXTENSION OF THE CONTRACT FOR THE CLEANING OF COMMUNAL AREAS AT FLATS AND SHELTERED HOUSING SITES (Minute 71 (11/12))

The Committee had originally awarded this contract to Hi Spec Facilities Support Co. PLC for an initial three year period from 1st April 2009 with an option to extend the term by up to two further years. A one year extension had been agreed in July 2011 and the Committee considered it appropriate to lengthen the contract for one final year to the end of 2013/2014. The Council would be obliged to retender for the provision of this service for the period thereafter.

RESOLVED – that the contract with Hi Spec Facilities Support Co. PLC be extended to 31st March 2014.

Rising: 9.16 p.m.

Tandridge District Council Tenancy Strategy

Background

Local Authorities in England are required under Section 150 of the Localism Act¹ to publish a Tenancy Strategy by 15 January 2013. Registered Providers of social housing such as Housing Associations must have had their own Tenancy Policies in place by October 2011, which must have 'due regard to' the Tenancy Strategies of the local authorities in which they operate.

The Strategy provides guidance for partners, stakeholders and Housing Associations.

In November 2010, the government announced the Affordable Rent model in its housing policy consultation document *Local decisions: a fairer future for social housing*². In addition, the Localism Act has introduced greater flexibility over tenancy length, allowing both local authorities and Registered Providers to issue fixed term tenancies.

The vast majority of new homes funded through the Homes and Communities Agency's Affordable Homes Programme³ will be delivered at Affordable Rents. With significant reductions in government grant funding available to Registered Providers, the model is intended to increase investment through higher rental income on new homes. Registered Providers are also able to re-let a proportion of existing housing stock at Affordable Rents to further increase available funding for new development.

Affordable Rented housing is defined as:

*'Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable)'*⁴

In November 2011, the national housing strategy *Laying the Foundations: A Housing Strategy for England*⁵ was published. This strategy, supported by the provisions of the Localism Act, paves the way for significant reform of social housing, increasing the flexibility for local authorities to determine their own housing priorities at the local level, promoting access to homeownership and introducing new measures to reinvigorate the housing market.

From 2 April 2012 local authorities can grant new style flexible tenancies, but only once they have fully adopted a Tenancy Strategy detailing how they will operate such tenancies.

¹ [Localism Act 2011](#)

² [CLG - Local Decisions: A Fairer Future for Social Housing](#)

³ [Homes and Communities Agency: Affordable Homes Programme](#)

⁴ [National Planning Policy Framework \(Glossary\), CLG March 2012](#)

⁵ [CLG - Laying the Foundations: A Housing Strategy for England](#)

Main principles of the strategy

The main principles of the strategy are as follows:

- Meeting housing needs by making best use of new and existing stock.
- Achieving a balance between turnaround and tenancy stability.
- Security for older and vulnerable households.
- Reducing the administrative burden and ensuring simplicity, fairness and transparency.
- Providing the necessary advice and options to tenants who may need to move on from a fixed period tenancy.

Tandridge District Council is relatively unique in the region as being one of the few authorities to retain its housing stock. Therefore this Strategy also sets out the Council's plans for the future operation of its tenancies. The Council recognises the fact that Registered Providers have had the ability to offer Affordable Rent tenancies at fixed terms from October 2011 and that all new developments delivered through the Affordable Homes Programme will be available at Affordable Rents.⁶ Therefore the Strategy also provides guidance on our expectations of housing associations.

The Strategy will provide guidance and information on the following:

- The kinds of tenancies to be granted.
- The circumstances in which these tenancies will be granted.
- Where tenancies are granted for a fixed term and the length of the terms.
- The criteria to be used for reviewing an existing tenancy and associated timescales.
- Procedures to be used in situations where a fixed term tenancy is not renewed.
- Guidance on rent levels for Affordable Rent properties.
- Conversions of existing social housing to affordable rent.
- Disposals of social housing units.

Types of Tenancies currently available in the District

Starter⁷ & Introductory Tenancies⁸ are usually offered to new tenants of councils and housing associations. These usually last for 12 months. Tenants do not have the full tenancy rights of a secure or assured tenant and although the landlord must apply to the court for eviction, this is a simpler and quicker process. If the tenant can prove that they are a responsible tenant during this period (e.g. by paying rent promptly and behaving appropriately), then they are offered a secure or assured tenancy with full tenancy rights.

Secure Tenancies⁹ are the most common form of council tenancy. Tenants that have rented a property from the Council for more than 12 months would normally have a secure tenancy. Secure council tenants have additional tenancy rights, such as the right to transfers and exchanges and the majority have the right to buy. There are no restrictions on the length of these tenancies as long as you keep to the conditions of your tenancy (e.g. pay your rent, don't cause a nuisance etc). The Council must apply to the courts to evict secure tenants and give four weeks written notice of eviction.

⁶ [HCA Affordable Homes Programme Framework 2011-15](#)

⁷ [Directgov - Starter Tenancies](#)

⁸ [Directgov - Introductory Council Tenancies](#)

⁹ [Directgov - Secure Council Tenancies](#)

Assured Shorthold Tenancies¹⁰ are the most common form of private sector tenancy and normally run for a fixed term of at least six months or on a monthly (periodic) basis. The landlord must usually give two months written notice of possession. This type of tenancy can also be offered by housing associations.

Assured Tenancies¹¹ are the most common form of housing association tenancy. Tenants that have rented a property from a housing association for more than 12 months would normally have an assured tenancy. Assured tenants have many of the same tenancy rights as secure council tenants and can only be evicted through the courts. Although they do not have the right to buy, tenants can apply to buy their home at a discount through the right to acquire. There are no restrictions on the length of these tenancies.

Flexible Tenancies

The Localism Act now gives councils and housing associations the option of offering new tenants a flexible tenancy. These tenancies will be for a fixed period of at least two years, but in most cases will be for five years or more. The tenancy will be reviewed towards the end of the tenancy period. If the tenant's circumstances have changed, or there are concerns around behaviour, the tenancy may be ended or a different property offered. Councils still have the option to offer 'lifetime' tenancies. The rights of existing tenants will not be affected.

Council policy on Flexible Tenancies

The Council will be letting its properties on the following conditions from 1st April 2013. There will be no change for existing tenants, including those that transfer to a new council property.

The Council's policy on Flexible Tenancies is below. We would expect all housing associations operating within the district to be following similar policies, or enter into a discussion with council officers where variations exist.

- The Council will be issuing all new general needs tenancies from 1st April 2013 as Flexible Tenancies on five year terms, after which the tenancy will be reviewed.
- All new tenants will still have to first complete a 12 month Introductory Tenancy, and the 5 year Flexible Tenancy will commence after this.
- There will be a presumption that most tenancy reviews will result in a renewal of tenancy, as long as the tenant has conducted themselves in a proper manner and there has been no material change in circumstances.
- Where a tenant is required to leave due to financial changes in circumstances, they will be judged to be able to afford to purchase or rent accommodation suitable for their needs within Tandridge, evidenced by current property prices and borrowing criteria.
- All designated sheltered housing properties will continue to be let on lifetime tenancies.
- The Council will continue to charge the lowest available rent levels for its properties in accordance with current legislation and government guidance.

¹⁰ [Directgov - Types of Tenancies: Private Renting](#)

¹¹ [Directgov - Assured Tenancies](#)

Procedure for reviewing Flexible Tenancies

All Flexible Tenancies will be reviewed during their final year. The review will take into account a number of factors to determine whether the tenant and the property are suitably matched. Following the tenancy review, the decision will be made whether to re-issue or terminate a tenancy.

If the tenant's circumstances have changed, or there are concerns around behaviour, the tenancy may be ended or renewed for a shorter term. In some circumstances a different property may be offered.

A notice should be sent to the tenant informing them of the date by which their tenancy is to be reviewed. This review must take place at least six months from the date that the tenancy term is due to end.

Tenancies will be reviewed under the following criteria:

- The number of people living in the household. (e.g. under and over occupation)
- The manner in which the tenancy has been conducted. (e.g. payment of rent, any Anti Social Behaviour, condition of property)
- Financial circumstances. (e.g. income and savings levels)
- Medical circumstances. (e.g. disability, adaptations and need for housing support)

The review decision will be issued in the form of a 'minded to' notice no later than six months before the expiry date. If the tenancy is to be terminated, a notice requiring possession will be issued two months before the end of the tenancy.

All Providers must ensure that the Council's housing needs team is informed of any forthcoming tenancy terminations. The Council must receive copies of all 'minded to' notices where tenants are facing termination so that the option of a full housing advice interview can be made available.

The right of review

Tenants and applicants have the right to request a review of a decision either to grant or to end a fixed term tenancy by applying in writing under The Flexible Tenancies (Review Procedures) Regulations 2012¹². The applicant can request that this review is conducted by way of a formal hearing in person or in writing. The Regulations make detailed provisions about the procedure to be followed in conducting such reviews.

Transfers

Tenants with current lifetime tenancies would not be commuted to a fixed term tenancy if transferring to another property. However, if a tenant transfers during an existing fixed term tenancy, the new five year term would start from the moving date as the suitability of the property will have been assessed as part of the process.

¹² <http://www.legislation.gov.uk/uksi/2012/695/made>

Additional Information for Housing Associations

Nominations procedures

The new framework makes it clear that Affordable Rent properties should be allocated through existing local allocation and nomination arrangements to those in housing need. The Council therefore expects that all households on the Housing Register will be eligible for Affordable Rent properties and that housing associations will advertise all Affordable Rent properties through the existing Choice Based Lettings¹³ process. There should be no distinction between new-build and “conversion” properties. The Council may, as it does now, agree local lettings policies for some new developments or specific schemes.

A housing association’s policy on the specific circumstances in which either a social rent or an Affordable Rent tenancy will be granted must be clearly explained in their Tenancy Policy.

Surrey-wide guidance on rent levels

Supplementary Guidance to the Surrey Local Investment Plan concerning rent levels¹⁴ states that:

- Market rents in Surrey are within the highest in the country, including London.
- As property sizes increase, the difference between market rents (and therefore 80% of market rent) and social rents increases significantly.
- Rents, particularly for larger properties, at or close to 80% of market rents, may prove to be among the highest in the country.
- It would be prudent for Affordable Rents to be set below the LHA rate for the area and have a variable percentage approach, based on property size, using the LHA rate as a guide.

Rent levels for Affordable Rent properties

The Council will work with housing associations using the Affordable Rent model, with the expectation that rents are kept affordable for households in housing need. The rents (including any service and management charges) of Affordable Rent properties (both new-build and conversions) should be as affordable as possible having regard to local factors, such as market rents and Local Housing Allowance rates.

Local Housing Allowance (LHA) Rates

LHA rates are calculated by the Valuation Office Agency¹⁵ using the 30th percentile of a range of market rents within a broad market area. There are 152 Broad Rental Market Areas (BRMA) across England. These often cross local authority boundaries and three BRMAs cover the Tandridge area. These are Crawley & Reigate¹⁶, Outer South East London¹⁷ and Outer South London¹⁸. The LHA Rates for two bedroom properties within these BRMAs are £173.08, £190.38 and £196.15 per week respectively¹⁹ (April 2012).

¹³ [Tandridge HomeChoice](#)

¹⁴ [Surrey Local Investment Plan](#)

¹⁵ <http://www.voa.gov.uk/>

¹⁶ Broadly covering areas South of the M25 (e.g. Godstone, Oxted, Hurst Green, Blindley Heath, Smallfield, Lingfield).

¹⁷ Tatsfield only.

¹⁸ North of the M25 (e.g. Caterham, Warlingham, Whyteleafe)

¹⁹ Source: VOA © crown copyright

For comparison, the average weekly rent for a two bed council house is £96.24, the equivalent weekly target rent for a housing association property at social rents is £127.65, and the indicative equivalent Affordable Rent is £165 per week.

As LHA levels will continue to limit the amount of Housing Benefit available to households, housing associations should consider using these LHA rates as an upper cap in the setting of Affordable Rent levels. It would be prudent for associations to set rents below this level and to have a variable percentage approach using the LHA rate as a guide.

Government guidance on rent levels

The government intends that Housing Benefit will be payable on Affordable Rent properties:

“Affordable Rent tenants will always benefit from sub-market rents, and Housing Benefit will still support those who are unable to pay.”²⁰

The HCA Capital Funding Guide states that it may be appropriate “to set rents at less than 80% of gross local market rents...where a rent at 80% of market rent would exceed the relevant Local Housing Allowance (LHA) cap or place the rent close to the cap.”²¹

Conversions of existing social housing to Affordable Rent

The HCA framework requires housing associations to raise additional resources for new affordable housing by converting some existing social housing stock to Affordable Rent. Conversion can only take place when a property becomes void for re-letting.

The existing stock of social rented housing is a valuable resource. Any conversion to Affordable Rent diminishes the social rented stock. A balance must be struck between allowing Registered Providers to participate in the new framework for providing affordable housing, whilst protecting the existing stock of social rented housing.

The Council considers that:

- Converting up to 25% of social rented re-lets to Affordable Rent is reasonable, provided that the rents to be charged are within the Local Housing Allowance. Rent levels may mean that more 1 & 2 bed properties are converted rather than 3 & 4 beds.
- Conversion of properties from social rent to Affordable Rent must be evenly spread throughout the district.
- Care must be taken to ensure that any planned conversions do not breach any legal agreements such as those under Section 106 of the Town & Country Planning Act 1990, leases, nomination agreements or land covenants.

²⁰ [CLG \(2010\) Local decisions: a fairer future for social housing p.17](#)

²¹ [HCA Capital Funding Guide para 2.3.1.](#)

Disposals of social housing

Some disposals of existing social housing may be required to raise resources for development under the new framework. However disposals of existing social housing may only be agreed by the Council if it is clearly demonstrated that the property no longer meets a priority housing need, or requires significant investment which would not represent good value for money. In all cases, we would expect that the proceeds generated from any disposal would result in additional affordable housing within the District.

Any housing association with planned or potential disposals of existing social housing units in the district must agree their programme in advance with officers of the Council's housing department.

Monitoring requirements

The Council requires all housing associations with stock in the district to provide details of their tenancy policies and how these will be applied in Tandridge. All housing associations with stock in the district are also expected to provide quarterly lettings returns in a format approved by the Council.

Review of Tenancy Strategy

This Strategy will be reviewed in 3 years time unless it becomes necessary to review it sooner.

THE DISTRICT COUNCIL OF TANDRIDGE

Minutes of the Special meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on Thursday the 19th July 2012 at 7.00 p.m.

PRESENT: The Chairman of the Council (Councillor Mrs. Bradbury), the Vice-Chairman of the Council (Councillor Mrs. Connolly) and Councillors Ainsworth, Bangs, Mrs. Black, Bond, Botten, Cannon, Caudle, Childs, Compton, Cooley, Cooper, David, Dempsey, Duck, Mrs. Dunbar, Fisher, Gascoigne, Gosling, Harwood, Jones, Keenan, Keymer, Mrs. Marks, Morrow, Mrs. Parker, Perkins, Pursehouse, Stead, Mrs. Steeds, Mrs. Thorn, Turner, Mrs. Vickers, Wall, Mrs. Webster and Weightman.

78. HONORARY ALDERMAN

A motion to confer the title of Honorary Alderman upon Mr. Richard James Butcher in accordance with Section 249 of the Local Government Act 1972 was moved and seconded.

RESOLVED UNANIMOUSLY – that the title of Honorary Alderman be conferred upon Mr. Richard James Butcher in recognition of his services as a District Councillor from 1973 until 2012.

Honorary Alderman Butcher thanked the Council for the conferment of the title.

Rising: 7.32 p.m.

THE DISTRICT COUNCIL OF TANDRIDGE

Minutes of the meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on Thursday the 19th July 2012 at 7.40 p.m.

PRESENT: The Chairman of the Council (Councillor Mrs. Bradbury), the Vice-Chairman of the Council (Councillor Mrs. Connolly) and Councillors Ainsworth, Bangs, Mrs. Black, Bond, Botten, Cannon, Caudle, Childs, Compton, Cooley, Cooper, David, Dempsey, Duck, Mrs. Dunbar, Fisher, Gascoigne, Gosling, Harwood, Jones, Keenan, Keymer, Mrs. Marks, Morrow, Mrs. Parker, Perkins, Pursehouse, Stead, Mrs. Steeds, Mrs. Thorn, Turner, Mrs. Vickers, Wall, Mrs. Webster and Weightman.

The Meeting was preceded with a prayer read by Pastor Paul Riseley of Whyteleafe Free Church.

79. MINUTES

The minutes of the Annual Council meeting held on the 24th May 2012 were confirmed and signed by the Chairman.

80. CHAIRMAN'S ANNOUNCEMENTS

(i) Support for summer carnivals and other community events

The Chairman remarked that she had received many complements about the way in which the Council had been assisting with summer carnivals and other community events such as the previous month's Diamond Jubilee celebrations. She thanked Councillor Elias (as the Chairman of the Community Services Committee) and Officers in the relevant departments for supporting festivities of this nature through functions such as litter clearances and road closures.

