

TANDRIDGE DISTRICT COUNCIL



Council Agenda

MINUTES AND REPORTS
SUBMITTED TO THE ANNUAL COUNCIL MEETING ON
28TH MAY 2015

LOUISE ROUND

Chief Executive

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TANDRIDGE DISTRICT COUNCIL

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

19th May 2015

Dear Sir/Madam,

You are summoned to attend the Annual Meeting of the Council to be held in the Council Chamber, Council Offices, Station Road East, Oxted on **Thursday 28th May 2015 at 7.30 p.m.**

LOUISE ROUND
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 elect a Chairman of the Council for the ensuing year.
2. To appoint a Vice-Chairman of the Council for the ensuing year.
3. To confirm the minutes of the Council meeting held on the 23rd April 2015 (page 445).
4. Chairman's Announcements.
5. 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.
6. To receive and consider the reports of the following Committees:

(a)	Overview & Scrutiny	14 th April 2015 (page 448)
(b)	Planning	30 th April 2015 (page 471)

7. *** To receive, in accordance with Standing Order No. 26, a list of Members' attendances at Council and Committee meetings for 2014/15 (Appendix 'A' on page 476).
8. *** To receive the report of District Council Elections held on the 1st April and 7th May 2015 attached at Appendix 'B' (page 479).
9. To determine the Council's Committee membership for 2015/16 in accordance with the requirements of the Local Government and Housing Act 1989. A list of proposed Committees / membership details will be circulated prior to the meeting.
10. *** To confirm the timetable of meetings for the 2015/16 Municipal Year attached at Appendix 'C' (page 482).
11. To agree appointments of Councillors to outside bodies for 2015/16. A list of proposed appointments, agreed as far as possible by the Group Leaders, will be circulated prior to the meeting.
12. To receive a policy statement from the Conservative Administration covering the 2015/16 Municipal Year. One spokesperson from the Liberal Democrat Group will have a right to reply. (Standing Order 6(2) refers).

The Chairman of the Council would be grateful if any Member who wishes to raise any matter could kindly notify the Committee Section on 01883 732776 by noon on 27th May 2015.

THE DISTRICT COUNCIL OF TANDRIDGE

Minutes of the meeting of the Council held on the 23rd April 2015 in the Council Chamber, Council Offices, Station Road East, Oxted at 7.30 p.m.

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

The Meeting was preceded with a prayer read by the Reverend Anna Eltringham, vicar at St. John's Hurst Green and St. George's, Crowhurst.

256. MINUTES

*** Subject to the insertion of additional text regarding Councillor Morrow's proposed amendments to the Housing Committee's budget recommendations of 19th January 2015 (denoted by the shaded text at Appendix 'A') the minutes of the Council meeting held on the 19th February 2015 were confirmed and signed by the Chairman.

257. CHAIRMAN'S ANNOUNCEMENT

Charity Coffee Morning - 26th May at the United Reformed Church, Bluehouse Lane, Oxted

Whilst the Chairman was disappointed at having to cancel her Charity Ball due to a lack of numbers, she thanked those Members who had made donations to her charities (Papworth Hospital Charity and Mighty Oaks Youth Club). To raise further funds for both charities, the Chairman announced that she would be holding a coffee morning on Tuesday 26th May at the United Reformed Church, Bluehouse Lane, Oxted from 10.00am until noon and would be grateful for any offers of help with either setting up, serving tea, washing up, providing cakes or donating a raffle prize.

258. PETITION SUBMITTED UNDER STANDING ORDER 30

Hurst Green & Holland Children's Centre

Mrs. Susan Batley presented a petition urging TDC to lobby Surrey County Council against the proposed closure of this Children's Centre.

The Chairman allowed the subject matter to be discussed forthwith. During the ensuing debate, Members expressed strong support for the petition. It was confirmed that discussions had taken place with the Chief Executive and Leader of the County Council to highlight the strength of feeling among local residents and stakeholders. Members thanked Mrs. Batley for her presentation and assured her that efforts would continue to engage with the County in pursuit of a satisfactory outcome.

- NOTE:** (i) The Chairman of the Council declared a non-pecuniary interest in connection with the petition on the basis that she was a member of the Hurst Green Sure Start Childrens' Centre Advisory Board.
- (ii) Councillor Botten declared a non-pecuniary interest in connection with the petition on the basis that he was Chairman of Governors at Marden Lodge School which, in turn, managed the Caterham Sure Start Children's Centre. This Centre could, potentially, be affected should the Hurst Green facility be forced to close. Councillor Botten also advised that he was a friend and colleague of Mrs. Batley.

259. REPORTS OF COMMITTEES

RESOLVED – that the reports of the Committees shown below be received and adopted:

- (i) Planning Committee - 12th February
- (ii) Community Services Committee - 5th March
- (iii) Housing Committee - 10th March
- (iv) Planning Committee - 12th March
- (v) Planning Policy Committee - 19th March
- (vi) Resources Committee - 26th March
- (vii) Planning Committee - 9th April

260. CHAIRMAN'S CLOSING REMARKS

The Chairman thanked Members for their support during the past year and offered her best wishes to those who would no longer be Councillors after May.

Rising: 8.48 p.m.

Amendments to the 19th February 2015 Council minutes - additional text (denoted by shading)

Housing Committee – 19th January 2015

Minute 184 – Housing General Fund Budget Process - 2015/16

The following amendment was moved by Councillor Morrow and seconded by Councillor Bangs:

Recommendation A - fees and charges:

the insertion of the following words at the beginning of the Recommendation,
“subject to the charges in respect of the Meadowside Mobile Homes Park being held at the 2014/15 level.....”

Recommendation C – Housing General Fund revenue budget:

the insertion of the following words at the beginning of the Recommendation:
“subject to an additional £3,000 being drawn from reserves to offset the loss of income arising from the freezing of Meadowside Mobile Homes Park charges.....”

Upon being put to the vote the amendment was lost.

Minute 185 – Budget process - Housing Revenue Account 2015/16 (rent levels for housing properties)

The following amendment to Recommendations A and C was moved by Councillor Morrow and seconded by Councillor Caudle:

- (i) Recommendation A (proposed housing rent increase): replacement of 2.2% with 0.39%; and
- (ii) Recommendation C (HRA revenue budget): replacement wording as follows:

“the 2015/16 revenue budget for the HRA at Appendix G be amended to reflect a 0.39% rent increase with a reduced net operating surplus of £5,138,600 before allowing for repayment of debt, capital expenditure and interest charges, the reduced income to be funded from the cancellation of the £221,600 transfer to reserves”

Upon being put to the vote the amendment was lost.

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 14th April 2015.

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

ALSO PRESENT: Councillor Duck.

IN ATTENDANCE:

For Minute 262 below:

Sergeant Len Fleckley – Surrey Police.

For Minutes 263 and 264 below:

Karen Williams, Director – Baker Tilly, Internal Audit.

261. MINUTES

The Minutes of the meeting held on the 27th January 2015 were confirmed and signed by the Chairman.

262. ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 – BRIEFING NOTE

A report was presented on the above Act which received Royal Assent on the 13 March 2014 and set out the Government's updated approach to tackling anti-social behaviour (ASB).

ASB was a broad term describing the day to day incidents of crime, nuisance and disorder that made people's lives a misery (e.g. vandalism; littering; public drunkenness; and noisy or abusive neighbours).