(ii) Olympic Torch Relay

The Chairman reported that the Relay's passage through Felbridge on the 17th July had been a great success. Approximately 1,500 spectators had lined the route and the Council had been complemented by the Police for the effective crowd management. She reminded Members that the Relay would pass through Godstone and Bletchingley on the following afternoon (20th July). TDC was responsible for organising key aspects of the Relay in partnership with other agencies and the Chairman thanked all concerned for their contributions, including those Councillors and staff who had volunteered to be stewards.

(iii) Midland HR Technology Impact Awards

The Council had been entered in these awards arising from its leadership of a partnership project involving a shared IT system for Human Resources across seven Local Authorities. The Chairman announced that Tandridge had been highly commended in the "Most Visionary HR Director" category in recognition of this progressive initiative.

(iv) Chairman's Garden Party

The Chairman confirmed that this would take place on Sunday, 29th July at Woldingham School and hoped all attendees would have an enjoyable afternoon.

81. REPORTS OF COMMITTEES

RESOLVED – that subject to the amendments indicated, the reports of the Committees shown below be received and adopted:

Planning Committee – 24th May and 31st May 2012

No amendment.

Planning Policy Committee – 24th May and 7th June 2012

No amendment.

Community Services Committee – 24th May and 14th June 2012

No amendment.

Resources Committee – 24th May and 21st June 2012

Minute 43 – Local Council Tax Support Scheme

An amendment that (in addition to Recommendations A and B of Minute 43):

a letter be sent from the Leader of the Council to the Secretary of State for Communities and Local Government, requesting that the introduction of the Scheme be deferred for one year to allow a more effective transition in the best interests of local residents

was moved and seconded. Upon being put to the vote, the amendment was carried.

Minute 45 – Future Short and Longer Term Senior Management Arrangements

Regarding the composition of the Chief Officer Appointments Sub-Committee, as listed in Recommendation C of Minute 45:

- Councillor Fisher confirmed that Councillor Mrs. Thorn would be the additional Conservative Councillor; and
- Councillor Botten confirmed that he would be the Liberal Democrat Councillor.

Planning Committee – 28th June 2012

Minute 49 – Douglas Brunton Centre, Park Road, Caterham

Councillors Duck, Stead and Mrs. Webster each declared a non pecuniary interest in this matter on the basis that they had been appointed by the Council to serve on the Centre's Management Committee.

No amendment.

Overview & Scrutiny Committee – 24th May and 3rd July 2012

No amendment.

Standards Committee – 4th July 2012

No amendment.

Housing Committee – 24th May and 12th July 2012

No amendment.

Rising 9.02 p.m.

THE DISTRICT COUNCIL OF TANDRIDGE

PLANNING COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 26th July 2012.

PRESENT: Councillor Mrs. Black (Chairman), Councillor Harwood (Vice-Chairman) and Councillors Bangs, Bond, Mrs. Dunbar, Mrs. Ingham, Morrow, Stead and Weightman.

82. MINUTES

The Minutes of the meeting held on the 28th June 2012 were confirmed and signed by the Chairman.

83. EXCLUSION OF THE PUBLIC

RESOLVED - that, pursuant to Section 100A (4) of the Local Government Act 1972 (as amended) members of the Press and public be excluded from the meeting during consideration of the under mentioned Minute on the grounds that:

- (i) it involved the likely disclosure of exempt information as defined in the paragraph detailed below of Part 1 of Schedule 12A of the Act; and
- (ii) for the item the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item No.	Nature of Exempt Information
86	Paragraph 6

COMMITTEE DECISIONS (Under powers delegated to the Committee)

84. APPLICATIONS FOR DETERMINATION BY THE COMMITTEE

*** The Committee considered the following applications detailed in Appendix 'A' to the Agenda, a summary of which is attached at Appendix 'A' to these Minutes.

2012/200, 2012/182*, 2012/762, 2012/578, 2012/478, 2012/669*, 2012/721/TPO.

Those plans marked with an asterisk were the subject of views expressed under the public participation arrangements.

RESOLVED – that subject to the following amendments, the recommendations contained in Appendix 'A' to the Agenda be agreed:

2012/200 - WITHDRAWN – by Officers for consideration of late comments received in relation to health provision.

2012/762 - AMEND – Conditions 2 and 4 to read as follows:

Conditions:

2. This decision refers to drawings numbered 10-P666-LP, 10-6666-01, 10-P6666-03, 10-P6666-04, 10-P6666-05, 10-P6666-06, 10-P6666-07, 10-P6666-08, 10-P6666-09, 10-P6666-10, 10-P6666-11A, 10-P6666-12, 10-P6666-13, 10-P6666-14, 10-P6666-15, 10-P6666-16A and 10-P6666-17 received on 25th May 2012, and drawing numbered P6666-02A received on 18th June 2012. The development shall be carried out in accordance with these approved drawings. There shall be no variations from these approved drawings.
4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order with or without modification), no improvement or alteration to the dwelling hereby permitted within plot 1 which would consist of the re-painting in an alternative colour to that approved under Condition 3 or cladding of any part of the exterior of the dwelling with stone, artificial stone, pebble dash, render, timber plastic or tiles shall be carried out without the prior permission in writing of the District Planning Authority.

2012/578 - AMEND – Condition 3 to read as follows:

Condition:

3. **Within 3 months from the date of this permission** the approved physical barrier shall be erected and thereafter permanently maintained. The remaining hard and soft landscaping works shall be carried out as approved in the first planting and seeding season following the completion or occupation of any part of the development or otherwise in accordance with a programme to be agreed: any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the District Planning Authority give written consent otherwise.

2012/478 - PERMIT – Subject to a departure procedure and a S106 Agreement to secure a monitoring fee in connection with the travel plan.

85. GUIDELINES FOR THE ADMINISTRATION AND SERVICE OF TREE PRESERVATION ORDERS

At its meeting on the 7th June 2012 the Planning Policy Committee considered 'Guidelines for the Administration and Service of Tree Preservation Orders' and agreed that these be published and commended to the Planning Committee.

RESOLVED – that the 'Guidelines for the Administration and Service of Tree Preservation Orders' be noted.

86. FORMER ROSE AND YOUNG GARAGE SITE, CROYDON ROAD, CATERHAM

Members considered a detailed report regarding the above site.

The site was previously a car showroom with servicing facilities to the rear and comprised some 0.21 ha to the west side of Croydon Road, close to Caterham railway station and the town centre.

The site was in a poor state of repair and appearance and was considered to be detrimental to the amenity of the area. Complaints had been received in respect of the appearance of the site and related matters over the last 12 years. Continued deterioration of the site combined with the complaints from local residents suggested that a longer term solution, in the form of a specific S215 Notice giving particular details of works to be undertaken should be served.

RESOLVED – that the Council serve a Section 215 Notice to require the works as set out as follows:

- (i) Remove all bent, bowed or damaged boarding and any boarding that does not fully cover the opening behind it. Replace boarding so removed with new marine exterior quality plywood timber boarding that is cut to the correct size to fill any opening, including to the rear upper elevations of the building and to the workshop building to the rear. Any remaining boarding on which paint is flaking shall be cleaned and in the process flaking paint removed.
- (ii) Prior to repainting, clear and repair (including re-rendering if necessary) all rendered external faces of the building, including all headers and external sills to windows and doors, any visible window frames, any downpipes and guttering, the building plinth, the metalwork to the former sign box including its internal areas, the metal railings and the plinth on which they stand, and the parapet roof capping.
- (iii) On completion of steps (i) and (ii) repaint all new and remaining timber boarding, all rendered areas and all headers and sills to windows and doors, all the metalwork to the former sign box including its internal areas and the plinth on which the metal railings stand in white with at least two coats of exterior grade paint. Repaint the building plinth, metal railings, downpipes and guttering in black with at least 2 coats of exterior grade paint.
- (iv) Remove all vegetation from all exterior surfaces of the building, from the hard surfaces areas surrounding the building and from the brick planter. Thereafter maintain the exterior surfaces of the building and the hard surfaced areas surrounding the building free from vegetation. Thereafter maintain the brick planter from weeds and grass.

OR as an alternative to the requirements of (i) to (iv) above:

Demolish the entire building excluding any areas of ground level hard surfacing whether currently on the interior or exterior of the building. Remove all material from the site. Remove all vegetation from the remaining hard surfaced areas and maintain thereafter the exterior surfaces including any hard surfaced areas free from vegetation. Make good the surface of the site.

to be undertaken and completed in full within 4 months of the date of the Notice.

Rising: 9.07 p.m.

APPENDIX 'A'

PLANNING COMMITTEE – 26TH JULY 2012 - MINUTES				
ITEM NO.	APPLICATION NO.	SITE ADDRESS	APPLICATION DETAILS	DECISIONS
1	2012/200	Land at Fairview Industrial Estate, Holland Road, Hurst Green	Demolition of existing buildings. Erection of two and a half and three and a half storey buildings comprising 109 x 2, 3, and 4 bedroom houses and 63 x 1 and 2 bedroom apartments (total 172 units); retention of 2 x existing accesses onto Holland Road and formation of new internal estate roads; associated garaging and car parking, provision of open space and associated landscaping and tree planting.	WITHDRAWN
2	2012/182	The Old Works, Church Walk, Bletchingley RH1 4PD	Demolition of existing buildings. Erection of terrace of 4 comprising 3 x 2 bed & 1 x 3 bed, 8 parking spaces together with associated access and landscaping.	PERMIT
3.	2012/762	Former Marie Curie Research Facility, Trevereax Hill, Limpsfield RH8 0TL	Demolition of west, north and east sections of main building and outbuildings. Conversion of main building to provide six apartments (4 x 3 bed and 2 x 2 bed) with associated outbuildings. Erection of (three-bed detached dwellings with associated garaging.	PERMIT
4.	2012/578	1 Park Lane, Warlingham CR6 9BY (Formerly land to r/o 55 Farleigh Road)	Variation of Condition 12 and Condition 7 on permission 2009/1519 dated 12th February 2011 to allow general alterations to the dwelling including the provision of a dormer window to the front and three roof lights to south roof slope. Together with the re-instatement of the ground on the west and associated landscaping.	PERMIT
5.	2012/478	Lingfield Notre Dame Senior School, St. Piers Lane, Lingfield RH7 6PH	Erection of first floor extension over classroom building to provide 6th form facilities, with 2 x 2 storey extensions to provide staircase and lift access to first floor.	PERMIT SUBJECT TO DEPARTURE PROCEDURE AND S106

6.	2012/669	East Barn Ridge, Coopers Hill Road, South Nutfield	Sub-division of dwelling to create 1 x 3 bed dwelling.	PERMIT
7.	2012/721/TPO	Norrlands, Lake View Road, Dormans Park RH19 2LS	TPO 5 (T) – Fell 2 Oak and 1 Beech. Reduce canopy of 1 twin stemmed Oak by up to 3 metres in lateral branch length and height.	PERMIT

THE DISTRICT COUNCIL OF TANDRIDGE

PLANNING COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 23rd August 2012.

PRESENT: Councillor Mrs. Black (Chairman) and Councillors Bond, Cannon, Mrs. Dunbar, Mrs. Ingham, Morrow and Weightman.

ALSO PRESENT: Councillors Ainsworth, Compton and Duck.

87. MINUTES

The Minutes of the meeting held on the 26th July 2012 were confirmed and signed by the Chairman.

COMMITTEE DECISIONS *(Under powers delegated to the Committee)*

88. APPLICATIONS FOR DETERMINATION BY THE COMMITTEE

*** The Committee considered the following applications detailed in Appendix 'A' to the Agenda, a summary of which is attached at Appendix 'A' to these Minutes.

2012/200*, 2012/701*, 2012/879*.

Those plans marked with an asterisk were the subject of views expressed under the public participation arrangements.

RESOLVED – that subject to the following amendments, the recommendations contained in Appendix 'A' to the Agenda be agreed:

2012/200 - AMEND – Condition 11. to read as follows:

11. Details of any external lighting, with the exception of lighting within the curtilages of the dwellings, shall be submitted to and approved by the District Planning Authority in writing prior to any such provision on the site.

ADD – the following Reason to Condition 18.

Reason:

18. In order that the development should not prejudice highway safety nor cause inconvenience to other highway users as required by Policy CSP12 of the Core Strategy DPD and the National Planning Policy Framework.

2012/701 - AMEND – Conditions 3 to read as follows:

Condition:

3. The lights hereby permitted shall not be illuminated between the hours of 7.00 p.m. and 8.00 a.m.

2012/879 - ADD – the following Conditions and Informative:

Condition:

10. The mixed residential and business use of the space within the live/work units hereby permitted shall not be otherwise than in accordance with the details shown on drawing UGF/P2/02. No subdivision of the floorspace shall take place without the written permission of the local planning authority. The occupation of the residential part of the units shall be limited to a person solely or mainly working in the business part of the unit, and to any resident dependants. The workspace shall be used for business purposes within Class B1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) and for no other purpose.

Reason:

10. To ensure that the proposed dwellings are occupied only in accordance with the special circumstances of this case and the District Planning Authority's policy for the protection of the Metropolitan Green Belt and rural areas is not prejudiced, in accordance with Policy CSP1 of the Core Strategy and Policy RE2 of the Tandridge District Local Plan 2001.

Condition:

11. Before any works are commenced, the buildings numbered 1 to 8 and the smaller ancillary buildings, together with the existing hard surfacing shown to be demolished as part of this development on plan No. UGF/P2/03 dated June 2012, shall be demolished and all materials and rubble arising there from, shall be permanently removed from the site in accordance with a method statement to be agreed in writing with the Local Planning Authority.

Reason:

11. To ensure that the proposed dwellings are provided only in accordance with the special circumstances of this case and the District Planning Authority's policy for the protection of the Metropolitan Green Belt and rural areas is not prejudiced, in accordance with Policy CSP1 of the Core Strategy and Policy RE2 of the Tandridge District Local Plan 2001.

Condition:

12. The residential curtilage of the live/work units hereby permitted shall be restricted to the area inside the green boundary treatment line as annotated new trees and planting on drawing number UGF/P2/01 received on 25th June 2012.

Reason:

12. To ensure the protection of the Metropolitan Green Belt and rural areas is not prejudiced, in accordance with Policy CSP1 of the Core Strategy and Policy RE2 of the Tandridge District Local Plan 2001.

Informative:

6. The applicant is advised that Public Footpath Number 231 runs along the track on the eastern side of the application site and has a definitive width of 10 feet. The applicants are to consult with the Countryside Access Officer to determine the boundary of the right of way and to agree the boundary treatment before carrying out any fencing or planting.

The permission hereby granted does not authorise the obstruction or interference with a public right of way. All public rights of way must be kept open at all times, allowing the public safe and unhindered access. Nothing is to be stored/parked on or near to a public right of way so as to restrict the available width or endanger the public.

89. TREE PRESERVATION ORDER NO. 9 2012 (TANDRIDGE) – LAND NORTH OF WHITE LODGE & REAR OF WHITE LODGE AND TYNWARD, PARK VIEW ROAD, WOLDINGHAM

Members considered a report on whether to confirm or otherwise the above Tree Preservation Order (TPO).

An area classification or 'blanket' TPO was made in response to the implementation of a tree clearance program on the site which, according to the owner, was designed to allow vehicular access for the purposes of Japanese Knotweed clearance as a precursor to a potential development proposal.

Following the service of the TPO a meeting was held with the owners of the site to discuss the issues surrounding the tree felling. Following this meeting the owners were advised to seek pre-application advice in order to ascertain the development potential of the site.

A tree works application was subsequently received which sought to fell areas of saplings, 2 Corsican Pine and 1 Sycamore for the purposes of allowing access for machinery, designed to excavate and screen the soil on site in order to eradicate the Japanese Knotweed. This application was refused as the works were deemed to be detrimental to amenity and unnecessary for the purposes of Japanese Knotweed clearance, considering alternative methods were available, which did not require the felling of trees.

The proposed modified TPO consisted of 1 area of mixed species/age trees (A1 of the modified plan), which are considered to contribute collectively to the wooded character of the hillside; 6 individual trees comprising 5 Yew and 1 Corsican Pine (T1 – TF, and 1 cohesive group of 2 Corsican Pine (G1). The individual trees, and those with G1, being of suitable condition and considered important trees in their own right to distinguish from the trees within A1.

The trees selected for protection within the modified TPO were considered to be of suitable condition and amenity value to preserve for the long-term public benefit, particularly in the light of the potential for future development proposals.

An objection to the making of the Order had been received from the owner of the trees.

Representations from a supporter of the TPO had been presented at the meeting.

RESOLVED – that the Order be confirmed subject to the proposed modifications.

Rising: 9.00 p.m.