The Act streamlined the existing powers, replacing nineteen tools with six new ones to enable the police, local authorities, social landlords and others to act quickly and effectively deal with ASB. The new powers were: Civil Injunction; Criminal Behaviour Orders (CBOs); Community Protection Notices (CPNs); Public Spaces Protection Orders (PSPOs) Closure Notices and Orders; and Dispersal Powers.

It was expected that local authorities, in particular Environmental Health and Amenity Services Teams, would manage the issuing of CPN's for ASB, such as litter and graffiti etc. Surrey Police would support this process where necessary by means of evidence gathering prior to issuing a CPN, or to support prosecution on breach. The Act also allowed authorities to issue Fixed Penalty Notices (FPNs) for breaches of both Public Spaces Protection Orders and Community Protection Notices.

Members were addressed by the Council's Community Safety Manager, Housing Estates Manager and Chief Community Services Officer. They summarised the new framework for tackling ASB and presented local facts and figures with regard to fly tipping, graffiti etc.

The Resources Committee, on the 26th March 2015, had given initial consideration to the implications of the Act and had authorised relevant Officers to exercise the new powers. That Committee had also authorised the Chief Executive to set a level of fines associated with Fixed Penalty Notices issued by the Council under the Act, once she had taken account of the views expressed at this (Overview & Scrutiny) meeting.

Three options were suggested for the issuing of FPN's and associated fines. Following discussion, the Committee's preferred way forward was:

- A single tier approach for the issuing of FPN's - £100 fine (reduced to £60 if paid within 10 days).
- Registered Social Landlords be authorised to issue Community Protection Notices.
- The Chief Executive, under delegated powers from the Resources Committee, makes the final decisions to authorise Police Community Support Officers to exercise the Council's powers. (This would be subject to negotiation with the Police and would take place on a pilot basis).

COMMITTEE DECISIONS
(Under powers delegated to the Committee)

263. INTERNAL AUDIT (BAKER TILLY) AUDIT STRATEGY 2015/16 – 2017/18

Karen Williams presented an Audit Plan for the coming year, together with an updated strategy for Internal Audit. The basis for the strategy was to review and evaluate the Council's arrangements for control, governance and risk management and how these helped to achieve the Council's objectives.

It was reported that, following discussion with the Council's Corporate Management Team, the auditors had been requested to ensure that the work undertaken (as part of the Plan) was forward looking with consideration of any required control changes and recommendations for improvements in service delivery and efficiency.

The nature of the Plan was that it could come under review during the year. Following Member discussion, further consideration was asked to be given to:

- including a value for money audit within the IT Strategy;
- a larger scoping discussion forming part of the car parking audit to include issues such as provision, charging etc.; and
- establishing a clearer link between key risks (as perceived by the Council) and future audit studies.

RESOLVED – that the Audit Strategy 2015/16 be agreed.

264. INTERNAL AUDIT (BAKER TILLY) PROGRESS REPORT 2014/15

Karen Williams presented the above report which updated Members on progress against the Internal Audit Plan for 2014/15.

Seven further reports had been finalised since the last Committee meeting in the areas of:

- Equality and Diversity;
- Revenues;
- Creditors;
- Treasury Management;
- Governance;
- Main Accounting; and
- Housing Rents.

Completion of the value for money Customer Services audit had been delayed.

Appendix 'A' to the agenda report provided details of the three medium/high recommendations made from the final reports issued since the last meeting.

RESOLVED – that the progress report be noted.

265. KPMG – EXTERNAL AUDIT PLAN 2014/15

A report was submitted regarding the external audit work carried out by KPMG during 2014/15. This comprised the following six sections:

- Section 1 - Introduction and Statutory Responsibilities;
- Section 2 - Headline Messages, Key risks identified this year for the financial statements audit and Value for Money arrangements;
- Section 3 - Audit approach of the financial statements;
- Section 4 - Detail of the financial statements audit risks;
- Section 5 - Approach to Value for Money arrangements work; and
- Section 6 - Information on the audit team, proposed deliverables and the timescales and fees for the audit work.

Members considered the Plan and noted the detailed information presented.

RESOLVED – that the Audit Plan be noted.

266. COMMITTEE SERVICE PLANS AND PERFORMANCE INDICATORS 2015/16

Members considered the agreed Committee Service Plan Objectives and Performance Indicators / targets for 2015/16. These linked to the current five key corporate priorities.

Committee Service Plan core objectives enabled the Council to meet the aims of the Key Corporate Priorities, whilst the use of Key Performance Indicators provided information to demonstrate how well the Council was delivering its services.

Discussion concentrated on Indicator RL5 (Sickness Absence) and Service Plan RO7 (Family Support Programme). With regard to Service Plan RO7 further information would be sought and sent to Members.

RESOLVED – that the Committee notes the:

- *** A. 2015/16 Policy Committees' Service Plan Core Objectives attached at Appendix 'A'; and
- *** B. 2015/16 Policy Committees' Key Performance Indicators attached at Appendix 'B'.

267. COMMITTEE WORK PROGRAMME 2015/16

Members considered the Committee's likely work programme for the next municipal year.

Following discussion, Members requested that thought be given to including an item on Risk Management as a potential subject for consideration during the coming year.

RESOLVED – that the draft work programme set out at Paragraph 1.3 of the agenda report be agreed.

Rising: 9.12 p.m.

2015/16 Resources Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
R01 Maintain a sustainable Medium Term Financial Strategy which aims to deliver the required savings and preserve services.	October / November 2015	<ul style="list-style-type: none"> Continue to ensure Tandridge District Council is able to deliver its corporate objectives and adapt to changing circumstances in the light of substantially reduced financial resources. This includes developments in government policies and priorities and the drive to achieve efficiencies. Responding to the current economic climate. 	<ul style="list-style-type: none"> Changes in anticipated level of reduction in government grants. 	CP3: To make efficient and effective use of resources.
R02 Ensure continuation of unqualified external audit opinion on final accounts and continued conclusion from external auditors that proper arrangements are in place to secure Value for Money.	September 2015	<ul style="list-style-type: none"> Confirmed within 'Report to those charged with governance' and external auditors opinion. 	<ul style="list-style-type: none"> Increasing level of financial complexity and regulation. 	CP3: To make efficient and effective use of resources.
R03 Ensure council tax is set below the referendum limit to realise savings and provide maximum value for money (unless the council decides to submit an issue to referendum).	February 2016	<ul style="list-style-type: none"> To set council tax to avoid the adverse costs of a referendum and ensure the budget is manageable within the Council's resources and policies. 	<ul style="list-style-type: none"> Sudden adverse financial situation. 	CP3: To make efficient and effective use of resources.
R04 Review the Local Council Tax Support Scheme in line with legislative requirements and local priorities.	June / July 2015	<ul style="list-style-type: none"> The scheme for local council tax support reviewed and implemented in line with legislative requirements. 	<ul style="list-style-type: none"> Lack of staff resource to review due to other pressures. 	CP3: To make efficient and effective use of resources. CP4: To support residents and protect the local environment
R05 Prepare for the impact of Welfare Reform on Benefits service by providing training to staff and working in partnership with the Department for Work & Pensions (DWP) and other stakeholders to ensure a smooth transition.	March 2016	<ul style="list-style-type: none"> Service or element of service, as determined by legislation, transferred to central government. 	<ul style="list-style-type: none"> Government's current timetable is by the end of the next parliament. Definitive information still to be provided. 	CP3: To make efficient and effective use of resources. CP4: To support residents and protect the local environment