APPENDIX 'A'

PLANNING COMMITTEE – 23RD AUGUST 2012 - MINUTES				
ITEM NO.	APPLICATION NO.	SITE ADDRESS	APPLICATION DETAILS	DECISIONS
1.	2012/200	Land at Fairview Industrial Estate, Holland Road, Hurst Green	Demolition of existing buildings. Erection of two and a half and three and a half storey buildings comprising 109 x 2, 3, and 4 bedroom houses and 63 x 1 and 2 bedroom apartments (total 172 units); retention of 2 x existing accesses onto Holland Road and formation of new internal estate roads; associated garaging and car parking, provision of open space and associated landscaping and tree planting.	PERMIT SUBJECT TO 106 AGREEMENT
2.	2012/701	Caterham School, Harestone Valley Road, Caterham CR3 6YA	Erection of 6 x 13m high floodlights serving all weather sports pitch.	PERMIT
3.	2012/879	Upper Gincox Farm, Popes Lane, Oxted RH8 9PL	Demolition of existing commercial buildings and erection of 2 live work units with associated parking provision.	PERMIT

THE DISTRICT COUNCIL OF TANDRIDGE

PLANNING POLICY COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on 6th September 2012.

PRESENT: Councillors Weightman (Chairman), Cooley (Vice-Chairman), Mrs. Black, Bond, Caudle, Harwood, Keenan, Pannett, Mrs. Steeds and Sydney.

ALSO PRESENT: Councillors Duck and Mrs. Webster.

90. MINUTES

The Minutes of the meeting held on 7th June 2012 were confirmed and signed by the Chairman.

COUNCIL DECISION *(Subject to ratification by Council)*

91. AMENDMENTS TO COMMITTEE TERMS OF REFERENCE

Members considered proposed revisions to the Committee's Terms of Reference and delegation to Officers, particularly in respect of responses to consultations and amendments to the Local Validation Requirements (LVR). The Committee was also requested to confirm that the administration of the LVR and associated documents should be regarded as a matter of day to day service management.

RECOMMENDED - that

- A. subject to the Chairman of the Committee being advised of the actions concerned, delegated authority be given to the Chief Planning Officer to agree amendments to the Local Validation Requirements and associated documents; and to publish these on the Council's website;
- B. the Local Validation Requirements be used flexibly to ensure that information requirements for individual planning applications remain proportionate and that this function be confirmed as being a day to day management matter;
- C. paragraph 3 (viii) of the Planning Policy Committee's Terms of Reference be amended to read as follows:

"Responses to consultations from the government, other authorities, external agencies and other bodies, including transportation related consultations, where they would have a significant impact on the delivery of the Local Plan or on the District's environment."

and delete provision 3 (ix) with consequential renumbering; and

- D. paragraph 4A be amended to also refer to the Chief Planning Officer.

COMMITTEE DECISIONS *(Under powers delegated to the Committee)*

92. ADOPTION OF REVISED LOCAL VALIDATION LIST (Minute 89 (11/12))

Section 62(3) of the Town and Country Planning Act 1990 gave local authorities a very broad power to require that applications for planning permission in their area must include:

- such particulars as they think necessary; and
- such evidence in support of anything in, or relating to, the application as they think necessary.

Following agreement of the current Local Validation List by Members for implementation on the 1st November 2011, the Government wished Local Validation Requirements (LVRs) to be kept under review in order to remain proportionate.

Some of the drivers for the existing LVR were based on guidance contained within Planning Policy Statements, many of which had been superseded by the National Planning Policy Framework. It was therefore necessary to review the LVR to ensure that the information requirements were compatible with current policy. Other revisions were suggested to improve the clarity and operation of the List, both for the Council and for those submitting planning applications. These included amendments to some of the thresholds for submission of information and a number of additions to the List, including the requirement for full detailed landscaping schemes in respect of development within the Harestone Valley Design Guidance area and in areas designated as Wooded Hillides.

RESOLVED - that

- A. the amended Local List with accompanying documents and checklists of information required to validate planning applications (excluding householder applications) be approved as set out in Appendix 'A' to the Agenda; and
- B. the revised list should come into effect immediately on publication on the Council's website.

93. COMMUNITY INFRASTRUCTURE LEVY (Minute 26)

A progress report regarding the introduction of a Community Infrastructure Levy (CIL) for Tandridge was submitted. The purpose of such a Levy would be to pool money to fund infrastructure required to support the delivery of new development. The report included a proposed Infrastructure Delivery Schedule (IDS) which:

- (i) set out local infrastructure requirements;
- (ii) identified what current sources of funding may exist; and
- (iii) identified the funding gap, arising from (i) and (ii) above, which could be made up partly or wholly from CIL receipts.

As such, the IDS formed an essential part of the CIL evidence base. It would also provide the basis for establishing a schedule of charges to be applied to new developments. The Charging Schedule had to be based on the viability of development and had to be tested at an Examination in Public to ensure it did not unduly restrict the delivery of development.

As agreed at the previous meeting, Officers had continued to engage with infrastructure providers to assess needs with a view to introducing a CIL as soon as possible. The IDS remained a living document capable of being updated as the CIL charging schedule is developed. In addition to the production of the IDS, a CIL viability assessment project brief had been sent out to a number of consultants who specialised in development viability appraisals.

Following consideration and discussion, Members requested the following amendments to the text of the Infrastructure Delivery Schedule:

1. After paragraph 5.27

Conclusions – amend to read:

CIL monies will help fund projects for cycle initiatives such as the provision of cycle parking at railway stations, local libraries and town/village centres.

2. After paragraph 7.26

Conclusions – amend first sentence to read:

With an increasing number of elderly residents there will be more pressure on care provision to help elderly people to live independently, there is likely to be a continuing demand for new sheltered housing, an identified need for 162 units of Extra Care Housing and 39 units for people with dementia.

3. After paragraph 11.12

Conclusions – amend first and third sentences to read:

Thames Water – do not consider that the level of development proposed within Tandridge differs significantly from that which their investment programme for the current five year funding period is based; however, this only runs to 2015.

Therefore, it is not envisaged that the level of development proposed in Tandridge will require any additional strategic infrastructure to be provided in the immediate future.

4. After paragraph 12.6

Conclusions – amend to read:

Surrey County Council is currently looking for suitable site(s) to relocate the civic amenity sites. It is estimated that a new Civic Recycling Centre will cost around £2million.

Changes to Table 7 of Infrastructure Delivery Schedule:

Caterham Parking Strategy – amend requirement to “Plan for additional commuter parking.”

RESOLVED - that

- A. the Tandridge District Infrastructure Delivery Schedule, as attached as Appendix ‘C’ to the Agenda (to be amended to reflect the changes above), be endorsed;
- B. the proposed timetable for the production of the Community Infrastructure Levy (CIL) Charging Schedule, as attached at Appendix ‘A’ to these minutes, be agreed; and
- C. consultants be appointed to advise on the viability assessment of CIL and a future affordable housing policy.

94. PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT (Minute 211(11/12))

A report was submitted outlining the results of the public consultation on the draft Parking Standards Supplementary Planning Document (SPD) agreed by Committee at its 1st March 2012 meeting. The public consultation had run for six weeks between March and May 2012. This had generated 30 responses from various sources, namely individuals, community groups, Parish Councils, agents/consultants, developers and statutory bodies.

Whilst there was support for the proposed standards (particularly from local residents, community groups and Parish Councils; some of whom wanted standards to be higher) there were adverse comments from developers and agents/consultants.

Consideration was given to the consultation feedback and proposed responses. A revised version of the SPD was recommended for adoption, incorporating the amendments summarised at Appendix 'B' to these minutes.

After consideration Members requested the following amendments to the SPD:

Amend paragraph 5.1 to read:

5.1 Residential

For residential development the standards define the level that will be required to be provided to meet the needs of the development (with the exception of sheltered accommodation, which is covered in the next paragraph). Good design is essential if parking is to work. For example poorly located parking courts will not be used if people feel they are not safe or they are too far from the dwelling to be convenient, for example when unloading shopping. Parking courts may actually result in a wasteful use of land compared with spaces accessed directly from or forming part of a street.

Add additional paragraph 5.1.1 to read:

- 5.1.1 Whilst standards for sheltered accommodation are expressed as a maximum, parking provision will still need to meet the needs of the development. Provision significantly below the suggested level will need to be justified on a case by case basis.

RESOLVED - that

- A. the responses to the comments set out at Appendix 'D' to the Agenda be agreed;
- B. the Parking Standards set out at Appendix 'E' to the Agenda (to be amended to reflect the changes above) be adopted as a Supplementary Planning Document and replace Appendix '4' of the Tandridge District Local Plan 2001; and
- C. the Supplementary Planning Document be published for sale at £2.00 a copy (free via web site).

95. NEW OPPORTUNITIES FOR SUSTAINABLE DEVELOPMENT AND GROWTH THROUGH THE REUSE OF EXISTING BUILDINGS – A GOVERNMENT CONSULTATION

Consideration was given to a Government consultation regarding proposals to amend the Town and Country Planning (General Permitted Development) Order 1987 (as amended) and to agree a response. The Government's objective was to contribute to sustainable development by making best use of existing buildings. It considered that the proposals would also help bring empty and redundant buildings back into productive use, promote brown field regeneration, help build more homes, support local high streets and secure jobs in the rural economy. The Council's views were sought on a range of issues in connection with this and a response was agreed on the following basis:

- The proposal to enable change of use from agriculture to other classes (through permitted development rights) does not adequately define 'acceptable' or 'high-impact' change. This would require a split to the existing uses classes as well as size thresholds. Even with these constraints it is considered that many farm buildings are too large and/or in unacceptable locations for alternative uses without having a detrimental impact. The consultation impact assessment over plays any resource benefits to Local Planning Authorities (LPAs).

- It would not be necessary to change the size threshold limit for changes of use between Class B1 and Class B8 without the need for planning permission.
- Permitted development rights to enable alternative temporary uses, without the need for planning permission, would undermine the objectives of policies within the Council's Local Plan for the protection of retail function within our town centres. There are other methods available for LPAs. The suggested prior notification procedure, whilst necessary if this proposal were to go ahead, is ill conceived in terms of the policy objectives because it relies on users knowing the use class of their business. The proposals would have a resourcing implication and would further complicate the planning process.
- Permitted development rights to allow hotels to change to residential use could hamper the delivery of Local Plan objectives. Whilst not a significant issue for Tandridge, there are various privately run businesses running small scale boarding and hotel accommodation to meet local needs and larger chain hotels providing specific accommodation related to travel or supporting recreational facilities. Amenity provision for boarding houses/hotels can be entirely different from that necessary to support residential properties. The Government's suggestion of using Article 4 Directions to remove such permitted development rights would be unwieldy and risks triggering compensation claims.
- There are several currently popular uses that cause delays to businesses due to lack of certainty about the appropriate use class and the Government is urged to consider making suitable amendments.

RESOLVED – that the response as set out in Appendix 'G' to the Agenda be sent to the Department of Communities and Local Government.

96. MONITORING OF PERFORMANCE INDICATORS

Members considered a report detailing the performance levels of services provided by this Committee against previously agreed targets.

RESOLVED – that

- A. the performance information and Officer comment, attached at Appendix 'H' to the Agenda be noted; and
- B. information/statistics regarding Appeal Decisions in respect of decisions made by the Planning Committee be made available to Members as part of the twice yearly monitoring reports to Committee.

Rising: 9.37 p.m.

The Council's programme for the introduction of a Community Infrastructure Levy

Infrastructure Delivery Schedule	September 2012
Consultants carry out viability assessment	September 2012 - December 2012
Finalise Preliminary Charging Schedule (Planning Policy Committee 28/2/13 - TBC)	February 2013
Consultation on Preliminary Charging Schedule (Regulation 15)	March 2013 – April 2013
Consideration of comments and approval of draft Charging Schedule (Planning Policy Committee 6/6/13 - TBC)	June 2013
Publication of draft Charging Schedule (Regulation 16)	July 2013
Representations on Charging Schedule (Regulation 17)	July 2013 - August 2013
Consultants carry out any required updates on the viability assessment	September 2013
Submission of the Charging Schedule to an independent examiner (Regulation 19 (1))	September 2013
Examination into the Charging Schedule	January 2014
Adoption of the Charging Schedule	April 2014

Summary of main changes to the Parking Standards Supplementary Planning document

Amendment	Reason for amendment
Text of SPD	
Some background information deleted	Not required in adopted version
Updates policy references	To take account of NPPF
Makes clear that area based standards are not appropriate to the Tandridge context	Comments made that SPD not in conformity with NPPF which requires accessibility to be taken into account
Makes clear that public transport is not sufficient to justify lower standards in Tandridge context	Comments made that SPD not in conformity with NPPF which requires availability of public transport to be taken into account
Text added to say that controlled parking zones are not an adequate mitigation for inadequate parking in Tandridge context	Comments made that CPZs are a tool to help parking problems
Makes clear that sheltered accommodation are maximums or for individual assessment	Unclear in draft (will be consistent with 2001 LP)
Text added to show that other objectives such as bringing upper floors into use might justify flexible parking solutions when considering conversions	Comments made that other objectives may need to be taken into account
Alternative garage size suggested - (wider but not so long)	To provide an option for developers
Added text to encourage electric garage door openers	To provide additional guidance
Makes it clear that minimum garage size only applies to single garage or one garage where more than one is provided	Comments made that application to all garages unnecessary
Makes it clear that developers can provide below the required garage size - but they will not be counted as a space	For clarity
Proposed increased car parking bay sizes deleted and current standard to be maintained - except for driveways in front of garages to be 5.5m long.	Indications are that whilst car sizes have increased the overall proportions remain low and additional hard surfacing required would be excessive to meet this partial requirement.
Additional visitor parking requirement removed but text to make clear that where on-street parking is provided the adequate widths are required and that a design-led solution is required with 'legible' spaces clearly identified.	Provided adequate parking provided overall, visitor parking can be accommodated on-street or in bays provided as 'legible' space in accordance with specific numbers for particular dwelling types/sizes.
Makes clear that lorry parking are maximums or for individual assessment	Unclear in draft
Disabled persons parking bays size to be reduced and to match Building Regulations - clearance areas added	For consistency with other requirements
Additional text on Lifetime Homes	To provided added guidance
Additional text to make clear surveillance is particularly important for parking courts	To improve guidance

Tables	
Retail and cash and carry lorry spaces - maximums retained but also option of individual assessment	To give flexibility
Makes clear sheltered accommodation are maximums or for individual assessment	For clarity
Theatres removed from Class D2 - moved to Sui Generis and standards added	For accuracy and in response to comments from Theatres Trust
Flats - unallocated spaces to be the preferred solution	Unallocated spaces allow more flexibility and balance between those occupiers with one vehicle and those with two.
1 bedroom houses - alternative arrangement of 1.5 spaces unallocated added	As small dwellings they may be served by parking courts - the change allows flexibility
2 bedroom houses - alternative arrangement of 1.5 spaces unallocated added	As small dwellings they may be served by parking courts - the change allows flexibility
5 and 6 bedroom houses - standard reduced be the same as for 4 bedroom houses	Whilst additional bedrooms may result in additional residents with cars the draft figures were excessive.
Reference to spaces being independently accessible (i.e. not tandem) removed	The loss of on-street parking which is a resource for all has been balanced against operational improvement gained from independently accessible spaces. On balance on-street parking resource more important.
General comment about increased provision being possible removed from text (and tables)	This added no value as it provided no specific guidance on when or by how much - better solution is to define clearly the numbers required.
'Blanket' visitor parking requirement removed and specific guidance for particular dwelling types/sizes added with reference to the provision of 'legible' spaces and a design-led and flexible approach	Provided adequate parking provided overall, visitor parking can be accommodated on-street or in bays provided as 'legible' space in accordance with specific numbers for particular dwelling types/sizes.
Cycle parking for theatres added	For clarity and completeness.

THE DISTRICT COUNCIL OF TANDRIDGE

COMMUNITY SERVICES COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 13th September 2012.

PRESENT: Councillor Elias (Chairman), and Councillors Bangs, Childs, Dempsey, Gosling, Pursehouse, Mrs Vickers and Wall.

ALSO PRESENT: Councillor Mrs. Black.

97. MINUTES

The Minutes of the meeting held on the 14th June 2012 were confirmed and signed by the Chairman.

98. EXCLUSION OF THE PUBLIC

RESOLVED - that, pursuant to Section 100A (4) of the Local Government Act 1972 (as amended) members of the press and public be excluded from the meeting during consideration of the under mentioned Minute on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in the paragraph detailed below of Part 1 of Schedule 12A of the Act; and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute No.	Nature of Exempt Information
103	Paragraph 3

COUNCIL DECISIONS
(Subject to ratification by Council)

99. STREET TRADING – FARMERS’ AND OTHER TEMPORARY MARKETS (Minutes 508 (87/88), 627 (88/89) and 247 (09/10))

A report was presented which explained the merits of amending the Council’s street trading policy in order to regulate farmers’ markets and similar temporary market events in the District which were organised on a commercial basis.

The Committee considered that a maximum of five consents per annum to any individual applicant, as proposed within the report, would be too restrictive. Instead, Members were of the opinion that individuals should have the opportunity to operate such markets on a monthly basis in any one Parish. It was also deemed appropriate to reinforce the effect of planning regulations on the use of specific sites for markets during the course of a calendar year. It was therefore accepted that the recommendations within the report should be amended accordingly.