2015/16 Resources Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
R06 Develop website to support channel shift of customers from less efficient and effective communication channels.	March 2016	<ul style="list-style-type: none"> More customers contacting the Council via the website resulting in fewer calls and emails. This should provide more efficient and effective services and a better experience for the customer. 	<ul style="list-style-type: none"> Lack of resource. Insufficient website budget. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p>
R07 Extend the Family Support Programme which supports our most vulnerable and challenging residents in accordance with new referral criteria agreed with Department for Communities and Local Government (DCLG) requirements.	March 2016	<ul style="list-style-type: none"> Turn around the lives of Tandridge families with complex and multiple needs who participate in the Programme. Achieve productivity savings across participating agencies through improved multi-agency working. 	<ul style="list-style-type: none"> Challenging timescales require significant agency participation. Poor partner engagement. 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p> <p>CP4: To support residents and protect the local environment</p>
R08 Develop and embed the work of the newly formed East Surrey Community Safety Partnership to provide an opportunity to maximise limited resource by working more collaboratively, avoid duplication of effort and enable more robust funding bids to be prepared.	April 2015	<ul style="list-style-type: none"> Develop and implement an East Surrey Community Safety Plan, supported by effective working groups and Action Plans targeting the agreed priority areas. 	<ul style="list-style-type: none"> Lack of partner engagement. Insufficient partner resources/funding. 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p> <p>CP3: To make efficient and effective use of resources.</p>
R09 Promote appropriate levels of economic growth in partnership with other local authorities, the Local Enterprise Partnership (LEP) and other key stakeholders.	March 2016	<ul style="list-style-type: none"> Continue to take forward interventions on key town centre sites, including the Rose and Young site in Caterham and the Gas Holder in Oxted. Strategic approach to growth coordinated in partnership with the LEP, other local authorities and key stakeholders. Provide support to emerging Business Improvement Districts (BIDs). Work with the LEP and other partners to 	<ul style="list-style-type: none"> Lack of cooperation from property owners. Lack of partner engagement. Lack of resources. Continued impact of national financial situation. Competing demand from other LEP sub- 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p> <p>CP5: To work with local businesses to promote economic growth and employment.</p>

2015/16 Resources Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
		<p>ensure that appropriate support is available and promoted to local businesses.</p> <ul style="list-style-type: none"> Working with our key employment sites (including Lambs and Hobbs Business Parks) to ensure we are supporting them in maximising their prosperity. 	regions.	

2015/16 Housing Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
H01 To help meet housing demand.	March 2016	<ul style="list-style-type: none"> Make best use of the existing homes by maintaining the average time to re-let Council homes at 25 days. (Performance Indicator HL2 refers). 	<ul style="list-style-type: none"> Delays in void works due to difficulties with contractors. 	CP2: To provide high quality, customer friendly services. CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Maximise the provision of newly-built affordable homes. (Performance Indicator HL6 refers). 	<ul style="list-style-type: none"> Lack of available development land. Delays in planning. Lack of external funding. 	CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.
	March 2016	<ul style="list-style-type: none"> Complete pilot new build of 8 Council properties and progress ongoing programme of properties to ensure full expenditure of 'Right To Buy' receipts. 	<ul style="list-style-type: none"> Planning delays. Funding issues. Adverse consultation responses. Unforeseen issues on site. 	CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.
H02 To reduce homelessness in the district.	March 2016	<ul style="list-style-type: none"> Endeavour to limit the number of households living in temporary accommodation to 22 by March 2016. (Performance Indicator HL5 refers). 	<ul style="list-style-type: none"> Large scale emergency or other situation causing sudden increase in homelessness. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Homelessness applications effectively managed. (Performance Indicator HL4 refers). 	<ul style="list-style-type: none"> Large scale emergency or other situation causing sudden increase in homelessness. 	CP2: To provide high quality, customer friendly services. CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Use of bed & breakfast accommodation kept to an absolute minimum (Performance measure from DG regarding numbers in B&B at end of quarter). 	<ul style="list-style-type: none"> Large scale emergency or other situation causing sudden increase in homelessness and reduced accommodation options. 	CP3: To make efficient and effective use of resources. CP4: To support residents and protect the local environment.

2015/16 Housing Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
H03 To improve housing standards.	September 2015	<ul style="list-style-type: none"> We will review our Allocations Policy to ensure full compliance with legislation and government guidance, while ensuring that local housing needs are met. 	<ul style="list-style-type: none"> Inability to deliver on legal and statutory obligations due to changes in policy. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> We will implement the Homeless Strategy Action Plan to reduce homelessness and improve outcomes for customers. 	<ul style="list-style-type: none"> Lack of external funding. Loss of external partners. Increased demand. Supply of suitable accommodation. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Improved conditions for private sector occupants through the serving of at least 10 enforcement notices per year. 	<ul style="list-style-type: none"> Landlords unwilling to complete necessary works. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Improved homes for those with disabilities through completion of at least 30 Disabled Facilities Grants per year. 	<ul style="list-style-type: none"> Delays in receiving Occupational Therapy Assessments. Reduced funding. Issues with contractors. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Ensure all licensable Houses in Multiple Occupation comply with enforcement standards. 	<ul style="list-style-type: none"> Landlords unwilling to complete necessary works. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Ensure all lettings agents and property managers belong to an approved redress scheme and take enforcement action where required. 	<ul style="list-style-type: none"> Landlord non-compliance. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Bring 2 long-term empty properties back into use. 	<ul style="list-style-type: none"> Difficulties in establishing contact with owners and reluctance to engage. 	CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.
	March 2016	<ul style="list-style-type: none"> Programme of soundproofing in identified 	<ul style="list-style-type: none"> Further budget may be 	CP4: To support residents and

2015/16 Housing Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
	August 2015	<p>council properties to improve quality of life. Upgrades to non-residential areas to reduce ASB and improve quality of environment. Change to 5 properties as per soundproofing pilot</p> <ul style="list-style-type: none"> Implement new service level agreement with TCS. Increase value for money and improve quality of customer interaction & service. (HL3 to be revised in year) 	<p>required due to increased customer expectations.</p> <ul style="list-style-type: none"> Teething problems with formal split of TCS into two sections. Risk of increased costs. 	<p>protect the local environment.</p> <p>CP2: To provide high quality, customer friendly services. CP3: To make efficient and effective use of resources.</p>
	October 2015	<ul style="list-style-type: none"> Procure expanded list of contractors to carry out work at defined schedules of rates. Allows for quicker scheduling of jobs and defined customer service standards and expectations 	<ul style="list-style-type: none"> Unable to secure appropriate contractor. Increased costs under new schedule of rates. Loss of current contractors & working knowledge of stock. 	<p>CP2: To provide high quality, customer friendly services. CP3: To make efficient and effective use of resources.</p>
	August 2015	<ul style="list-style-type: none"> Implementation of operational changes in order to make best use of and realise value for money from our membership of the Eastern Shires Purchasing Organisation procurement framework. To reflect savings on kitchens and bathrooms. 	<ul style="list-style-type: none"> Installation costs will increase. Risk of inferior quality of product if our current suppliers were to not reapply to join the framework. 	<p>CP3: To make efficient and effective use of resources.</p>
	March 2016	<ul style="list-style-type: none"> Work to start on site by Quarter 3 of 2015/16 on the Redevelopment of Nineham Gardens. 	<ul style="list-style-type: none"> Loss of development partner. Planning & legal delays, delays on site, leading to continued deterioration of existing properties, requiring high cost refurbishment options. 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services. CP3: To make efficient and</p>
	March 2016	<ul style="list-style-type: none"> Work to start on site re the planned 	<ul style="list-style-type: none"> Unable to secure 	<p>CP3: To make efficient and</p>

2015/16 Housing Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
		improvements to facilities at the Whyteleafe Hostel by Quarter 2 or 3 of 2015/16 – preferably Q2.	<ul style="list-style-type: none"> appropriate contractor. Increased costs under new schedule of rates. Difficulties in organising suitable alternative accommodation for clients during the works period. 	<p>effective use of resources.</p> <p>CP4: To support residents and protect the local environment.</p>
H04 To provide housing and support to vulnerable people.	September 2015	<ul style="list-style-type: none"> Complete an updated strategic review of the Sheltered Housing service by September 2015. 	<ul style="list-style-type: none"> Lack of external partner funding. Staff resource. 	CP2: To provide high quality, customer friendly services.
	June 2015	<ul style="list-style-type: none"> To complete the review of the Douglas Bruntton Centre and, in conjunction with consultants JVM and key partners in health, social care and the voluntary sector, agree a financially sustainable service delivery model to provide support to vulnerable older residents in the district. 	<ul style="list-style-type: none"> Reduction in funding. Reduced client numbers, volunteers & hire income. Breakdown of partnership arrangements. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p>
	March 2016	<ul style="list-style-type: none"> Improvements to IT systems to ensure that the needs and requirements of vulnerable customers are more easily identified. 	<ul style="list-style-type: none"> Unable to procure IT improvements 	CP2: To provide high quality, customer friendly services.
	March 2015	<ul style="list-style-type: none"> We will complete a strategic review of the Community Alarm service to explore ways for staff to use IT more efficiently. 	<ul style="list-style-type: none"> Lack of funding for IT upgrades. Lack of funding and staff resource. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p>
H05 Promote health and wellbeing across the district through the Tandridge Health and Wellbeing Board and by working in partnership to	March 2016	<ul style="list-style-type: none"> Local action plan which identifies health and wellbeing issues and gaps reviewed and monitored by the Tandridge Health and Wellbeing Board. 	<ul style="list-style-type: none"> Failure of partnership arrangements. 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p>

2015/16 Housing Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
develop and deliver Personalisation and Prevention Partnership projects.	March 2016	<ul style="list-style-type: none"> Priorities identified in the Surrey Health and Wellbeing Strategy taken forward at a local level by the Tandridge Health and Wellbeing Board including the introduction of a pilot Social Prescription project in January 2015. Personalisation and Prevention Partnership projects developed and delivered across the district in partnership with statutory and voluntary organisations. 	<ul style="list-style-type: none"> Failure of partnership arrangements. 	CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.
H06 Minimise arrears and evictions due to the impacts of Welfare Reform.	March 2016	<ul style="list-style-type: none"> Continuation of the money advice service to assist tenants with budgeting and financial inclusion. 	<ul style="list-style-type: none"> Staff resource. Lack of funds. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> Publicise Welfare Reforms and their consequences to tenants and residents (i.e. through website and publications). 	<ul style="list-style-type: none"> Failure to educate customers will lead to confusion and increased arrears. 	CP4: To support residents and protect the local environment.
	March 2016	<ul style="list-style-type: none"> We will ensure that our IT systems can support Welfare Reform requirements. 	<ul style="list-style-type: none"> Inadequate systems could lead to loss of income and increased debt collection costs/activity. 	CP2: To provide high quality, customer friendly services.

2015/16 Planning Policy Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
P01 Progress Local Plan in accordance with the Local Development Scheme.	2017	<ul style="list-style-type: none"> New Local Plan setting out the strategy for development over the next 20 years. 	<ul style="list-style-type: none"> Uncertainty with production of evidence base. Uncertain position with regard to policy formulation and agreement. Changes to Government policy and guidance. 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p> <p>CP4: To support residents and protect the local environment.</p>
P02 Deliver revised pre-application advice offer.	Q2 2015/16	<ul style="list-style-type: none"> Nature of the advice being asked for better segregated (i.e. Do I need planning permission vs will I get planning permission). Role of a duty planning officer assessed. Pre application processes streamlined. More tailored service provided and different pricing structure explored. Service expectations better communicated to customers. Method for measuring service effectiveness developed. Pre-application checking service delivered as an additional service. 	<ul style="list-style-type: none"> Staff training and attitudes. Member training and attitudes to involvement. Workflow processes. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p>
P03 Develop a communication strategy for Planning which improves reputation, communication and service expectations.	Q4 2015/16	<ul style="list-style-type: none"> Clear and realistic service expectations communicated to customers (Members, internal, Parish Councils, consultees, residents). Priorities and how we determine them set out. Mechanisms for understanding what our customers want established. Plain English customer focused principles for all reports. 	<ul style="list-style-type: none"> Lack of internal resource. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p>

2015/16 Planning Policy Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
P04 Deliver and adopt a new enforcement policy for Tandridge.	Q1 2015/16	<ul style="list-style-type: none"> Website developed as a core tool for customers and officers alike. Customers encouraged to channel shift. More customer-focussed service. Requirements of paragraph 207 of the National Planning Policy Framework met. Direct resources to cases requiring the most attention. 	<ul style="list-style-type: none"> Lack of internal resource. 	<p>CP3: To make efficient and effective use of resources.</p> <p>CP4: To support residents and protect the local environment.</p>
P05 Continue pursuit of a wider geographic model for the delivery of Building Control services.	Q3 2015/16	<ul style="list-style-type: none"> Service resilience developed. Market share increased. Recruitment opportunities and retention improved. Overheads savings generated. Cost to general fund of non-chargeable service reduced. 	<ul style="list-style-type: none"> Inherent risks associated with establishing partnership working. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p>

2015/16 Community Services Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
CS01 Increase recycling rate by continuing to promote recycling to residents through the Tandridge magazine and educational visits for residents to the materials recovery facility.	Throughout the year.	<ul style="list-style-type: none"> Improved recycling rate. Garden Waste Club introduced and promoted. Additional materials collections started December 2014 and promoted. 	<ul style="list-style-type: none"> Lack of take up of recycling opportunities. Service failure. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p> <p>CSP4: To support residents and protect the local environment.</p>
CS02 Enable smarter working in Environmental Health and Amenities by facilitating evening working.	September 2014	<ul style="list-style-type: none"> Better service provided to local business as more convenient for them. More flexible working to increase efficiency. 	<ul style="list-style-type: none"> IT availability. PCN compliance issues. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p>
CS03 Work with the Housing Service to review schedule of rates and ordering system for Housing Repair contract to provide a more efficient and cost effective service.	January 2015	<ul style="list-style-type: none"> Schedule of rates and ordering system reviewed. More efficient and cost effective service to be sought between Housing and Community Services Committees with agreed way forward into 2015/16. 	<ul style="list-style-type: none"> Lack of resources. Meeting training requirements. 	<p>CP3: To make efficient and effective use of resources.</p>
CS04 Investigate opportunities to generate additional income and reduce costs.	Ongoing	<ul style="list-style-type: none"> Feasibility for TCS to generate additional income established and any appropriate next steps taken. Feasibility for the Street Cleaning Service to offer chargeable services established and any appropriate next steps taken. Feasibility to provide a winter service to other organisations established and any appropriate next steps taken. Feasibility to generate income through public open spaces established and any appropriate next steps taken. Hedge cutting service reviewed. Vehicle acquisition process reviewed. 	<ul style="list-style-type: none"> Lack of resources. Availability of markets. Investment availability. 	<p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources.</p>
CS05 Children's play areas - continue refurbishment programme.	March 2015	<ul style="list-style-type: none"> Continue with replacement of obsolete play equipment with new modern play equipment to latest standards and fit for purpose. 	<ul style="list-style-type: none"> Possible diversion of scheme funds to deal with vandalism. 	<p>CP2: To provide high quality, customer friendly services.</p>