RECOMMENDED – that

- A. the existing street trading policy be amended to take account of farmers' markets and other similar temporary markets which are:
- (i) organised on a commercial basis (as opposed to a 'not for profit' or charitable purpose); and
 - (ii) in areas to which the public have access without payment;
- B. subject to the following caveats, consents be issued to farmers' market operators or temporary market operators:
- (i) applications must be received at least one month and one day before each event;
 - (ii) a prescribed fee (initially £200 per day) be paid with each application;
 - (iii) applicants must keep a written or electronic record of each stall operator's name, business or trading name, postal address, contact telephone numbers and email address (where applicable) and a description of the goods sold for each trader attending the event (such information to be made available to the Council or its Officers immediately on request);
 - (iv) no consent be issued for events exceeding three days duration;
 - (v) no more than twelve consents a year be issued per individual per Parish, this to be reviewed after one year in light of any significant impact upon other local businesses;
 - (vi) on open land, subject to the existence of an Article 4 Direction, the maximum number of market days be restricted in line with the Town and Country Planning (General Permitted Development) Order 1995 Part 4 Class B, namely fourteen days per calendar year for the purpose of holding a market;
 - (vii) any structures such as stalls etc. shall be removed and the site left clean and tidy within three hours of the termination of the event in respect of which the consent has been issued, except where a longer period has been agreed by the Council in writing;
- C. the fee referred to in B(ii) above be reviewed in light of experience and annually during the budget cycle of meetings; and
- D. Parish Councils and other owners of potential market sites be informed of the above.

100. POTENTIAL SCHEME TO ENABLE THE USE OF MOTORCYCLES AS PRIVATE HIRE VEHICLES – LICENSING AND FINANCIAL IMPLICATIONS

The Council had received a request for a licence to be issued to enable a motorcycle to operate as a private hire vehicle. In light of this, it was considered appropriate for the Council's licensing regime to be extended to include motorcycles. Proposed arrangements to facilitate this were therefore considered.

RECOMMENDED – that

- A. subject to the outcome of the consultation process required by Section 70 (2) of the Local Government (Miscellaneous Provisions) Act 1976:
- (i) motor cycle private hire operator's and private hire driver's licences be introduced as soon as practicable;
 - *** (ii) charges in connection with (i) above be in accordance with Appendix 'A', such charges to be reviewed annually as part of the budget process;
- B. applicants for a motorcycle private hire operator's and/or driver's licence be required to:
- (i) complete an enhanced Criminal Records Bureau disclosure application;
 - (ii) pass the Council's local knowledge test;
 - (iii) complete all required application forms; and
 - (iv) satisfy the Motorcycle Private Hire Vehicle Conditions for the vehicle, rider and operator as appropriate (as may be amended from time to time) as set out in Appendix 'A' to the Agenda, subject to an additional clause requiring riders to clearly identify themselves to passengers before journeys commence; and
- C. in the event of objections being received in respect of the consultation referred to in A. above, a report be submitted to a future meeting to enable the Committee to reconsider the matter.

COMMITTEE DECISIONS ***(Under powers delegated to the Committee)***

101. WASTE AND RECYCLING SERVICE CHANGE – PROGRESS REPORT – SEPTEMBER 2012

A report was submitted to update the Committee on progress towards implementing the new waste and recycling collection service regime with effect from October 2012. The report included information about:

- communications initiatives (i.e. those undertaken to date and others scheduled for the future, including a press briefing which had taken place immediately before the meeting and a launch event planned for the 17th September 2012 at Limpsfield Infant School);

- the provision of containers and collection calendars in readiness for new service;
- progress with establishing collection methods and container solutions at flats; and
- the results of market research surveys including:
 - confirmation that awareness of the new service had increased; and
 - analysis of residents' views about recycling and waste.

Officers responded to a range of questions and comments from Members arising from the report.

RESOLVED – that the report be noted.

102. MONITORING OF PERFORMANCE INDICATORS

Members considered a report on performance levels of services provided by the Committee against previously agreed targets.

RESOLVED – that the performance information and Officer comment, attached at Appendix 'B' to the Agenda, be noted.

103. CONTRACT FOR THE PROVISION OF GROUNDS MAINTENANCE SERVICES AT COUNCIL HOUSING SITES AND PARKS & OPEN SPACES (Minute 63 (10/11))

The current contract for this service was provided by Continental Landscapes and was due to expire on 28th February 2013. Tenders had been sought via Improvement and Efficiency Social Enterprise's (IESE) procurement framework. However, it had become apparent that this process may not achieve a suitably competitive outcome for the Council. A contingency arrangement was therefore suggested to protect the Council's interests.

Given that the contract covered Council owned housing sites (as well as parks and open spaces which fell under the remit of Community Services) this matter was also due to be considered by the Housing Committee on 4th October 2012.

RESOLVED – that, subject to the views of the Housing Committee, in the event of tenders being returned which do not demonstrate value for money, the Council:

- (i) negotiates and awards an interim twelve month contract to Continental Landscapes for the period 1st March 2013 to 28th February 2014; and
- (ii) advertises the opportunity to tender for a longer term contract thereafter in the Official Journal of the European Union using the restricted procedure.

Rising: 9.02 p.m.

APPENDIX 'A'

APPENDIX 'A'

**Proposed charges in connection with the issue of
motor cycle private hire operator's and private hire driver's licences**

Criminal Records Bureau check	£44
Knowledge test	£63
Subsequent tests	£34 each
Driving Standards Agency test (where applicable)	£79.66 per test
Medical carried out by an applicant's own GP	variable
Driving / Vehicle License Authority check	£5
Passport check	Free of charge
Missed appointments	£20
Private Hire driver's badge (motorcycle)	£60
Private Hire vehicle (motorcycle)	£152 (66% of £230)
Private Hire Operator's Licence (motorcycle)	£116 (1-5 vehicles) £189 (6-15 vehicles)
Change of vehicle during the plating year	£55
Replacement vehicle (motorcycle) plates	£16
Replacement driver's badge	£6

THE DISTRICT COUNCIL OF TANDRIDGE

PLANNING COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 20th September 2012.

PRESENT: Councillor Mrs. Black (Chairman), Councillor Harwood (Vice-Chairman) and Councillors Bangs, Bond, Cannon, Mrs. Dunbar, Mrs. Ingham and Weightman.

ALSO PRESENT: Councillor Duck.

104. MINUTES

The Minutes of the meeting held on the 23rd August 2012 were confirmed and signed by the Chairman.

COUNCIL DECISION
(Subject to ratification by Council)

105. 27 CAREYS WOOD, SMALLFIELD RH6 9PA

The Committee considered a proposal for the erection of a single storey rear extension on the above Council owned property. The key issue related to the impact on the amenities of neighbouring properties and character of the area. Due to the position of the extension, its impact upon the neighbouring properties and the site topography, the proposal would not result in any adverse impact on the amenities of neighbouring occupiers nor would the proposal have a detrimental impact upon the character and appearance of the building and surrounding area.

RECOMMENDED – that pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992, deemed planning permission be granted subject to the following reason, conditions and informatives:

Reason:

The development has been assessed against The South East Plan 2009, Tandridge District Local Plan 2001 Policies BE1 and BE2, Core Strategy DPD 2008 Policy CSP18 and material considerations. It has been concluded that the development, subject to the conditions imposed, would accord with the development plan and there are no other material considerations to justify a refusal of permission.

Conditions:

1. The development hereby permitted shall be begun not later than the expiration of 3 years from the date of this permission.
2. This decision refers to drawings numbered 12053/1, 12053/2 and the red edged site plan received on 25th June 2012. It also refers to drawings numbered 12006/3B and 12006/5 received on 21st August 2012. The development shall be carried out in accordance with these approved drawings. There shall be no variations from these approved drawings.
3. The development hereby permitted shall be constructed in external materials to match those used in the existing dwelling.
4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that

Order with or without modification) no windows shall be inserted in the east flank elevation of the extension hereby permitted.

The reasons for the imposition of the above conditions are:

1. To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
2. To ensure that the scheme proceeds as set out in the planning application and therefore remains in accordance with the Development Plan.
3. To ensure that the new works harmonise with the existing dwelling to accord with Policy BE1 of the Tandridge District Local Plan 2001 and Policy CSP18 of the Core Strategy DPD 2008.
4. To protect the amenities and privacy of the adjoining properties in accordance with Policy BE1 of the Tandridge District Local Plan 2001 and Policy CSP18 of the Core Strategy DPD 2008.

Informatives:

1. Condition 2 refers to the drawings hereby approved. Non-material amendments can be made under the provisions of Section 96A of the Town and Country Planning Act 1990 and you should contact the case officer to discuss whether a proposed amendment is likely to be non-material. Minor material amendments will require an application to vary the Condition 2 of this permission. Such an application would be made under the provisions of Section 73 of the Town and Country Planning Act 1990. Major material amendments will require a new planning application. You should discuss whether your material amendment is minor or major with the case officer. Fees may be payable for non-material and material amendment requests. Details of the current fee can be found on the Council's website.
2. The provisions of The Party Wall Act etc. 1996 may be applicable and relates to work on an existing wall shared with another property; building on the boundary with a neighbouring property; or excavating near a neighbouring building. Details of your obligations can be made available on request from the Building Control Section (01883 732871).

COMMITTEE DECISIONS
(Under powers delegated to the Committee)

106. APPLICATIONS FOR DETERMINATION BY THE COMMITTEE

*** The Committee considered the following applications detailed in Appendix 'A' to the Agenda, a summary of which is attached at Appendix 'A' to these Minutes.

2012/920 (as reported above), 2012/1025, 2012/1070.

RESOLVED – that subject to the following amendments, the recommendations contained in Appendix 'A' to the Agenda be agreed:

2012/920 - AMEND – the Recommendation to read:

PERMIT - SUBJECT TO DETERMINATION BY FULL COUNCIL.

Rising: 7.57 p.m.

APPENDIX 'A'

APPENDIX 'A'

PLANNING COMMITTEE – 20TH SEPTEMBER 2012 - MINUTES				
ITEM NO.	APPLICATION NO.	SITE ADDRESS	APPLICATION DETAILS	DECISIONS
1.	2012/920	27 Careys Wood, Smallfield RH6 9PA	Erection of extension and ramp access.	PERMIT SUBJECT TO DETERMINATION BY FULL COUNCIL
2.	2012/1025	The Haven, Kemsley Road, Tatsfield TN16 2BH	Erection of single storey rear extension.	REFUSE
3.	2012/1070	39 Gordons Way, Oxted RH8 0NA	Erection of single storey extension to front elevation and conversion of garage to habitable ancillary accommodation.	PERMIT

APPENDIX 'A'

THE DISTRICT COUNCIL OF TANDRIDGE

RESOURCES COMMITTEE

Minutes and Report to Council of a special meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 25th September 2012.

PRESENT: Councillors Fisher (Chairman), Ainsworth (Vice Chairman) and Councillors Botten, Compton, Cooley, Gascoigne, Pannett, Pursehouse and Stead.

ALSO PRESENT: Councillors Duck and Mrs. Dunbar.

107. MINUTES

The Minutes of the meeting held on the 21st June 2012 were confirmed and signed by the Chairman.

108. EXCLUSION OF THE PUBLIC

RESOLVED - that, pursuant to Section 100A (4) of the Local Government Act 1972 (as amended) members of the press and public be excluded from the meeting during consideration of the under mentioned Minute on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in the paragraphs detailed below of Part 1 of Schedule 12A to the Act; and
- (ii) for the item, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute No.	Nature of Exempt Information
112	Paragraphs 3 and 4

COMMITTEE DECISIONS

(Under powers delegated to the Committee)

109. LOCAL COUNCIL TAX SUPPORT SCHEME – CONSULTATION ARRANGEMENTS (Minute 43)

As discussed at the Committee's previous meeting, the Government would be replacing the current uniform Council Tax Benefit (CTB) system with localised financial support schemes to be designed and administered by each 'collection authority' (e.g. District / Borough Councils) from 1st April 2013. At present, nearly all associated Council expenditure was refunded under the Government's existing subsidy arrangements. However, the new Local Council Tax Support grant would be capped at 90% of estimated eligible CTB expenditure for 2013/14. This presented an estimated total savings requirement of over £900,000, of which in excess of £120,000 would fall directly upon the District Council.

A report was considered which:

- (i) presented three outline Scheme options as follows:

- Option A: maintain the current level of CTB with compensating savings being made elsewhere within the Council's budgets to offset the shortfall in government grant;
 - Option B: achieve the required savings by reducing the level of benefit / support given to eligible claimants; and
 - Option C: achieve most of the required savings by reducing / withdrawing certain exemptions / discounts available to some classes of Council Tax payer;
- (ii) explained that the County Council and Surrey Police Authority (as the 'major preceptors') had already been consulted in connection with the above (an interim response had been received from the SPA, copies of which were tabled at the meeting); and
- (iii) sought the Committee's approval to embark on a consultation process involving:
- a qualitative based exercise, primarily aimed at interested organisations, inviting comments on the various possible approaches; and
 - a quantitative based postal survey seeking the views of a random selection of residents; current benefit recipients; and those in receipt of discounts.

Details of the proposed survey documentation in regarding (iii) above were presented. The report also provided details of financial and risk implications and an Equality Impact Assessment regarding the introduction of a local Scheme.

During the ensuing debate, Members commented on the consultation process and expressed preliminary views on the outline options. It was acknowledged that, at the Committee's next scheduled meeting on 10th January 2013, Members would be required to agree a recommendation to Council regarding the details of the Scheme to be adopted throughout Tandridge from April 2013. In this respect, it was accepted that the adopted Scheme could be a hybrid of the options summarised above.

RESOLVED – that the three potential schemes, as summarised above and detailed in Section 5 of the agenda report, be the subject of public consultation.

110. FINAL ACCOUNTS 2011-12

In accordance with the Accounts and Audit (England) Regulations 2011, the Committee considered the Council's audited accounts for the financial year 2011/12. The Officer report accompanying the accounts highlighted that:

- actual General Fund expenditure was £10,574,700 against an original budget estimate of £10,570,700; and
- actual Housing Revenue Account (HRA) expenditure produced a surplus of £25,000.

The report identified prime variances against original estimates and a summary of the Council's main revenue and capital balances at 31st March 2012 was also presented. Officers responded to questions about certain detailed aspects of the accounts themselves.

RESOLVED – that the Council's Financial Review and Statement of Accounts for 2011/12 be approved.

111. ANNUAL GOVERNANCE STATEMENT

The Council was required to approve such a Statement under the terms of the Accounts and Audit (England) Regulations 2011. A proposed Annual Governance Statement for 2011/12 was therefore submitted which detailed the arrangements for fulfilling various key governance objectives.

RESOLVED – that the proposed Annual Governance Statement for 2011/12 be approved.

REPORT ITEM

112. CHIEF OFFICER APPOINTMENTS SUB-COMMITTEE

The Chairman updated Members on the recruitment of a new Chief Executive, which was being overseen by the Sub-Committee. Emphasis had been placed on ensuring value for money in terms of advertising the vacancy and the subsequent short-listing and selection process. Short-listed candidates would be interviewed during the week of the 22nd October with an appointment being determined by Council on 1st November.

A written report regarding the above would be submitted to the 11th October 2012 meeting.

Rising: 9.02 p.m.

THE DISTRICT COUNCIL OF TANDRIDGE

OVERVIEW & SCRUTINY COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 27th September 2012.

PRESENT: Councillor Compton (Chairman) Councillor Gascoigne (Vice-Chairman) and Councillors Elias, Gosling, Mrs. Marks and Perkins.

ALSO PRESENT: Councillors Duck and Sydney.

IN ATTENDANCE:

For Minute 114 below:

Sergeant Kevin Simpkins (Surrey Police)
Jon Twigg (Surrey County Council, Prevention Manager/Tandridge)
Jane Wilson (Surrey County Council, Team Manager Youth Support Service)
Station Manager Barry Wood (Surrey Fire & Rescue Service)

For Minute 115 below:

Susan Haddrell (Manager, External Auditors – KPMG)

113. MINUTES

The Minutes of the meeting held on the 3rd July 2012 were confirmed and signed by the Chairman.

COUNCIL DECISIONS ***(Subject to ratification by Council)***

114. STATUTORY RESPONSIBILITY OF TANDRIDGE DISTRICT COUNCIL'S OVERVIEW & SCRUTINY COMMITTEE TO SCRUTINISE THE TANDRIDGE COMMUNITY SAFETY PARTNERSHIP

Tandridge District Council's Overview & Scrutiny Committee had a statutory responsibility to scrutinise the Tandridge Community Safety Partnership (CSP). The Council had to fulfil this responsibility once a year. Surrey County Council's Local Committee in Tandridge had also previously undertaken work in reviewing the performance of the CSP annually. This had provided an opportunity for Members (County and District) to raise issues.

The CSP in Tandridge was well established, the core partners being the District Council, County Council, Police Authority, Primary Care Trust, Probation Service and Fire & Rescue Service. The CSP Member representatives were Councillor Mrs. Whittle (District Council) and Councillor Sydney (County Council).