2015/16 Community Services Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
CS06 Establish feasibility of a shared Environmental Health service.	January 2015	<ul style="list-style-type: none"> Feasibility of shared Environmental Health IT system established and any appropriate next steps taken. Feasibility of shared Environmental Health service established and any appropriate next steps taken. 	<ul style="list-style-type: none"> Lack of resources. Lack of partner engagement. Reduction in service. 	<p>CP3: To make efficient and effective use of resources.</p> <p>CP2: To provide high quality, customer friendly services</p> <p>CP3: To make efficient and effective use of resources</p>
CS07 Tandridge Leisure Trust – to continue working with TLT to ensure the effective delivery of leisure and cultural services.	Ongoing	<ul style="list-style-type: none"> TLT continues to provide high quality leisure and cultural services, achieving high levels of resident satisfaction. 	<ul style="list-style-type: none"> Possible implications should the national economic situation dissuade residents from attending leisure facilities or renewing/taking-up memberships. Lack of investment into facilities deterring attendance. 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p> <p>CP2: To provide high quality, customer friendly services.</p>
CS08 Review Play Strategy	July 2015	<ul style="list-style-type: none"> To review progress and future requirements. 	<ul style="list-style-type: none"> Lack of resources. 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p> <p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources</p>
CS09 Review of grants	Dec 2015	<ul style="list-style-type: none"> To ensure that the Council's grant giving regime is equitable, fit for purpose and represents the most effective use of TDC resources. 	<ul style="list-style-type: none"> Lack of resources. 	<p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p> <p>CP2: To provide high quality, customer friendly services.</p> <p>CP3: To make efficient and effective use of resources</p> <p>CP1: To keep Tandridge District a place where people want to live work and visit, where necessary by working in partnership with other public services.</p>

2015/16 Community Services Committee Service Plan

Objective	Target completion date	Expected outcome	Risks which could inhibit outcome	Link to corporate priorities
				CP3: To make efficient and effective use of resources. CP4: To support residents and protect the local environment.

2015/16 Resources Committee Performance Indicators

Performance indicators to be retained from 2014/15 list						
Code	Indicator	2014/15 target	Proposed 2015/16 target	Higher / lower is better	Rationale for any change in target	
RL1	Percentage of Council Tax collected	98.7%	98.7%	Higher	No change. It is felt this target continues to be appropriate.	
RL2	The percentage of non-domestic rates due for the financial year which were received by the Council	98.6%	98.6%	Higher	No change. It is felt this target continues to be appropriate.	
RL3	Days taken to process Housing Benefit/Council Tax Benefit new claims and change events	10.2	10.2	Lower	No change. It is felt this target continues to be appropriate.	
RL4	The percentage of invoices for commercial goods and services that were paid by the Council within 30 days of such invoices being received by the Council	96.3%	97.0%	Higher	New government legislation due in 2015 will require authorities to pay all valid invoices within 30 days and publish statistics annually showing which invoices were paid late.	
RL5	The number of working days/shifts lost due to sickness absence <i>This figure reflects performance over the previous 12 months.</i>	8.0	8.0	Lower	The increase in our target for 2015/16 is a step towards trying to achieve as near to 100% as we are able. A project currently taking place to enhance the efficiency of our payment systems will aid us to do that.	
RL6	Staff turnover <i>This figure reflects performance over the previous 12 months.</i>	10%-15%	10%-15%	Within the target range	No change. It is felt this target continues to be appropriate.	
RL7	The percentage of calls abandoned to Customer Services	10.0%	10.0%	Lower	No change. It is felt this target continues to be appropriate.	
Performance indicators to be removed from 2014/15 list						
Code	Indicator	2014/15 target	Higher / lower is better	Rationale for removal		
None.						

Performance indicators to be added to 2015/16 list					
Code	Indicator	2014/15 target	Proposed 2015/16 target	Higher / lower is better	Rationale for inclusion and target
None.					

2015/16 Housing Committee Performance Indicators

Performance indicators to be retained from 2014/15 list					
Code	Indicator	2014/15 target	Proposed 2015/16 target	Higher / lower is better	Rationale for any change in target
HL1	Local Council rent collection and arrears: proportion of rent collected	99.5%	99.5%	Higher	No change. It is felt this target continues to be appropriate.
HL2	Average time taken to re-let local authority housing (days)	25.0	25.0	Lower	No change. It is felt this target continues to be appropriate.
HL3	The percentage of urgent repairs completed within Government time limits <i>This is the total number of urgent repairs (as defined in the Right to Repair Regulations), completed within the prescribed time limit and expressed as a percentage.</i>	98.0%	98.0%	Higher	Whilst there is no change at this stage, it is proposed that this indicator is changed in the year to reflect the key performance indicators contained within the service level agreement with TCS. This is likely to cover missed appointments, number of repairs fixed first time.
HL4	The number of households who considered themselves homeless, who approached the Council, and for whom housing advice casework intervention resolved their situation <i>This represents the number of cases where it is known that advice and/or support from the Council successfully prevented the threat of homelessness that the household was under.</i>	130.0	195.0	Higher	Increased by 50% to reflect demand for service.
HL5	Number of households living in temporary accommodation <i>These are only the households who are accommodated following an acceptance of a homelessness duty. Other households may be placed in temporary accommodation without us accepting a duty but by using our prevention powers.</i>	22.0	22.0	Lower	No change. It is felt this target continues to be appropriate.
HL6	Number of new affordable homes completed each year	50.0	50.0	Higher	There is no change to this target at present as the figure will be dependent on the outcome of the Strategic Market Housing Assessment, however officers take all opportunities to maximise delivery.

2015/16 Housing Committee Performance Indicators

Performance indicators to be retained from 2014/15 list					
Code	Indicator	2014/15 target	Proposed 2015/16 target	Higher / lower is better	Rationale for any change in target
	<i>Affordable housing is defined as that for rent, shared ownership or fixed equity and is owned and managed by a Registered Provider (e.g. housing association).</i>				Future figures will show the split between homes provided by housing associations and the Council.
Performance indicators to be removed from 2014/15 list					
Code	Indicator	2014/15 target	Higher / lower is better	Rationale for removal	
None.					
Performance indicators to be added to 2015/16 list					
Code	Indicator	2014/15 target	Proposed 2015/16 target	Higher / lower is better	Rationale for inclusion and target
None.					