In recognition of this background, Members of the Local Committee and CSP representatives were present for the duration of this item. The principal objective was to jointly review the work of the CSP against the key priorities for action against crime and disorder issues, within the framework of the agreed Strategic Assessment.

Following introductory addresses from both the Chairman of the Committee and Councillor Sydney (in his capacity as the County Council's Chairman of the Local Committee) presentations from partner representatives were given.

Discussion ensued and questions answered, particularly on bringing the meeting forward 6 months so the data / information was more up-to-date and various issues such as:

- Troubled Families
- Unsecured Vehicle Crime Statistics
- Domestic Abuse
- Metal Theft
- Neighbourhood Watch
- Funding for various Projects
- Adult Social Care
- Safe Drive Stay Alive Campaign

were considered.

Members thanked the partners involved for their valuable work and contributions.

RECOMMENDED – that the role, work and priorities of the Tandridge Community Safety Partnership be noted.

115. KPMG – EXTERNAL AUDIT – REPORT TO THOSE CHARGED WITH GOVERNANCE (ISA 260) 2011/12

Susan Haddrell presented the above report containing the key issues identified during the audit of the Council's financial statements for the year ended 31st March 2012, and an assessment of the Authority's arrangements to secure value for money in its use of resources.

The audit had identified two audit adjustments that would decrease the deficit on the provision of services for the year by £17.2 million and increase the net worth of the authority as at 31st March 2012 by £1.4 million. These adjustments had no impact on the Authority's General Fund. Appendix 3 to the report provided a full list of the significant adjusted audit differences.

Other issues reported on were Critical Accounting Matters, Accounts Production / Audit Process and Value for Money.

Susan Haddrell concluded that the Council had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources and anticipated that an unqualified Value for Money opinion would be issued by the 30th September.

RECOMMENDED – that the report, attached at Appendix 'A', be noted.

116. INTERNAL AUDIT (RSM TENON) OPERATION/MONITORING REPORT

Members received a progress report summarising the outcome of work completed to date against the Internal Audit Plan for 2012/13.

Three draft reports had been issued since the last meeting in the areas of:

- Capital Accounting and Fixed Assets
- IT - Application and hosting arrangements review of iTrent

- IT - CIVICA Flair (Environmental Health).

The final report of an additional review agreed at the last meeting of this Committee concerning the Douglas Brunton Centre had been received. This would be reported to Housing Committee on the 4th October and the outcome reported to the next Overview & Scrutiny Committee in January.

*** **RECOMMENDED** – that the progress report, attached at Appendix 'B', be noted.

117. MONITORING OF PERFORMANCE INDICATORS FOR 2012/13

The Committee considered current performance data for 2012/13 in respect of Key Local Performance Indicators (KPIs). Such data was also being presented to the relevant Policy Committees during the present cycle of meetings.

*** **RECOMMENDED** – that the performance to date in respect of KPI's for 2012/13, attached at Appendix 'C', be noted.

COMMITTEE DECISION *(Under powers delegated to the Committee)*

118. ANNUAL GOVERNANCE STATEMENT FOR 2011/12

This Statement described arrangements for fulfilling various governance objectives. It was required to accompany the Council's statement of accounts and had been reported and approved at the special meeting of the Resources Committee on 25th September 2012.

The Statement was, nevertheless, presented for this Committee's consideration.

RESOLVED - that the Council's Annual Governance Statement for 2011/12 be approved.

Rising: 9.02 p.m.



cutting through complexity™

Report to those charged with governance (ISA 260) 2011/12

Tandridge District Council

27 September 2012





Contents

The contacts at KPMG in connection with this report are:

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This report is addressed to the Authority and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. The Audit Commission has issued a document entitled *Statement of Responsibilities of Auditors and Audited Bodies*. This summarises where the responsibilities of auditors begin and end and what is expected from the audited body. We draw your attention to this document which is available on the Audit Commission's website at www.auditcommission.gov.uk.

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Andy Sayers, the appointed engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact Trevor Rees on 0161 246 4000, or by email to trevor.rees@kpmg.co.uk, who is the national contact partner for all of KPMG's work with the Audit Commission. After this, if you are still dissatisfied with how your complaint has been handled you can access the Audit Commission's complaints procedure. Put your complaint in writing to the Complaints Unit Manager, Audit Commission, Westward House, Lime Kiln Close, Stoke Gifford, Bristol, BS34 8SR or by email to complaints@audit-commission.gov.uk. Their telephone number is 0844 798 3131, textphone (minicom) 020 7630 0421.

This report summarises:

- the key issues identified during our audit of Tandridge District Council's ('the Authority's) financial statements for the year ended 31 March 2012; and
- our assessment of the Authority's arrangements to secure value for money (VFM) in its use of resources.

Financial statements

Our audit of the financial statements can be split into four phases:



This report focuses on the final two stages: substantive procedures and completion.

Our final accounts visit on site took place between 17 July 2012 and 10 August 2012. During this period, we carried out the following work:

Substantive Procedures

- Planning and performing substantive audit procedures.
- Concluding on critical accounting matters.
- Identifying audit adjustments.
- Reviewing the Annual Governance Statement.

We are now in the final phase of the audit. Some aspects are also discharged through this report:

Completion

- Declaring our independence and objectivity.
- Obtaining management representations.
- Reporting matters of governance interest.
- Forming our audit opinion.

VFM conclusion

We have also completed our work in respect of the 2011/12 VFM conclusion.

Structure of this report

This report is structured as follows:

- Section 2 summarises the headline messages.
- Section 3 sets out the key findings from our audit work in relation to the 2011/12 financial statements.
- Section 4 outlines the key findings from our work on the VFM conclusion.

Our recommendations are included in Appendix 1. We have also reviewed your progress in implementing prior year recommendations and this is detailed in Appendix 2.

Acknowledgements

We would like to take this opportunity to thank Officers and Members for their continuing help and co-operation throughout our audit work.



Section two Headlines

This table summarises the headline messages. The remainder of this report provides further details on each area.

Proposed audit opinion	We anticipate issuing an unqualified audit opinion by 30 September 2012. We will also report that the wording of your Annual Governance Statement accords with our understanding.
Audit adjustments	<p>Our audit has identified two significant audit adjustments with a total value of £17.2 million. The impact of these adjustments is to:</p> <ul style="list-style-type: none"> ■ Decrease the deficit on provision of services for the year by £17.2 million; and ■ Increase the net worth of the Authority as at 31 March 2012 by £1.4 million. ■ There is no impact on the Authority's General Fund. <p>We have included a full list of significant audit adjustments at Appendix 3. All of these were adjusted by the Authority. We have raised a number of recommendations in relation to the matters highlighted above, which are summarised in Appendix 1.</p>
Critical accounting matters	We have worked with Officers throughout the year to discuss specific risk areas. The Authority addressed all of these issues appropriately.
Accounts production and audit process	<p>We have noted improvement in the quality of the draft accounts submitted.</p> <p>Officers dealt efficiently with audit queries however, we have noted a decline in the quality of supporting working papers provided. Due to officers availability, we were not able to complete the audit process within the planned timescales.</p> <p>The Authority has implemented the majority of the recommendations in our <i>ISA 260 Report 2010/11</i> relating to the financial statements.</p>
Completion	<p>At the date of this report our audit of the financial statements is substantially complete subject to the completion of the following areas:</p> <ul style="list-style-type: none"> ■ Completion of our subsequent events review. ■ Completion of final internal review procedures. ■ Receipt and checking of a final signed set of accounts including all audit adjustments. <p>Before we can issue our opinion we require a signed management representation letter.</p> <p>We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.</p>
VFM conclusion	<p>We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.</p> <p>We anticipate issuing an unqualified VFM conclusion by 30 September 2012.</p>



Section three – financial statements

Proposed opinion and audit differences

Our audit has identified a total of two audit adjustments.

The impact of these adjustments is to:

- Decrease the deficit on the provision of services for the year by £17.2 million; and
- Increase the net worth of the Authority as at 31 March 2012 by £1.4 million.
- These adjustments have no impact on the Authority's general fund.

Proposed audit opinion

Subject to all outstanding queries being resolved to our satisfaction, we anticipate issuing an unqualified audit opinion by 30 September 2012.

Audit differences

In accordance with ISA 260 we are required to report uncorrected audit differences to you. We also report any material misstatements which have been corrected and which we believe should be communicated to you to help you meet your governance responsibilities.

The tables on the right illustrate the total impact of audit differences on the Authority's movements on the General Fund for the year and balance sheet as at 31 March 2012.

There is no impact on the General Fund as a result of the following audit amendments:

- A reduction in the depreciation figure charged in the Comprehensive Income and Expenditure Account of £1.4 million following a change in the estimated useful economic life (UEL) of the Authority's council dwellings from 40 years to 60 years.
- Removal of a revaluation gain and associated impairment of £20 million from the accounts which was incorrectly accounted for following the change in the split between the value of land and building in the Authority's council dwellings. The respective proportions have been amended from 85:15 to 70:30 following advice from the independent valuer.

Movements on the General Fund 2011/12		
	Pre-audit (£'000)	Post-audit (£'000)
Deficit on the provision of services	(2,221)	(2,221)
Adjustments between accounting basis & funding basis under Regulations	5,869	5,869
Other adjustments	(669)	(669)
Transfers from earmarked Reserves	142	142
Increase in General Fund	8	8

Balance Sheet as at 31 March 2012		
	Pre-audit (£'000)	Post-audit (£'000)
Property, plant and equipment	242,427	243,892
Other long term assets	878	878
Current assets	12,596	12,596
Current liabilities	(4,055)	(4,055)
Long term liabilities	(98,776)	(98,776)
Net worth	153,070	154,535
General Fund	(2,173)	(2,173)
Other reserves	(150,897)	(152,362)
Total reserves	(153,070)	(154,535)



Section three – financial statements

Proposed opinion and audit differences (continued)

The wording of your Annual Governance Statement accords with our understanding.

In addition, we identified a number of presentational adjustments required to ensure that the accounts are compliant with the *Code of Practice on Local Authority Accounting the United Kingdom 2011/12* ('the Code'). We understand that the Authority will be addressing these where significant.

Annual Governance Statement

We have reviewed the Annual Governance Statement and confirmed that:

- it complies with *Delivering Good Governance in Local Government: A Framework* published by CIPFA/SOLACE in June 2007; and
- it is not misleading or inconsistent with other information we are aware of from our audit of the financial statements.

We have made a number of comments in respect of its format and content which the Authority has agreed to amend where significant.

Section three – financial statements


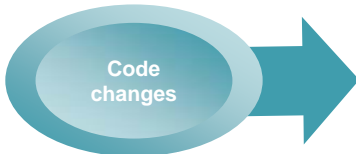
Critical accounting matters

We have worked with Officers throughout the year to discuss specific risk areas. The Authority addressed the issues appropriately.

In our External Audit Plan 2011/12, provided to you in January, we identified the key risks affecting the Authority's 2011/12 financial statements.


We have now completed our testing of these areas and set out our final evaluation following our substantive work.

The table below sets out our detailed findings for each risk.

Key audit risk	Issue	Findings
 <p>Savings plans</p>	<p>As at January 2011, the Authority is forecasting that it will deliver its 2011/12 budget in overall terms, which includes achieving the anticipated savings identified through the budget setting process in 2010-11. The savings plans may result in related liabilities at year end, these will need to be accounted for in the 2011/12 financial statements as appropriate</p>	<p>As part of our VFM work we have considered the controls that the Authority has in place to ensure financial resilience and efficiency, economy and effectiveness.</p> <p>We have reviewed the Medium Term Financial Plan (MTFP) to confirm whether it includes consideration of potential funding reductions and identified cost reduction and savings plans to enable it to continue to provide services effectively.</p> <p>As part of our final accounts audit we reviewed the Authority's assessment of any potential liabilities arising from its savings plans against the Code and the assumptions underlying the provisions balances.</p>
 <p>Code changes</p>	<p>The 2011/12 Code includes a number of accounting changes, including a new requirement to carry 'heritage assets' at valuation. Heritage assets include historical buildings, museum and gallery collections and works of art.</p> <p>The Authority needs to review and appropriately address these changes in its 2011/12 financial statements.</p>	<p>As part of our interim audit work we reconsidered the Authority's approach to addressing the Code changes. As part of our final accounts audit we reviewed the appropriateness of the accounting entries and disclosures in the accounts to confirm that they complied with the Code requirements.</p>

Section three – financial statements
Critical accounting matters (continued)

We have worked with Officers throughout the year to discuss specific risk areas. The Authority addressed the issues appropriately.

Key audit risk	Issue	Findings
	<p>Tandridge was required to borrow £70.5million for a one off settlement payment to the Government to replace its existing housing subsidy arrangements with a localised system of self-financing. This is the first year the Authority will be accounting for long term borrowing.</p>	<p>As part of our interim audit work we reviewed the Authority's approach to the accounting treatment and disclosures concerning the Public Works Loan Board (PWLB) borrowing. As part of our final accounts audit we reviewed these figures and disclosures to ensure that they complied with the requirements of the <i>Code and CIPFA guidance</i>.</p>



Section three – financial statements

Accounts production and audit process

We have noted improvement in the quality of the draft accounts submitted.

Officers dealt efficiently with audit queries however, we have noted a decline in the quality of supporting working papers provided. Due to officers availability, we were not able to complete the audit process within the planned timescales.

The Authority has implemented the majority of the recommendations in our ISA 260 Report 2010/11 relating to the financial statements.

Accounts production and audit process

ISA 260 requires us to communicate to you our views about the significant qualitative aspects of the Authority's accounting practices and financial reporting. We also assessed the Authority's process for preparing the accounts and its support for an efficient audit.

We considered the following criteria:

Element	Commentary
Accounting practices and financial reporting	The Authority has embedded financial reporting processes. There is scope to improve this further as we identified a number presentational errors in the accounts. We consider that accounting practices are appropriate.
Completeness of draft accounts	We received a complete set of draft accounts on 28th June 2012
Quality of supporting working papers	Our prepared by client request list, which we issued on 11 May 2012 and discussed with the Authority, set out our working paper requirements for the audit. The quality of working papers provided was variable and did not meet the standards specified in our PBC in all cases and required a number of iterations before they provided the information required.

Element	Commentary
Response to audit queries	Officers resolved the majority of audit queries in a reasonable time. In some cases, however, we experienced delays, specifically where staff who prepared the working papers were not available during the audit.

Prior year recommendations

The Authority has now implemented the majority of the recommendations in our ISA 260 Report 2010/11 relating to the financial statements.

Appendix 2 provides further details.



Section three – financial statements

Completion

We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.

Before we can issue our opinion we require a signed management representation letter.

Once we have finalised our opinions and conclusions we will prepare our *Annual Audit Letter* and close our audit.

Declaration of independence and objectivity

As part of the finalisation process we are required to provide you with representations concerning our independence.

In relation to the audit of the financial statements of Tandridge District Council for the year ending 31 March 2012, we confirm that there were no relationships between KPMG LLP and Tandridge District Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Audit Commission's requirements in relation to independence and objectivity.

We have provided a detailed declaration in Appendix 3 in accordance with ISA 260.

Management representations

You are required to provide us with representations on specific matters such as your financial standing and whether the transactions within the accounts are legal and unaffected by fraud. We have provided a template to the Chief Financing Officer, which is reproduced in Appendix 4. We require a signed copy of your management representations before we issue our audit opinion.

Other matters

ISA 260 requires us to communicate to you by exception 'audit matters of governance interest that arise from the audit of the financial statements' which include:

- significant difficulties encountered during the audit;
- significant matters arising from the audit that were discussed, or subject to correspondence with management;
- other matters, if arising from the audit that, in the auditor's professional judgment, are significant to the oversight of the financial reporting process; and
- matters specifically required by other auditing standards to be communicated to those charged with governance (e.g. significant deficiencies in internal control; issues relating to fraud, compliance with laws and regulations, subsequent events etc.).



Section four – VFM conclusion

VFM conclusion

Our VFM conclusion considers how the Authority secures financial resilience and challenges how it secures economy, efficiency and effectiveness.

We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Background

Auditors are required to give their statutory VFM conclusion based on two criteria specified by the Audit Commission. These consider whether the Authority has proper arrangements in place for:

- securing financial resilience: looking at the Authority’s financial governance, financial planning and financial control processes; and
- challenging how it secures economy, efficiency and effectiveness: looking at how the Authority is prioritising resources and improving efficiency and productivity.

We follow a risk based approach to target audit effort on the areas of greatest audit risk. We consider the arrangements put in place by the Authority to mitigate these risks and plan our work accordingly.

The key elements of the VFM audit approach are summarised in the diagram below.

Conclusion

We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

VFM criterion	Met
Securing financial resilience	✓
Securing economy, efficiency and effectiveness	✓

We were satisfied that sufficient work in relation to securing value for money had been carried out by the Authority, the Audit Commission, other inspectorates or review agencies to mitigate the residual audit risks for our VFM conclusion.

Section three includes further details on the work that we have performed over the VFM risk identified in our Audit Planning Report 2011-12.





Appendices

Appendix 1: Key issues and recommendations

We have given each recommendation a risk rating and agreed what action management will need to take.