2015/16 Planning Policy Committee Performance Indicators

Performance indicators to be retained from 2014/15 list					
Code	Indicator	2014/15 target	Proposed 2015/16 target	Higher / lower is better	Rationale for any change in target
PL1	Processing of planning applications as measured against targets for 'major' application types	60.0%	60.0%	Higher	No change. It is felt this target continues to be appropriate.
PL2	Processing of planning applications as measured against targets for 'minor' application types	65.0%	65.0%	Higher	No change. It is felt this target continues to be appropriate.
PL3	Processing of planning applications as measured against targets for 'other' application types	80.0%	80.0%	Higher	No change. It is felt this target continues to be appropriate.
PL4	Percentage of applications determined within 26 weeks	97.0%	97.0%	Higher	No change. It is felt this target continues to be appropriate.
PL5	Percentage of appeals dismissed against the Council's refusal of planning permission	65.0%	65.0%	Higher	No change. It is felt this target continues to be appropriate.
PL6	Number of enforcement enquiries inspected within timescales set out in Councils Enforcement policy	85.0%	85.0%	Higher	No change. It is felt this target continues to be appropriate.
PL7	Number of enforcement enquiries to have reached 'decision point' within 8 weeks	75.0%	75.0%	Higher	No change. It is felt this target continues to be appropriate.
PL8	Processing of building control applications within statutory timescales	95.0%	95.0%	Higher	No change. It is felt this target continues to be appropriate.
Performance indicators to be removed from 2014/15 list					
Code	Indicator	2014/15 target	Higher / lower is better	Rationale for removal	
None.					
Performance indicators to be added to 2015/16 list					
Code	Indicator	2014/15 target	Proposed 2015/16 target	Higher / lower is better	Rationale for inclusion and target
	Number of 'major', 'minor' and 'other' applications received. <i>Total number of applications that contribute to the DCLG statistics calculated in accordance with their methodology, over the same period as the reported statistics.</i>	N/A	Data only	Data only	Requested by Members to provide better understanding of performance against PL1, PL2 and PL3.

2015/16 Community Services Committee Performance Indicators

Performance indicators to be retained from 2014/15 list						
Code	Indicator	2014/15 target	Proposed 2015/16 target	Direction of travel Higher / lower is better	Rationale for any change in target	
CSL1	Percentage of waste collected each week	99.9%	99.9%	Higher	No change. It is felt this target continues to be appropriate.	
CSL2	Average time taken to remove fly tipping – working days	1.5	1.5	Lower	No change. It is felt this target continues to be appropriate.	
CSL3	Household Waste recycled and composted	62.0%	65.0%	Higher	The target has been increased to reflect garden waste and additional materials service changes.	
CSL4	Percentage of roads, footpaths and public open spaces, which are the responsibility of TDC which meet street and environmental cleanliness standard	93.0%	95.0%	Higher	The target has been increased to reflect improved performance.	
CSL5	Various KPIs for housing repairs completed	TBC	TBC	TBC	As a result of the forthcoming Service Level Agreement between Housing Services and TCS it is expected that there will be a number of new KPIs introduced during 2015/16	
CSL6	Percentage of food establishments with a hygiene rating (generally satisfactory) or better under the Food Hygiene	90.0%	92.0%	Higher	The target has been increased to reflect improvements to hygiene in premises.	
Performance indicators to be removed from 2014/15 list						
Code	Indicator	2014/15 target	Higher / lower is better	Rationale for removal		
None.						
Performance indicators to be added to 2015/16 list						
Code	Indicator	2014/15 target	Proposed 2015/16 target	Higher / lower is better	Rationale for inclusion and target	
None.						

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 30th April 2015 at 7.30 p.m.

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

ALSO PRESENT: Councillors Mrs. Connolly and Cooper.

268. MINUTES

The Minutes of the meeting held on the 9th April 2015 were confirmed and signed by the Chairman.

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

269. OAKSHAW GARAGES, OAKSHAW, OXTED RH8 0LX – PLANNING APPLICATION NO. TA/2015/112

This application related to an earlier planning permission granted under planning application No. TA/2014/1697.

It was proposed to form 15 parking spaces and 3 disabled parking spaces perpendicular to the highway along the northern and western side of the green space at Oakshaw. The current proposal differed from the previous permission as the previously approved 8 parking spaces (including 1 disabled space) along the western side of the green would be increased in length to aid manoeuvrability, the 4 previously approved parallel parking spaces along the northern side of the green would be replaced by 8 perpendicular parking spaces and 2 disabled parking spaces.

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/Reasons and Informatives:

Reason:

The development has been assessed against Tandridge District Core Strategy 2008 Policies CSP1, CSP12, CSP13 and CSP18, Tandridge Local Plan Part 2: Detailed Policies 2014 – Policies DP1, DP5, DP7, DP18 and DP21 and material considerations, including third party representations. 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 and Reasons:

1. The development hereby permitted shall be begun not later than the expiration of 3 years from the date of this permission.

Reason: 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. This decision refers to drawings numbered 13-030-09-B, 13-030-10-B, 13-030-11-B and 2015/2576/001 scanned on the 2nd April 2015. The development shall be carried out in accordance with these approved drawings. There shall be no variations from these approved drawings.

Reason: To ensure that the scheme proceeds as set out in the planning application and therefore remains in accordance with the Development Plan.

3. The materials to be used on the external faces of the proposed development shall be in accordance with the details shown on the submitted application particulars, unless otherwise agreed in writing by the District Planning Authority.

Reason: To ensure that the new works harmonise with the character of the area to accord with Policy CSP18 of the Core Strategy DPD 2008 and Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014.

4. **No development shall start** until full details of both hard and soft landscape works have been submitted to and approved in writing by the District Planning Authority and these works shall be carried out as approved. These details shall include:

- Proposed finished levels or contours;
- Means of enclosure;
- Car parking layouts;
- Hard surfacing materials;
- Minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting etc.).

Details of soft landscaping works shall include all proposed and retained trees, hedges and shrubs; ground preparation, planting specifications and ongoing maintenance, together with details of areas to be grass seeded or turfed. Planting schedules shall include details of species, plant sizes and proposed numbers/densities.

All new planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the completion or occupation of any part of the development (whichever is the sooner) or otherwise in accordance with a programme to be agreed. Any trees or plants (including those retained as part of the development) which within a period of 5 years from the completion of the development die, are removed, or, in the opinion of the District Planning Authority, 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 gives written consent to any variation. The hard landscape works shall be carried out prior to the occupation of the development.

Reason: To maintain and enhance the visual amenities of the development in accordance with Policy CSP18 of the Tandridge District Core Strategy 2008 and Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014.

5. **No demolition, site clearance or building operations shall commence** until tree protection details, relating to all stages of development, for the protection of all trees, hedges and shrubs to be retained on site has been submitted to and approved in writing by the District Planning Authority. These details shall observe the principles embodied within BS 5837:2012 (Trees in relation to design, demolition and construction – Recommendations), shall be implemented prior to any works commencing on site, shall be retained during the course of

development, and shall not be varied without the written agreement of the District Planning Authority.

In any event, the following restrictions shall be strictly observed unless otherwise agreed by the District Planning Authority:

- (a) No bonfires shall take place within the root protection area (RPA) or within a position where head could affect foliage or branches.
- (b) No further trenches, drains or service runs shall be sited within the RPA or any retained trees.
- (c) No further changes in ground levels or excavations shall take place within RPA or any retained trees.