The Authority should closely monitor progress in addressing specific risks and implementing our recommendations.

We will formally follow up these recommendations as part of our 2012-13 audit.

Priority rating for recommendations		
<p>1 <i>Priority one:</i> issues that are fundamental and material to your system of internal control. We believe that these issues might mean that you do not meet a system objective or reduce (mitigate) a risk.</p>	<p>2 <i>Priority two:</i> issues that have an important effect on internal controls but do not need immediate action. You may still meet a system objective in full or in part or reduce (mitigate) a risk adequately but the weakness remains in the system.</p>	<p>3 <i>Priority three:</i> issues that would, if corrected, improve the internal control in general but are not vital to the overall system. These are generally issues of best practice that we feel would benefit you if you introduced them.</p>

No.	Risk	Issue and recommendation	Management response / responsible officer / due date
1	2	<p>Payroll</p> <p>During the year the Authority reduced the number of payrolls completed on a monthly basis, transferring all staff previously paid on a weekly basis onto the monthly payroll. In September 2011 the Authority outsourced its payroll function to Epsom and Ewell Borough Council under a Service Level Agreement (SLA). The terms of the SLA require that E&E perform the monthly checks over the payroll figures, including performing exception reporting and informing the Authority of any variances above a specified threshold.</p> <p>During 2011-12 the Authority continued to perform certain checks over the payroll figures, including reconciling the monthly payroll BACS figures to the general ledger. However it is intended that from 2012-13 an increasing reliance will be placed on the controls undertaken by E&E. It is important that the Authority maintain key checks over the payroll going forward to ensure that the figures provided by E&E are correct. Monthly checks performed by the Authority should include reconciling the payroll figures to the general ledger and reviewing a list of amendments made to the payroll by E&E.</p>	<p>Accepted</p> <p>The checks that TDC make are to confirm that the overall amount paid through the BACS system agrees with the payroll figures in the Midland TRENT payroll system. Then a further reconciliation is carried out between the general ledger and the Midland TRENT system. The same level of checks will continue to be carried out.</p> <p>Responsible officer: Paul Franklin Due date: October 2012</p>



Appendices

Appendix 1: Key issues and recommendations

We have given each recommendation a risk rating and agreed what action management will need to take.

The Authority should closely monitor progress in addressing specific risks and implementing our recommendations.

We will formally follow up these recommendations next year.

No.	Risk	Issue and recommendation	Management response / responsible officer / due date
2	2	<p>Payroll Reconciliations</p> <p>Review of the August 2011 payroll reconciliation confirmed that this was not completed and reviewed until December 2011.</p> <p>Without timely reconciliation, there is a risk that errors will not be identified early enough to take action, such as to correct an error in pay to an employee or in HMRC payments, or to prevent incorrect budget reports being issued.</p> <p>We recommend that all reconciliations are completed in a timely manner, within 15 working days of the payroll being processed. In the absence of the principal officer who prepares reconciliations, an alternative officer should be identified to ensure that the reconciliations continue to be completed on a timely basis.</p>	<p>Accepted</p> <p>The aim is to complete reviews in a short timescale</p> <p>Responsible officer: Chris Rolfe</p> <p>Due date: October 2012</p>
3	2	<p>Compliance with expenses policy</p> <p>As part of our substantive audit work we performed testing over personnel and members expenses to confirm whether they complied with the expenses policy in place, and were being appropriately reviewed and approved prior to payment.</p> <p>In three cases we identified that the expense claim either did not comply with the policy in place, or that insufficient documentation was retained to support the value of the claim.</p> <p>We recommend that the Authority review the expenses policy and update this as necessary. This should be communicated to all staff and members to re-emphasise the important of compliance with the policy when both claiming expenses and also reviewing and approving claims.</p>	<p>Accepted</p> <p>The policy will be reviewed and updated as necessary</p> <p>Responsible officer: Paul Franklin</p> <p>Due date: January 2013</p>



Appendices

Appendix 2: Follow up of prior year recommendations

The Authority has not implemented all of the recommendations in our ISA 260 Report 2010/11.

We re-iterate the importance of the recommendations raised and recommend that these are implemented

This appendix summarises the progress made to implement the recommendations identified in our ISA 260 Report 2010/11 and re-iterates any recommendations still outstanding.

Where the Authority has confirmed that no further action will be taken to clear the recommendation a status of 'Cleared – risk accepted' has been given. These recommendations will not be reported in future reports, unless if an audit issue arises that we feel it is necessary to report.

Number of recommendations that were:	
Included in original report	6
Implemented in year or superseded	4
Remain outstanding / partially cleared (re-iterated below)	2

No.	Risk	Issue and recommendation	Officer responsible	Status as at August 2012
1	1	<p>Bank Reconciliations</p> <p>The Authority's bank reconciliation procedures for its main operating account is overly complex. The reconciliation is performed in two stages – ledger to cashbook reconciliation and cashbook to bank reconciliation. Cash attributable to IESE is also included in the reconciliation, which means the procedure is unnecessarily laborious.</p> <p>We were unable to easily obtain sufficient explanations for the reconciliation process, suggesting that the Finance staff themselves find the process overly complex.</p> <p>There is a risk that the preparer or reviewer do not understand the process and that the bank and the ledger remain unreconciled. There is thus a risk that the cash balance could be materially misstated.</p> <p>We recommend that the reconciliation process is simplified so that it is clarified when balances do and do not reconcile. One suggestion is to administer collection fund cash via separate bank accounts.</p>	Paul Franklin, Exchequer Services Manager	<p>Partially cleared</p> <p>Tandridge no longer manage IESE's finances. The transfer of this responsibility was planned for 2011-12 and simplifies the reconciliation process.</p> <p>There have been no further changes to the bank reconciliation process to date. The implementation of a new payments systems which will assist in the simplification of the reconciliation is ongoing with parallel runs of the new and current systems being undertaken.</p>



Appendices

Appendix 2: Follow up of prior year recommendations

The Authority has not implemented all of the recommendations in our *ISA 260 Report 2010/11*.

We re-iterate the importance of the recommendations raised and recommend that these are implemented

No.	Risk	Issue and recommendation	Officer responsible	Status as at August 2012
2	1	<p>Financial statement closing process</p> <p>We noted that there were significant delays in the year-end close down process. This is primarily due to the late preparation of IFRS restated accounts and the Authority not recording the fixed asset revaluation prior to the commencement of year-end fieldwork. As a result of the Authority's delay, they placed significant reliance on an external consultant for the preparation of the IFRS restated accounts and fixed asset valuation.</p> <p>As the Authority has implemented a recruitment freeze programme, it is imperative the Authority has adequate resources, with sufficient knowledge of the organisation, in place to ensure the quality and timeliness of the year-end accounts.</p>	Alistair Montgomery, Chief Financial Officer, Immediate	<p>Ongoing</p> <p>The Council anticipate that the delays in the prior year were primarily due to the implementation of IFRS.</p> <p>In 2011-12 fewer audit adjustments have been identified however the Authority have continued to have issues accurately processing the results of the independent valuation of their housing stock. This has resulted in two material adjustments to the accounts and resulted in some delays to the completion of the audit.</p> <p>The Authority continues to have a recruitment freeze and will be important for the preparation of the 2012-13 accounts that adequate resources are in place.</p>



Appendices

Appendix 2: Follow up of prior year recommendations

The Authority has not implemented all of the recommendations in our ISA 260 Report 2010/11.

We re-iterate the importance of the recommendations raised and recommend that these are implemented

No.	Risk	Issue and recommendation	Officer responsible	Status as at August 2012
3	2	<p>Payroll Reconciliations</p> <p>The October 2010 Payroll reconciliation was not completed until 21 December 2010. This was due to the Finance Assistant having a period of illness and annual leave.</p> <p>Without timely reconciliation, there is a risk that errors will not be identified early enough to take action, such as to correct an error in pay to an employee or in HMRC payments, or to prevent incorrect budget reports being issued.</p> <p>We recommend that all reconciliations are completed in a timely manner, within 15 working days after all payrolls being submitted. In the absence of the principal officer who prepares reconciliations, an alternative officer should be identified to ensure that the reconciliations continue to be completed on a timely basis.</p>	Chris Rolfe, Group Accountant, October 2011	<p>Cleared</p> <p>Our testing of payroll reconciliations identified one instance where the reconciliation was not completed and reviewed on a timely basis.</p> <p>This was associated with the outsourcing of the payroll service in September 2011. Since this arrangement has become further embedded in the organisation there have been no further delays.</p>
4	2	<p>HRA Write-offs</p> <p>We found that 1 of the 5 HRA write offs tested was not authorised by the Deputy Director of Housing or the Director of Community Services as is required by Policy.</p> <p>There is a risk that inappropriate arrears are actioned for write off.</p> <p>We recommend that the requirement for authorisation is re-emphasised to all staff involved with HRA write offs.</p>	Simon Jones, Accountant, October 2011	<p>Cleared</p> <p>Housing personnel have been reminded that appropriate authorisation is required prior to write offs being processed.</p>



Appendices

Appendix 2: Follow up of prior year recommendations

The Authority has not implemented all of the recommendations in our *ISA 260 Report 2010/11*.

We re-iterate the importance of the recommendations raised and recommend that these are implemented

No.	Risk	Issue and recommendation	Officer responsible	Status as at August 2012
5	2	<p>Write-offs</p> <p>We found that for 1 write off tested out of 6, there was a time delay of 8 months between the write off being requested and the write off being authorised and actioned.</p> <p>There is a risk that write offs are not being identified and processed on a timely basis.</p> <p>We recommend that write off requests are authorised and actioned monthly and that this requirement is re-emphasised to all staff involved in write offs.</p>	Alistair Montgomery, Chief Financial Officer	<p>Cleared – risk accepted</p> <p>All potential write offs are fully reviewed to ensure there is no possibility of collection. Very occasionally this results in a delay in the overall process. It is not considered that monthly write offs would assist in the overall process.</p>
6	2	<p>Aged Debt Policy</p> <p>From our VfM work we have identified that the thresholds used to determine the allowance for doubtful debts have not been re-assessed by the Authority since 2006. Given the change in economic climate the nature and size of the Authority's aged debts will have changed during this period. This is consistent with our cumulative audit knowledge and experience, and particularly with our knowledge of housing benefits overpayments, which is a material balance and continues to increase.</p>	Simon Jones, Accountant	<p>Cleared – risk accepted</p> <p>The Authority does not consider it necessary to review the thresholds at this time as the percentages used are taken from guidance provided by CIPFA.</p>



Appendices

Appendix 3: Audit differences

This appendix sets out the significant audit differences. It is our understanding that all of these will be adjusted.

We are required by ISA 260 to report all uncorrected misstatements, other than those that we believe are clearly trivial, to those charged with governance (which in the Authority's case is the Audit Committee). We are also required to report all material misstatements that have been corrected but that we believe should be communicated to you to assist you in fulfilling your governance responsibilities.

Corrected audit differences

The following table sets out the significant audit differences identified by our audit of Tandridge District Council's financial statements for the year ended 31 March 2012. It is our understanding that these will be adjusted. However, we have not, (at the time of writing), received a revised set of financial statements to confirm this.

No.	Income and Expenditure Statement	Movement in Reserves Statement	Impact			Basis of audit difference
			Assets	Liabilities	Reserves	
1	Cr CIES Local Authority Housing – Other £1,465k	Dr HRA Balance deficit on provision on service £1,465k		Dr Accumulated depreciation £1,465k	Cr Capital Adjustment Account £1,465k	Adjustment to take account of the change in the estimated useful economic lives of the Authority's council dwellings from 40 to 60 years reflected in the independent valuation.
2	Cr CIES Local Authority Housing – Other £15,723k	Dr HRA Balance deficit on provision on service £15,723k			Dr Revaluation Reserve £15,723k Cr Capital Adjustment Account £15,723k	Adjustment to remove the £16 million revaluation and impairment in the draft accounts associated with the change in estimate reflect the change in the estimated proportion of land and building in housing stock
	Cr £17,188k	Dr £17,188k	£-	Dr £1,465k	Cr £1,465k	Total impact of adjustments



Appendices

Appendix 4: Declaration of independence and objectivity

The Code of Audit Practice requires us to exercise our professional judgement and act independently of both the Commission and the Authority.

Requirements

Auditors appointed by the Audit Commission must comply with the *Code of Audit Practice* (the Code) which states that:

“Auditors and their staff should exercise their professional judgement and act independently of both the Commission and the audited body. Auditors, or any firm with which an auditor is associated, should not carry out work for an audited body that does not relate directly to the discharge of auditors’ functions, if it would impair the auditors’ independence or might give rise to a reasonable perception that their independence could be impaired.”

In considering issues of independence and objectivity we consider relevant professional, regulatory and legal requirements and guidance, including the provisions of the Code, the detailed provisions of the Statement of Independence included within the Audit Commission’s Standing guidance for local government auditors (Audit Commission Guidance) and the requirements of APB Ethical Standard 1 *Integrity, Objectivity and Independence* (Ethical Standards).

The Code states that, in carrying out their audit of the financial statements, auditors should comply with auditing standards currently in force, and as may be amended from time to time. Audit Commission Guidance requires appointed auditors to follow the provisions of ISA (UK & I) 260 Communication of *Audit Matters with Those Charged with Governance* that are applicable to the audit of listed companies. This means that the appointed auditor must disclose in writing:

- Details of all relationships between the auditor and the client, its directors and senior management and its affiliates, including all services provided by the audit firm and its network to the client, its directors and senior management and its affiliates, that the auditor considers may reasonably be thought to bear on the auditor’s objectivity and independence.
- The related safeguards that are in place.

- The total amount of fees that the auditor and the auditor’s network firms have charged to the client and its affiliates for the provision of services during the reporting period, analysed into appropriate categories, for example, statutory audit services, further audit services, tax advisory services and other non-audit services. For each category, the amounts of any future services which have been contracted or where a written proposal has been submitted are separately disclosed. We do this in our Annual Audit Letter.

Appointed auditors are also required to confirm in writing that they have complied with Ethical Standards and that, in the auditor’s professional judgement, the auditor is independent and the auditor’s objectivity is not compromised, or otherwise declare that the auditor has concerns that the auditor’s objectivity and independence may be compromised and explaining the actions which necessarily follow from his. These matters should be discussed with the Resources Committee.

Ethical Standards require us to communicate to those charged with governance in writing at least annually all significant facts and matters, including those related to the provision of non-audit services and the safeguards put in place that, in our professional judgement, may reasonably be thought to bear on our independence and the objectivity of the Audit Partner and the audit team.

General procedures to safeguard independence and objectivity

KPMG’s reputation is built, in great part, upon the conduct of our professionals and their ability to deliver objective and independent advice and opinions. That integrity and objectivity underpins the work that KPMG performs and is important to the regulatory environments in which we operate. All partners and staff have an obligation to maintain the relevant level of required independence and to identify and evaluate circumstances and relationships that may impair that independence.



Appendices

Appendix 4: Declaration of independence and objectivity (continued)

We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.

Acting as an auditor places specific obligations on the firm, partners and staff in order to demonstrate the firm's required independence. KPMG's policies and procedures regarding independence matters are detailed in the Ethics and Independence Manual ('the Manual'). The Manual sets out the overriding principles and summarises the policies and regulations which all partners and staff must adhere to in the area of professional conduct and in dealings with clients and others.

KPMG is committed to ensuring that all partners and staff are aware of these principles. To facilitate this, a hard copy of the Manual is provided to everyone annually. The Manual is divided into two parts. Part 1 sets out KPMG's ethics and independence policies which partners and staff must observe both in relation to their personal dealings and in relation to the professional services they provide. Part 2 of the Manual summarises the key risk management policies which partners and staff are required to follow when providing such services.

All partners and staff must understand the personal responsibilities they have towards complying with the policies outlined in the Manual and follow them at all times. To acknowledge understanding of and adherence to the policies set out in the Manual, all partners and staff are required to submit an annual Ethics and Independence Confirmation. Failure to follow these policies can result in disciplinary action.

Auditor declaration

In relation to the audit of the financial statements of Tandridge District Council for the financial year ending 31 March 2012, we confirm that there were no relationships between KPMG LLP and Tandridge District Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Audit Commission's requirements in relation to independence and objectivity.



Appendices

Appendix 5: Draft management representation letter

We ask you to provide us with representations on specific matters such as whether the transactions within the accounts are legal and unaffected by fraud.

The wording for these representations is prescribed by auditing standards.

We require a signed copy of your management representations before we issue our audit opinion.

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of Tandridge District Council (“the Authority”) for the year ended 31 March 2012, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Authority as at 31 March 2012 and of the Authority’s expenditure and income for the year then ended; and
- ii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.

These financial statements comprise the Authority Movement in Reserves Statement, the Authority Comprehensive Income and Expenditure Statement, the Authority Balance Sheet, the Authority Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the Collection Fund and the related notes.