Reason: To prevent damage to the trees in the interest of the visual amenities of the area in accordance with Policy DP7 of the Tandridge District Local Plan Part 2: Detailed Policies 2014 and Policy CSP18 of the Core Strategy DPD 2008.

6. No trees, hedges or shrubs shall be pruned, felled or uprooted during site preparation and construction works without prior written consent of the District Planning Authority. Any retained trees, hedges or shrubs which are removed, or, in the opinion of the District Planning Authority, are dying, becoming diseased or damaged shall be replaced by plants of such size and species as may be agreed in writing with the District Planning Authority.

Reason: To prevent damage to the trees in the interest of the visual amenities of the area in accordance with Policy DP7 of the Tandridge Local Plan Part 2: Detailed Policies 2014 and Policy CSP18 of the Core Strategy DPD 2008.

7. The development hereby approved shall not be brought into operation unless and until space has been laid out within the green adjacent to Oakshaw in accordance with the approved plans for vehicles to be parked. Thereafter the parking shall be retained and maintained for their designated purposes.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users in accordance with the objectives of the National Planning Policy Framework 2012, Policy CSP12 of the Tandridge District Core Strategy DPD 2008, and Policy DP5 of the Tandridge Local Plan Part 2: Detailed Policies 2014.

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 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 web site.
2. The permission hereby granted shall not be construed as authority to carry out any works on the highway. The applicant is advised that prior approval must be obtained from the Highway Authority (0300 200 1003) before any works are

carried out on any footway, footpath, carriageway, or verge to form a vehicle crossover or to install dropped kerbs. Please see: www.surreycc.gov.uk/road-and-transport/road-permits-and-licences/vehicle-crossovers-or-dropped-kerbs

3. The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing the highway surfaces and prosecute persistent offenders. (Highways Act 1980 Sections 131, 148, 149).
4. The developer is reminded of the conditions pursuant to the permission TA/2014/1697, specifically Condition No. 9 that no other development shall start until the spaces have been laid out on the edges of the green in Oakshaw in accordance with the approved plans for vehicles to be parked in order that the development should not prejudice highway safety nor cause inconvenience to other highway users.
5. 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)

270. 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.

2015/128*, 2015/112 (as shown above).

The above plan marked with an asterisk was 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:

2015/128 - DEFERRED – to enable verification of permitted development rights for extensions in relation to proximity to boundaries.

Rising: 8.20 p.m.

APPENDIX 'A'

PLANNING COMMITTEE – 30TH APRIL 2015 - MINUTES				
ITEM NO.	APPLICATION NO.	SITE ADDRESS	APPLICATION DETAILS	DECISIONS
1.	2015/128	5 Loxford Close, Caterham CR3 6EU	Erection of two storey side extension and single storey rear extension.	DEFERRED
2.	2015/112	Oakshaw Garages, Oakshaw, Oxted RH8 0LX	Formation of 8 parking bays and 3 disabled parking bays.	PERMIT SUBJECT TO FULL COUNCIL

APPENDIX 'A'
to the Council Agenda

APPENDIX 'A'
to the Council Agenda

MEMBERS' ATTENDANCE – 2014/2015

P = POSSIBLE

A = ACTUAL

COUNCILLOR	C		CS		H		L	
	P	A	P	A	P	A	P	A
MRS. PARKER	5	5			5	5	1	1
MRS. THORN	5	5	5	4			1	0
AINSWORTH	5	4			5	5		
BANGS	5	4	5	3				
MRS. BLACK	5	5						
BOND	5	4						
BOTTEN	5	5					1	1
MRS. BRADBURY	5	5			5	4	1	1
BYRNE	5	4						
CANNON	5	5	5	5				
CAUDLE	5	5						
CHILDS	5	5	5	5	5	5		
COMPTON	5	5						
MRS. CONNOLLY	5	5			5	3		
COOLEY	5	5					1	1
COOPER	5	4						
DAVID	5	5			5	5		
DEMPSEY	4	0	4	0			1	0
DUCK	5	5	5	4				
MRS. DUNBAR	5	5						
ELIAS	5	5	5	5				
FISHER	5	5						
GASCOIGNE	5	5						
GOSLING	5	5	5	4				
HARWOOD	5	5					1	1
MRS. INGHAM	5	3					1	0
JONES	5	4			5	5		
KEYMER	5	5						
LEE	1	0						
MRS. MARKS	5	2						
MORROW	5	4						
PANNETT	5	4						
PERKINS	5	4						
PURSEHOUSE	5	4	5	5				
STEAD	5	4						
MRS. STEEDS	5	3						
TURNER	5	5			5	5	1	0
MRS. VICKERS	5	5			5	5		
WALL	5	4	5	3			1	0
MRS. WEBSTER	5	5						
WEIGHTMAN	5	5						
MRS. WHITTLE	5	4			5	4		
MRS. YOUNG	5	5	5	3				

MEMBERS' ATTENDANCE – 2014/2015**KEY**

C	=	Council
CS	=	Community Services Committee
H	=	Housing Committee
L	=	Licensing Committee
O&S	=	Overview & Scrutiny Committee
P	=	Planning Committee
PP	=	Planning Policy Committee
R	=	Resources Committee

TANDRIDGE DISTRICT COUNCIL ELECTION RESULTS – 1ST APRIL AND 7TH MAY 2015

By-Election for the Whyteleafe Ward – 1st April 2015

Candidates		Votes	
Martin Ferguson	(UKIP)	119	
David Lee	(Lib Dem)	393	Elected
Peter Sweeney	(Conservative)	274	

Scheduled Elections in fourteen Wards – 7th May 2015

Ward / Candidates		Votes	
<u>Bletchingley & Nutfield</u>			
Linda Baharier	(Labour)	350	
Gill Black	(Conservative)	1834	Elected
Ian Crabb	(UKIP)	508	
Richard Fowler	(Lib Dem)	421	
<u>Burstow, Horne & Outwood</u>			
Stephen Case-Green	(Labour)	404	
Mark Fowler	(UKIP)	647	
Guy Wates	(Conservative)	1734	Elected
Judy Wilkinson	(Lib Dem)	250	
<u>Chaldon</u>			
Pat Cannon	(Conservative)	787	Elected
Alan Lavender	(UKIP)	150	
Mary Tomlin	(Lib Dem)	168	
<u>Dormansland & Felcourt</u>			
Tony Hardisty	(Lib Dem)	226	
Alexander Marshall	(Labour)	126	
Julia Searle	(UKIP)	306	
Ann Seuret	(Green)	117	
Lesley Steeds	(Conservative)	1396	Elected
<u>Felbridge</u>			
Ken Harwood	(Conservative)	1151	Elected
Benjamin Marshall	(Labour)	145	

Godstone

Nick Childs	(Conservative)	1578	Elected
Richard Grant	(UKIP)	801	
Sarah MacDonnell	(Labour)	314	
Colin White	(Lib Dem)	376	

Limpsfield

Joe Branco	(UKIP)	238	
Sheelagh Crampton	(Lib Dem)	271	
Lindsey Dunbar	(Conservative)	1560	Elected
Terence Philpot	(Labour)	156	