The Authority confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Authority confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

Financial statements

1. The Authority has fulfilled its responsibilities, as set out in regulation 8 of the Accounts and Audit (England) Regulations 2011, for the preparation of financial statements that:
 - give a true and fair view of the financial position of Tandridge District Council as at 31 March 2012 and of its income and expenditure for the year then ended; and

- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable..
3. All events subsequent to the date of the financial statements and for which the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom require adjustment or disclosure have been adjusted or disclosed.
4. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this representation letter.

Information provided

5. The Authority has provided you with:
 - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from the Authority for the purpose of the audit; and
 - unrestricted access to persons within the Authority [and Group] from whom you determined it necessary to obtain audit evidence.
6. All transactions have been recorded in the accounting records and are reflected in the financial statements.



Appendices

Appendix 5: Draft management representation letter

We ask you to provide us with representations on specific matters such as whether the transactions within the accounts are legal and unaffected by fraud.

The wording for these representations is prescribed by auditing standards.

We require a signed copy of your management representations before we issue our audit opinion.

7. The Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Authority acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.
8. The Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.
9. The Authority has disclosed to you all information in relation to:
 - a) Fraud or suspected fraud that it is aware of and that affects the Authority and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements; and
 - b) allegations of fraud, or suspected fraud, affecting the Authority financial statements communicated by employees, former employees, analysts, regulators or others.
10. The Authority has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
11. The Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
12. The Authority has disclosed to you the identity of the Authority's related parties and all the related party relationships and transactions of which it is aware and all related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.

Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as the Authority understands them and as defined in IAS 24, except where interpretations or adaptations to fit the public sector are detailed in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.
13. On the basis of the process established by the Authority and having made appropriate enquiries, the Authority is satisfied that the actuarial assumptions underlying the valuation of pension scheme liabilities are consistent with its knowledge of the business.

The Authority further confirms that:

 - a) all significant retirement benefits, including any arrangements that:
 - are statutory, contractual or implicit in the employer's actions;
 - arise in the UK and the Republic of Ireland or overseas;
 - are funded or unfunded; and
 - are approved or unapproved,
 have been identified and properly accounted for; and
 - b) all settlements and curtailments have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the [Audit Committee] on [date].

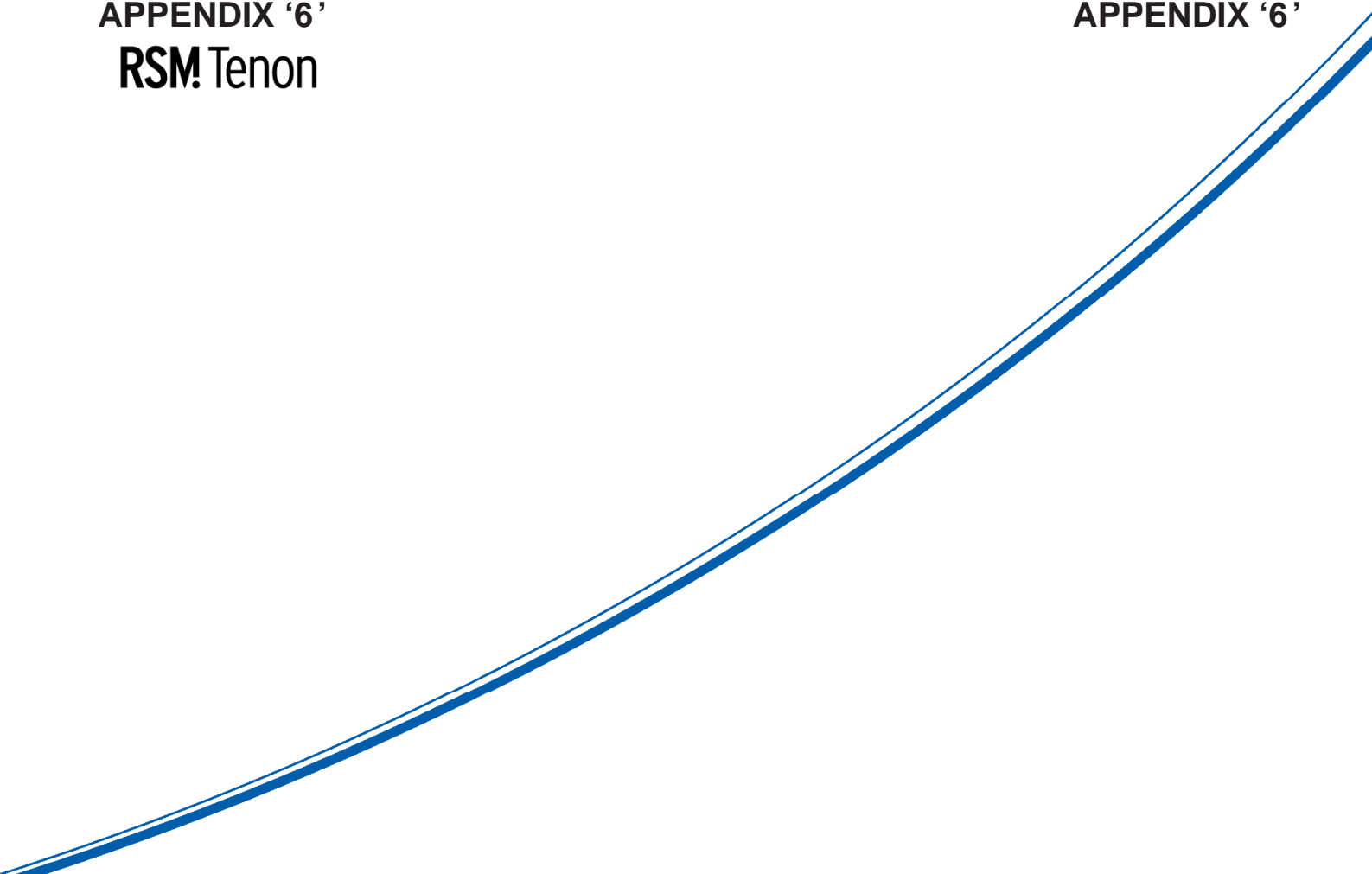
Yours faithfully,

Alistair Montgomery
Chief Financial and Section 151 Officer



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Tandridge District Council

Internal Audit Progress Report
Overview and Scrutiny Meeting: 27 September 2012

Introduction

The internal audit plan for 2012/13 was approved by the Overview and Scrutiny Committee on 17 April 2012. This report provides an update on progress against that plan and summarises the results of our work to date.

Summary of Progress against the Internal Audit Plan

Below we have set out our progress against the plan to date.

Assignment <i>Reports considered today are shown in italics</i>	Status	Opinion	Actions Agreed (by priority)		
			High	Medium	Low
Capital Accounting and Fixed Assets (1.12/13)	Draft Report Issued 6 Aug 12				
<i>Douglas Brunton Centre – Value for Money review (2.12/13)</i>	<i>FINAL REPORT</i>	<i>Advisory</i>	0	3	0
IT – Application and hosting arrangements review of iTrent (3.12/13)	Draft Report Issued 30 Aug 12				
IT – CIVICA Flair (Environmental Health) (4.12/13)	Draft Report Issued 3 Sept 12				
Debtors	8 September 2012				
Governance	24 September 2012				
Risk Management	15 October 2012				
Creditors	1 November 2012				
Homelessness, housing advice and allocations	5 November 2012				
Revenues	16 November 2012				
Housing Rents	19 November 2012				
Benefits	22 November 2012				
Treasury Management	3 December 2012				
Main Accounting, General Ledger Cash Handling, Banking and Bank Reconciliations	January 2013				
Payroll	January 2013				
Follow Up (General)	March 2013				

Other Matters

Planning and Liaison:

Our delivery of the audit plan is continuing, and dates have now been agreed with Authority management as detailed above.

Internal Audit Plan 2012/13 - Change Control:

Action	Date	Agreed By
Additional review of Douglas Brunton Centre	Last O&S Committee	Last O&S Committee

Information and Briefings: We have issued the following updates electronically since the last O&S Committee:

- LG eUpdate July 2012
- LG eUpdate August 2012

Final Reports:

The Douglas Brunton Centre advisory audit report is being reported to Housing Committee on 4th October and outcome to be reported to next Overview and Scrutiny Committee in January”

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

This report is prepared solely for the use of Authority and senior management of Tandridge District Council. Details may be made available to specified external agencies, including external auditors, but otherwise the report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose.

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HOUSING COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 4th October 2012.

PRESENT: Councillor Mrs. Parker (Chairman), Councillor Childs (Vice Chairman) and Councillors Ainsworth, Mrs. Connolly, David, Duck, Jones, Mrs. Steeds, Mrs. Webster and Mrs. Whittle.

ALSO PRESENT: Councillors Compton, Mrs. Marks and Morrow.

119. MINUTES

The Minutes of the meeting held on the 12th July 2012 were confirmed and signed by the Chairman.

120. EXCLUSION OF THE PUBLIC

RESOLVED - that, pursuant to Section 100A (4) of the Local Government Act 1972 (as amended) members of the press and public be excluded from the meeting during consideration of the under mentioned Minutes on the grounds that:

- (i) they involve the likely disclosure of exempt information as defined in the paragraphs detailed below of Part 1 of Schedule 12A of the Act; and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute No.	Nature of Exempt Information
121	Paragraph 3
122	Paragraph 3
125	Paragraph 3
126	Paragraph 3
127	Paragraph 3
128	Paragraph 3

COUNCIL DECISIONS *(Subject to ratification by Council)*

121. GREEN LANE GYPSY SITE – MANAGEMENT ARRANGEMENTS (Minute 72)

At its meeting in July 2012, the Committee recommended in principle that the site be leased to Traveller Consultancy (TC) from 1st April 2013 for a five year period. The Committee was advised of subsequent dialogue between Officers and TC, together with advice from independent valuers which advocated a ten year lease with an annual rent of £5,000.

Members considered that the lease should contain a clause preventing subletting of the site. It was therefore accepted that the recommendation within the report should be amended accordingly.

RECOMMENDED – that:

- A. the Green Lane gypsy site be leased to Traveller Consultancy for ten years, at an annual rental of £5,000, with an option to renew at the end of the period; and
- B. a clause preventing subletting be incorporated within the lease.

122. REDEVELOPMENT AT NINEHAMS GARDENS, CATERHAM (Minute 199 (10/11))

A report was submitted to update Members on the proposed redevelopment at Ninehams Gardens. This included a brief history of the site and advised that expressions of interest had been sought (in accordance with European public procurement rules) from potential developers with a view to tenders being invited from shortlisted candidates later in the month.

The report also explained that, should it not be possible to reach agreement with individual lease holders with regard to re-housing and compensation payments, it may be necessary for the Council to use compulsory purchase powers in order to progress the development.

RECOMMENDED – that Officers be authorised to use Compulsory Purchase Order powers, if required, to ensure that the proposed development proceeds.

COMMITTEE DECISIONS (Under powers delegated to the Committee)

123. DOUGLAS BRUNTON CENTRE – VALUE FOR MONEY REVIEW (Minute 58)

At its meeting on the 3rd July 2012, the Overview & Scrutiny Committee requested that a Value for Money review of the Douglas Brunton Centre be undertaken by the Council's Internal Auditors (RSM Tenon), and that any recommendations arising from the review be submitted to this Committee. Such a report was presented.

The Committee welcomed the report and considered the auditors' recommendations.

RESOLVED – that the recommendations put forward by RSM Tenon, as attached at Appendix 'A', be implemented.

NOTE: Councillors Duck and Mrs. Webster both declared non-pecuniary interests in the above, the nature of the interests being that they had been appointed by the Council to serve on the Douglas Brunton Centre Management Committee. In accordance with the Members' Code of Conduct, they stayed in the meeting whilst the matter was being discussed and voted upon.

124. MONITORING OF PERFORMANCE INDICATORS

Members considered a report on performance levels of services provided by the Committee against previously agreed targets. Officers responded to a range of questions and comments from Members arising from the report.

*** **RESOLVED** – that the performance information and Officer comment, attached at Appendix 'B', to the Agenda, be noted.

125. CONTRACT FOR THE PROVISION OF GROUNDS MAINTENANCE SERVICES AT COUNCIL HOUSING SITES AND PARKS & OPEN SPACES (Minute 63 (10/11) and 103)

The current contract for this service was provided by Continental Landscapes and was due to expire on 28th February 2013. Tenders had been sought via the Improvement and Efficiency Social Enterprise's procurement framework. However, it had become apparent that this process may not achieve a suitably competitive outcome for the Council. A contingency arrangement was therefore suggested to protect the Council's interests.

Given that the contract covered Council owned parks and open spaces (as well as housing sites) this matter had also been considered by the Community Services Committee on 13th September 2012.

RESOLVED – that, (in accordance with the wishes of the Community Services Committee) in the event of tenders being returned which do not demonstrate value for money, the Council:

- (i) negotiates and awards an interim twelve month contract to Continental Landscapes for the period 1st March 2013 to 28th February 2014; and
- (ii) advertises the opportunity to tender for a longer term contract thereafter in the Official Journal of the European Union using the restricted procedure.

126. CONTRACT FOR THE MAINTENANCE AND RENEWAL OF PVC-U WINDOWS AND DOORS

Following a review of procurement arrangements, tenders had been sought in respect of this contract to allow for:-

- a planned maintenance programme where all the frames and hardware could be inspected over a pre-determined period;
- existing installations to be upgraded, allowing them to benefit from improved safety, security, thermal insulation and other similar measures; and
- the renewal of windows and doors that had not previously been replaced.

The Committee was asked to determine the award of the contract in light of the three tenders which had been received.

RESOLVED - that the contract be awarded to Piper Double Glazing Ltd for seven years, commencing 1st April 2013, with an option to extend for up to three further years, based on their tender bid.

127. EXTENSION OF THE CONTRACT FOR THE SERVICE AND MAINTENANCE OF THE COUNCIL'S ALARM SYSTEMS IN SHELTERED HOUSING

The Committee had originally awarded this contract to Chubb Systems Ltd for an initial three year period from 1st October 2007. The Council had exercised its right to extend the contract for an additional two years up until the 30th September 2012.

The Committee agreed for the current contract to be extended for a further six months to 31st March 2013, to enable officers to procure a longer contract in respect of the Council's alarm service.

RESOLVED – that contract with Chubb Systems Ltd be extended to 31st March 2013.

128. LEASE OF HOLLY HOUSE, CATERHAM (Minute 257(06/07))

In October 2007, the Committee agreed to lease Holly House to Cherchefelle Housing Association (CFHA) for a period of five years. The lease was due to expire on the 22nd October 2012 and approval was sought to continue negotiations with CFHA and Surrey County Council regarding the future use of the property.

RESOLVED – that a "Tenancy at Will" be granted to Cherchefelle Housing Association following the expiry of the present lease, so that negotiations may continue with regard to the future client group.

Rising: 8.52 p.m.

APPENDIX 'A'

APPENDIX 'A'

Extract from RSM Tenon's Value for Money Review of the Douglas Brunton Centre

Recommendation	Management Comment	Implementation Date	Manager Responsible
<p>Management should develop a simple business plan detailing how the activities at the Centre fit with the District's strategic objectives and meets the needs of its clients. This plan should identify a longer term vision for the Centre and ensure that all new and existing initiatives contribute towards that vision.</p>	<p>It would be useful to have this information in one place and in a short precise document. We could demonstrate how the DBC meets strategic objectives for the Council and use information from the recent review to work towards a clear longer term vision.</p>	<p>February 2013</p>	<p>Jayne Godden-Miller</p>
<p>The Council should review the management and governance arrangements for the Centre to ensure that it remains effective and has sufficient capacity to achieve objectives.</p>	<p>We will discuss current arrangements with the Management Committee to determine what is the most effective and robust form of governance. This will need to take account of the longer term vision.</p>	<p>March 2013</p>	<p>Jayne Godden-Miller</p>
<p>Within the proposed business plan consideration should be given to introducing an improved approach to making the best of use of opportunities for marketing and advertising the services available at the Centre with a view to further increasing member numbers and broadening the profile of members by increasing the number of younger members. Considering the range and type of services on offer may also be required to achieve this.</p>	<p>We do advertise and promote both the services of DBC to older people and as a lettings venue. However, the budget is very tight at £1,400 per annum so we also take advantage of any free Council advertising e.g. magazines and website. In addition we have allowed other statutory and voluntary services for older people to base themselves at DBC to create a hub of older people's services and stimulate cross-usage.</p>	<p>February 2013</p>	<p>Olga Salenius</p>
<p>The Centre should develop a volunteering strategy, defining current and potential roles for volunteers and identifying targets for recruiting and performance managing volunteers. This strategy could be incorporated with the proposed business plan.</p>	<p>It will be possible to incorporate this within the overall business plan. It will take much longer to develop and implement a volunteer policy following on from this as volunteering has built up on an ad hoc basis over a number of years.</p>	<p>February 2013 as above.</p>	<p>Jayne Godden-Miller as per business plan.</p>

Recommendation	Management Comment	Implementation Date	Manager Responsible
<p>The Centre should consider engaging with other agencies/ not for profit/ and local groups to further enhance the services available to members. This may also increase awareness of the Centre and potentially member numbers.</p>	<p>There is engagement with the obvious groups but it is hoped that the Centre could develop to attract other agencies and groups that currently have no awareness or involvement with the DBC. It is hoped that the Wellbeing Centre and the Men in Sheds projects are the start of these.</p>	<p>June 2013 – to allow for the current developments to come on line.</p>	<p>Olga Salenius</p>
<p>The current performance indicators should be enhanced to include both quantitative and qualitative indicators across all service elements within the Centre. These indicators should be linked to both the Centre's core outcomes (derived from the strategic objectives) and the individual outcomes for each member. A balanced approach to performance reporting will improve the Centre's ability to demonstrate the impact of the authority's investment.</p>	<p>This is fully accepted. We will develop these over the coming months with a view to collecting them from the beginning of the next financial year. We will have to be mindful of any additional administration that this creates so it may be that we will only be able to implement a certain number or that we seek additional voluntary support for this specific task.</p>	<p>From April 2013</p>	<p>Olga Salenius</p>

THE DISTRICT COUNCIL OF TANDRIDGE

RESOURCES COMMITTEE

Minutes and Report to Council of a meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 11th October 2012.

PRESENT: Councillors Fisher (Chairman), Ainsworth (Vice Chairman) and Councillors Compton, Cooley, Cooper, Gascoigne, Pannett, Pursehouse and Stead.

ALSO PRESENT: Councillors Mrs. Black, Duck and Elias.

129. MINUTES

The Minutes of the special meeting held on the 25th September 2012 were confirmed and signed by the Chairman.

130. EXCLUSION OF THE PUBLIC

RESOLVED - that, pursuant to Section 100A (4) of the Local Government Act 1972 (as amended) members of the press and public be excluded from the meeting during consideration of the under mentioned Minute on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in the paragraph detailed below of Part 1 of Schedule 12A to the Act; and
- (ii) for the item, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute No.
132

Nature of Exempt Information
Paragraph 3

COUNCIL DECISIONS
(Subject to ratification by Council)

131. MEDIUM TERM FINANCIAL PLAN

The Committee considered a report with projections for the General Fund revenue budget, Housing Revenue Account budget and the Capital Programme for the period 2013-2014 to 2017-2018. These were based on various assumptions regarding:

- future levels of Government funding via New Homes Bonus and the forthcoming Business Rates Retention Scheme (BRRS - to replace the present Formula Grant regime from 2013/14);
- the scope for future Council Tax increases;
- inflation and interest rates; and
- contributions from external grants and Council reserves to support the revenue budget.

Regarding the BRRS, the Government was encouraging Local Authorities to collaborate by pooling business rates income. In this respect, Members were advised of the potential financial advantages of joining a Surrey wide pool comprising the County Council and the other ten Districts and Boroughs.

Notwithstanding uncertainties arising from the national economic situation and the Government's funding arrangements, a 'central scenario' was used as the basis for identifying an overall Council budget target for 2013/14; future savings requirements; and the on-going use of reserves. Other aspects of the report focused on the Council's capital programme, including measures to support the objective of maintaining a debt free General Fund.

Members were also advised of the intention to defer consideration of the Council's (2013/14) Key Objectives until the 10th January 2013 meeting. This was on the basis that, by then, external factors affecting TDC's financial outlook were likely to be more definitive.

RECOMMENDED – that

- A. the General Fund budget target for 2013-2014 be set at £10,211,000 at this stage and Committees be invited to compile their draft budgets within this overall target;
- B. the Council participates in the Surrey Business Rates Retention Scheme pool until such time as it produces a worse off situation;
- C. in the event of New Homes Bonus in 2013-14 and future years being greater than the currently estimated £200,000, the excess be used for a 'non recurring purpose' such as neighbourhood planning or financing of the capital programme;
- D. the objective of remaining debt free on the General Fund be secured by increasing annual revenue contributions to the capital programme by £40,000 on an annual basis;
- E. Committees re-examine, prioritise and make savings where possible within their capital programmes for the next five years;
- F. the current minimum value of £50,000 for the General Fund capital programme be extended to the Housing Revenue Account capital programme; and
- *** G. the Reserves Policy, as updated and detailed at Appendix 'A', be approved.

132. CONTRACT FOR BANKING SERVICES (Minute 70 (09/10))

The current (three year) contract with HSBC Plc , which cost the Council approximately £29,000 per annum, was due to expire on 31st March 2013. A report was submitted which argued that a retendering exercise was unlikely to achieve best value and advocated an annual renegotiation of the existing contract.

Such a course of action would require the Council to suspend Contracts Standing Order No. 4 which stated that, "*where the estimated contract value is between £42,000 and £165,000, the relevant Departmental Director shall seek to obtain a minimum of three tenders*"

RECOMMENDED – that:

- A. Contracts Standing Order No. 4 be suspended; and

- B. the contract for banking services with HSBC Plc be renewed on an annual rolling basis for a five year period until 31st March 2018, subject to internal reviews by the Chief Finance Officer before the end of March each year to ensure the continued achievement of best value for money.

COMMITTEE DECISIONS
(Under powers delegated to the Committee)

133. APPOINTMENT OF A NEW CHIEF EXECUTIVE - REPORT OF THE CHIEF OFFICER APPOINTMENTS SUB-COMMITTEE (Minute 45)

This Sub-Committee had met on three occasions during August / September to determine arrangements for appointing a new Chief Executive. Members were provided with a report which summarised the Sub-Committee's deliberations, including decisions about:

- job description, person specification and selection criteria;
- grading (at spinal column points 76 to 81 of the Council's salary structure); and
- the engagement of SmartSearch Resourcing to advertise the post and to assist with the subsequent selection process.

Members were advised that 37 applications had been received and that shortlisted candidates would be interviewed during the week commencing 22nd October.

R E S O L V E D – that the report be received and endorsed.

134. MONITORING OF PERFORMANCE INDICATORS

Members considered a report on performance levels of services provided by the Committee against previously agreed targets.

The scope for enhancing the spreadsheet template used to capture such information was discussed. This would be pursued by Officers.

R E S O L V E D – that the performance information and Officer comment, attached at Appendix 'I' to the Agenda, be noted.

135. MR. STEPHEN WEIGEL AND MR. KEITH PRICE

Mr Stephen Weigel (Chief Executive) and Mr. Keith Price (Corporate Director) would be retiring at the end of December, having served the Council for approximately 9 and 33 years respectively. The Chairman expressed his appreciation of their long standing support to the Committee and wished them both well for the future.

Rising: 8.38 p.m.

Tandridge District Council Reserves Policy

The Council hold a number of different reserves which can be used to finance expenditure where it is prudent to do so in order to assist in the achievement of the corporate plan and key priorities.

Reserves will be maintained at a suitable level having regard to any current or projected risks.

1. General Revenue Reserve

This reserve is maintained as a provision to aid future financial management of the Council's financial situation together with a general contingency for unexpected or additional costs which may be incurred. The minimum level for this reserve as recommended by the Chief Finance Officer is between £1.2m and £2.0m.

2. Insurance Reserve

This reserve was set up in preparation for self-funding of insurance in future years. Self insurance could reduce the level of the Council's premiums, and this reserve would contribute to any increase in the cost of excesses. To date, however, market conditions as reviewed at each renewal of insurance have proved that such a situation is not evident. It is intended that the balance on the reserve should increase to around £100,000 in order to provide sufficient flexibility for self insurance and a higher level of excesses.

3. TCS Reserve

The surpluses/deficits on the TCS revenue accounts, along with over/under recoveries on overhead accounts are transferred to this reserve. The reserve provides for a general working balance for the operation of TCS.

4. Interest Equalisation Reserve

This reserve has been set up to level out interest performance across financial years. In a year when additional interest above the estimate is earned the reserve is added to, so that in years when a reduction in the annual amount of interest is received this fund can top up the shortfall. It is intended that the maximum this fund would ever rise to is 3 times the annual level of interest received.

5. Building Control Reserve

This reserve holds the accumulated surplus on chargeable building control operations. The reserve will be used to offset revenue expenditure in future years. The intention/requirement is that revenue operations will break even over any particular period of years and not produce any overall deficit or surplus.

6. S106 Revenue Reserves

This reserve retains any unspent financial provision pending investment in line with the individual S106 agreements.

7. HRA Working Balance

This provides for day to day cash flow requirements, a provision for the unexpected and a hedge against adverse future financing needs.

8. General Fund Working Balance

A working balance for the General Fund to provide for day to day cash flow requirements.

9. Local Authority Business Growth Incentive Scheme/Service Improvement Fund

The usage of monies from this scheme should meet at least one of the following criteria:

- To fund one off capital expenditure.
- To fund one off revenue expenditure.
- To fund ongoing revenue expenditure but ensuring that this will be financed from the LABGI monies for the first 3 years i.e. no financial impact upon the Council's revenue budget until the 4th year.
- To bring forward from future years existing commitments within the Medium Term Financial Plan (again financing from LABGI for the first three years).

10/11/ Specific capital reserves have their own policy as set out in the Asset Management Plan/Capital Strategy as follows:

The Council will hold reserves for financing future capital expenditure where it is prudent to do so in order to assist the achievement of the corporate plan and key priorities. Capital reserves will be maintained at a level commensurate with the potential schemes to be undertaken whilst having regard to any current and projected risks.

Two prime reserves will be maintained, namely the Invest to Save Capital Projects Reserve and the Economic Development Reserve.

- a. The Invest to Save Reserve will be held to finance capital projects that demonstrate they will generate future savings for the Council.
- b. The Economic Development Reserve will be held to provide funds for financing suitable economic development projects.

Other reserves may be maintained where funds have been received and spending is not planned until future years. Unspent capital receipts and Section 106 receipts are examples of this type of reserve.

13. Local Land Charges Reserve

In line with the Lord Chancellor's amendment to the Local Land Charges Act 1975 (command 7026) the Council sets its fees on a cost recovery basis (over a three year cycle) with any surpluses held in an earmarked reserve for this purpose.

14. HRA Repairs Reserve

This reserve is to provide for future revenue or capital expenditure on the Housing Revenue Account Stock in line with the 30 year business plan.

15. Revenue Contribution to Capital Outlay

This reserve is to provide finance for the General Fund capital programme.

16. Major Repairs Reserve

This reserve is maintained in accordance with accounting requirements and will be used to finance HRA capital spend.

17. Housing & Planning Delivery Grant (H & PDG)

This reserve holds H & PDG pending its use to support capital and revenue expenditure.

18. Local Public Service Agreement (LPSA)

This reserve holds specific government grant received from a scheme of achieving required service targets pending applying to support the General Fund revenue budget during 2011-12 and 2012-13.

19. Other reserves

This includes a £204,000 reserve as a provision for any shortfall of income in respect of housing benefit subsidy; a reserve of £120,000 for efficiency and modernisation; a reserve of £93,000 of government grant for climate change; a £57,000 reserve for the replacement of the handyman service vehicles and equipment and also a £56,000 reserve for training (all figures as at 31st March 2012).

ESTIMATED FINANCIAL RESERVES

	2011/12		2012/13		2013/14		2014/15		2015/16		2016/17		
	Opening Balance	Usage During Year	Opening Balance	Usage During Year	Opening Balance	Usage During Year	Opening Balance	Usage During Year	Opening Balance	Usage During Year	Opening Balance	Usage During Year	Closing Balance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1. General Revenue Reserve	1,665	8	1,673	0	1,673	0	1,673	0	1,673	0	1,673	0	1,673
2. Insurance Reserve	69	5	74	5	79	5	84	5	89	5	94	5	99
3. Tandridge Commercial Services	86	22	108	-20	88	0	88	0	88	0	88	0	88
4. Interest Equalisation	475	-215	260	-200	60	-60	0	0	0	0	0	0	0
5. Building Control Reserve	49	51	100	-35	65	-35	30	-30	0	0	0	0	0
6. S106	126	-4	122	0	122	0	122	0	122	0	122	0	122
7. HRA Working Balance	737	25	762	290	1,052	25	1,077	25	1,102	25	1,127	25	1,152
8. General Fund Working Balance	500	0	500	0	500	0	500	0	500	0	500	0	500
9. Service Improvement Fund (LABGI)	623	-168	455	-123	332	-168	164	-95	69	-69	0	0	0
10. Capital Projects (Invest to Save)	489	12	501	-370	131	25	156	25	181	25	206	25	231
11. Economic Development	577	0	577	0	577	0	577	0	577	0	577	0	577
12. Capital Receipts	1,409	-804	605	-340	265	79	344	103	447	162	609	162	771
13. Local Land Charges	122	26	148	0	148	0	148	0	148	0	148	0	148
14. HRA Repairs Reserve	339	78	417	-106	311	-128	183	0	183	0	183	0	183
15. Revenue Contribution to Capital Outlay *	415	559	974	1,483	2,457	-432	2,025	-675	1,350	-176	1,174	-196	978
16. Major Repairs Reserve	298	0	298	0	298	0	298	0	298	0	298	0	298
17. Housing & PDG	827	-81	746	-339	407	-235	172	-172	0	0	0	0	0
18. Local Public Service Agreement	496	-202	294	-294	0	0	0	0	0	0	0	0	0
19. Other Reserves	490	72	562	-60	502	-205	297	-159	138	-33	105	0	105
Total	9,792	-616	9,176	-109	9,067	-1,129	7,938	-973	6,965	-61	6,904	21	6,925

* 2012/13 & 2013/14 usage includes £2.9m repayment of debt from HRA

THE DISTRICT COUNCIL OF TANDRIDGE

PLANNING COMMITTEE

Minutes and Report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 18th October 2012.

PRESENT: Councillor Mrs. Black (Chairman), Councillor Harwood (Vice-Chairman) and Councillors Bangs, Bond, Cannon, Mrs. Dunbar, Mrs. Ingham, Morrow, Stead and Weightman.

ALSO PRESENT: Councillor Mrs. Marks.

136. MINUTES

The Minutes of the meeting held on the 20th September 2012 were confirmed and signed by the Chairman.

COMMITTEE DECISIONS (Under powers delegated to the Committee)

137. APPLICATIONS FOR DETERMINATION BY THE COMMITTEE

*** The Committee considered the following applications detailed in Appendix 'A' to the Agenda, a summary of which is attached at Appendix 'A' to these Minutes.

2012/942*, 2012/1011, 2012/1001, 2012/763*.

Those plans marked with an asterisk were the subject of views expressed under the public participation arrangements.

RESOLVED – that subject to the following amendments, the recommendations contained in Appendix 'A' to the Agenda be agreed:

2012/942 - REFUSE – subject to the corrected drawing details being included in the decision notice.

NOTE: Councillor Weightman declared a non-pecuniary interest in the above matter, the nature of the interest being he was a member of Oxted Parish Council who had expressed their views on the application, but he would be looking at the application afresh tonight. In accordance with the Members' Code of Conduct he stayed in the meeting for the discussion and voting thereon.

2012/1011 - DEFER – for legal advice to be sought on the issue of block parking and the covering of the touring caravans when not in use.

2012/763 - ADD – the following Condition and Reason:

Condition:

13. No development shall commence until details of sewage and surface water disposal have been submitted to and approved in writing by the District Planning Authority and those approved details shall thereafter be implemented and completed in accordance with the approved scheme prior to the first occupation of the dwelling.

Reason:

13. To ensure satisfactory provision for drainage within the site in accordance with Policy CSP15 of the Core Strategy DPD 2008.

**138. ROYAL NATIONAL INSTITUTE OF BLIND PEOPLE (RNIB),
PHILANTHROPIC ROAD, REDHILL**

Members considered a request from prospective applicants to give a formal factual presentation regarding their proposals for the above site. The proposal comprised approximately 75 dwellings for private sale housing and RNIB residential supported care facilities comprising 6 multiple occupancy houses, 26 one bedroom flats and a community hub facility. The presentation would give an opportunity to the applicants to explain the background to, and detail of, their proposals.

R E S O L V E D – that

- A. the request for a formal presentation be agreed at a cost to the prospective applicants of £2,500; and
- B. the date for the presentation be **Tuesday, 27th November 2012** at 7.30 p.m. in the Council Chamber.

Rising: 8.50 p.m.

APPENDIX 'A'

PLANNING COMMITTEE – 18TH OCTOBER 2012 - MINUTES				
ITEM NO.	APPLICATION NO.	SITE ADDRESS	APPLICATION DETAILS	DECISIONS
1.	2012/942	Land at East and West Viewlands, Icehouse Wood, Oxted RH8 9DW	Erection of detached dwelling with attached garage reusing existing access. Formation of new drive to serve East and West Viewlands.	REFUSE
2.	2012/1011	Land East of the Plantation, West Park Road, Newchapel RH7 6HT	Variation of condition 4 of permission TA/2010/1477 to allow 1 touring caravan per family for storage/equipment use.	DEFER
3.	2012/1001	Barnfield, Lunghurst Road, Woldingham CR3 7EJ	Demolition of existing dwelling. Erection of replacement 2 storey dwelling with attached garage.	PERMIT
4.	2012/763	Land at Edgehill, Park View Road, Woldingham CR3 7DN	Erection of 1 x 5 bed dwelling with associated access.	PERMIT