Lingfield & Crowhurst

Anita Ainsworth	(Labour)	248	
Liz Lockwood	(Conservative)	1233	Elected
David Milne	(UKIP)	435	
David Wilkes	(Lib Dem)	403	

Oxted North & Tandridge

Christopher Dean	(UKIP)	444	
Martin Fisher	(Conservative)	1915	Elected
Cyrus Gilbert-Rolfe	(Labour)	372	
Stuart Paterson	(Lib Dem)	536	

Oxted South

Simon Ainsworth	(Conservative)	1637	Elected
Graham Bailey	(UKIP)	446	
Barbara Harling	(Labour)	877	
Robert Wingate	(Lib Dem)	347	

Portley

Chris Botten	(Lib Dem)	645	
Clive Manley	(Conservative)	1142	Elected
Peter McNeil	(Labour)	216	
Alexander Standen	(UKIP)	318	

Tatsfield & Titsey

Martin Allen	(Independent)	776	Elected
Tony Roberts	(Conservative)	339	
Christina Vogt	(Labour)	59	

Valley

Jeffrey Bolter	(UKIP)	358	
John Burgess	(Labour)	289	
Jill Caudle	(Lib Dem)	725	Elected
Liz Goodwin	(Conservative)	701	

Warlingham East, Chelsham & Farleigh

Martin Haley	(UKIP)	649	
Anna Patel	(Lib Dem)	750	
Cindy Steer	(Conservative)	1401	Elected
John Watts	(Labour)	258	

TIMETABLE OF MEETINGS 2015/16

MAY 2015	JUNE 2015	JULY 2015	AUGUST 2015	SEPT 2015	OCT 2015	NOV 2015	DEC 2015
1F	1M	1W	1S	1T	1T P	1S	1T CS ⁸
2S	2T	2T P	2S	2W	2F	2M	2W
3S	3W	3F	3M	3T P ⁷	3S	3T O&S ¹	3T
4M BH	4T P	4S	4T	4F	4S	4W	4F
5T	5F	5S	5W	5S	5M	5T R	5S
6W	6S	6M	6T	6S	6T	6F	6S
7T Elections	7S	7T	7F	7M	7W	7S	7M
8F	8M	8W	8S	8T CS ⁸	8T	8S	8T
9S	9T PP ⁸	9T	9S	9W	9F	9M	9W
10S	10W	10F	10M	10T H	10S	10T	10T PP
11M	11T CS	11S	11T	11F	11S	11W	11F
12T	12F	12S	12W	12S	12M	12T	12S
13W	13S	13M	13T	13S	13T	13F	13S
14T	14S	14T	14F	14M	14W	14S	14M
15F	15M	15W	15S	15T	15T	15S	15T
16S	16T	16T C ²	16S	16W	16F	16M	16W
17S	17W	17F	17M	17T PP	17S	17T	17T P ⁷
18M	18T H	18S	18T	18F	18S	18W	18F
19T	19F	19S	19W	19S	19M	19T C	19S
20W	20S	20M	20T	20S	20T	20F	20S
21T	21S	21T	21F	21M	21W	21S	21M
22F	22M	22W	22S	22T	22T	22S	22T
23S	23T	23T	23S	23W	23F	23M	23W
24S	24W	24F	24M	24T R ³	24S	24T H ⁸	24T
25M BH	25T PP	25S	25T	25F	25S	25W	25F BH
26T	26F	26S	26W	26S	26M	26T P ⁷	26S
27W	27S	27M	27T	27S	27T	27F	27S
28T AC	28S	28T O&S ¹	28F	28M	28W	28S	28M BH
29F	29M	29W	29S	29T O&S ¹	29T P	29S	29T
30S	30T R ⁸	30T P ⁷	30S	30W	30F	30M	30W
31S		31F	31M BH		31S		31T

KEY TO CODING

AC	Annual Council
BH	Bank Holiday
C	Council
CS	Community Services Committee
H	Housing Committee
OS	Overview & Scrutiny Committee
P	Planning Committee
PP	Planning Policy Committee
R	Resources Committee

JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016
1F BH	1M	1T	1F	1S
2S	2T	2W	2S	2M BH
3S	3W	3T CS	3S	3T
4M	4T	4F	4M	4W
5T	5F	5S	5T	5T Elections
6W	6S	6S	6W	6F
7T	7S	7M	7T P⁷	7S
8F	8M	8T H⁸	8F	8S
9S	9T R⁶	9W	9S	9M
10S	10W P⁸	10T P	10S	10T
11M	11T C⁶	11F	11M	11W
12T	12F	12S	12T O&S¹	12T
13W	13S	13S	13W	13F
14T P	14S	14M	14T	14S
15F	15M	15T	15F	15S
16S	16T	16W	16S	16M
17S	17W	17T PP	17S	17T
18M CS⁵	18T	18F	18M	18W
19T H⁵	19F	19S	19T	19T
20W PP⁵	20S	20S	20W	20F
21T R⁵	21S	21M	21T C	21S
22F	22M	22T R⁸	22F	22S
23S	23T	23W	23S	23M
24S	24W	24T	24S	24T
25M	25T	25F BH	25M	25W
26T O&S¹	26F	26S	26T	26T AC
27W	27S	27S	27W	27F
28T	28S	28M BH	28T P⁷	28S
29F	29M	29T	29F	29S
30S		30W	30S	30M BH
31S		31T	31T	31T

NOTES

1. O&S Committees in late July 2015, early November 2015 and late January 2016 to enable consideration of performance monitoring for the full Quarters 1,2 and 3 respectively. The O&S on 12th April 2016 is as late as possible and should enable monitoring information to be submitted for the first 2 months of Quarter 4. There will still be an O&S meeting at the end of September 2015 (29th) to consider the 'ISA 260' audit of the Council's accounts.
2. Council in July 2015 a week earlier (16th) to avoid school holidays.
3. Resources on the 24th September 2015 to consider the Final Accounts for 2014/15.
4. No Council meeting in January 2016.
5. The 'budget meetings' of the four Policy Committees in January 2016 will begin with Community Services (Monday, 18th) and end with Resources (Thursday, 21st).
6. Resources and Council meetings in February 2016 to consider final budgets and Council Tax levels for 2016/17. These have both been programmed for the week of the 8th Feb (i.e. on the Tuesday and Thursday) to avoid the following week's school holidays.
7. Irregular Planning Committee cycles:
 - 5 weeks between the 30th July and 3rd September meetings due to the August recess;
 - 3 weeks between the 26th Nov and 17th Dec 2015 meetings due to Christmas;
 - 3 weeks between the 7th April and 28th April 2016. The latter meeting is as late as possible in the 15/16 Municipal Year to avoid an excessively lengthy gap before the first meeting of 16/17 (likely to be 2nd June 2016)
8. Other meetings on 'non-Thursdays' (apart from O&S):
 - an additional Planning Policy on Tuesday 9th June 2015 (recently arranged)
 - Resources on Tuesday 30th June 2015 to fit in before the earlier Council meeting (note 2 refers)
 - Community Services on Tuesday 8th September 2015
 - Housing on Tuesday 24th November 2015
 - Community Services on Tuesday 1st December 2015
 - Planning on Wednesday 10th February 2016 to accommodate the Council budget setting meeting on the following evening (note 6 refers)
 - Housing on Tuesday 8th March 2016
 - Resources on Tuesday 22nd March 2016 to avoid Maundy Thursday and school holidays