

## THE DISTRICT COUNCIL OF TANDRIDGE

Minutes of the Annual Meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on Thursday the 26<sup>th</sup> May 2016 at 7.30 p.m.

**PRESENT:** Councillors Ainsworth, Mrs. Black, Mrs. Blake-Thomas, Bond, Botten, Mrs. Bradbury, Cannon, Caudle, Childs, Compton, Mrs. Connolly, Cooley, Cooper, Duck, Mrs. Dunbar, Elias, Fisher, Fitzgerald, Harwood, Jecks, Jones, Lee, Mrs. Lockwood, Manley, Morrow, Pannett, Mrs. Parker, Perkins, Pursehouse, Stead, Mrs. Steeds, Mrs. Steer, Mrs. Thorn, Mrs. Vickers, Mrs. Warner, Wates, Mrs. Webster, Weightman, Wren and Mrs. Young.

The meeting was preceded with a prayer read by the Reverend Tim Goode, vicar of St Luke's Church Whyteleafe.

### 1. VOTE OF THANKS TO THE RETIRING CHAIRMAN OF THE COUNCIL

Councillor Mrs. Thorn, the retiring Chairman, spoke fondly about her year in office and expressed appreciation for the support she had received. The Council passed a vote of thanks to Councillor Mrs. Thorn in response.

### 2. ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR 2016/17

The Council proceeded with the election of a Chairman for 2016/17. Councillor Cannon was nominated. There were no other nominations.

**RESOLVED** – that Councillor Cannon be elected Chairman for the ensuing year.

Councillor Cannon, having made the statutory Declaration of Acceptance of Office, presented Councillor Mrs. Thorn with a shield of the Coat of Arms of the District and a Past Chairman's badge. He then took the Chair and expressed thanks for the honour conferred upon him.

### 3. ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL FOR 2016/17

The Council proceeded with the election of a Vice-Chairman for 2016/17. Councillor Cooley was nominated. There were no other nominations.

**RESOLVED** – that Councillor Cooley be appointed Vice-Chairman for the ensuing year.

Councillor Cooley, having made the Statutory Declaration of Acceptance of Office, expressed thanks for his appointment.

### 4. MINUTES

The Minutes of the Council meeting held on the 21<sup>st</sup> April 2016 were confirmed and signed by the Chairman.

### 5. CHAIRMAN'S ANNOUNCEMENTS

(i) Mrs. Glynis Whittle

The Chairman paid tribute to Glynis who had passed away on the 8<sup>th</sup> May, having served as a District Councillor for the Warlingham West Ward since 2000. She was Chairman of the Council in 2009/10 and later played leading roles on the local Health & Well Being Board and the East Surrey Community Safety Partnership. Members stood in silence as a mark of respect.

(ii) New Councillors

The Chairman welcomed Councillors Eileen Blake-Thomas, Harry Fitzgerald, Keith Jecks, Alun Jones, Caroline Warner and Jackie Wren to their first Council meeting following the District Elections on the 5th May. He also welcomed back Councillor Chris Botten after a one year absence.

(iii) Planning Training

Members were reminded that a training session on the development control process had been arranged for Wednesday, 1<sup>st</sup> June at 6.00pm in the Council Chamber. All Councillors were invited, although the training was mandatory for those serving on the Planning Committee.

(iv) Promotion of the Armed Forces Community Covenant

The Chairman announced that this would be a key theme of his year in office. The Council had signed up to the Covenant in 2014. It encouraged mutual support between civilian and armed forces communities and, as part of this nationwide initiative, the Council had been paired with the 4th Armoured Medical Regiment. The Chairman confirmed that Major Stuart Young would be attending the next Council meeting on the 21st July to explain what the Covenant meant for Tandridge.

(v) Future Civic events

The Chairman confirmed arrangements for two forthcoming civic functions:

- Chairman's Garden Party on Sunday, 24th July at 12.30pm at Woldingham Golf Club; and
- Annual Civic Service on Sunday, 18th September at 3pm at St Mary's Church, Caterham.

## 6. REPORTS OF COMMITTEES

**RESOLVED** – that the reports of the following Committees be received:

Overview & Scrutiny Committee – 12<sup>th</sup> April 2016

Planning Committee – 28<sup>th</sup> April 2016

## 7. MEMBERS' ATTENDANCES 2015/16

In accordance with Standing Order No. 26, a list of Members' attendances at Council, Committee and Sub-Committee meetings for the previous year had been circulated with the agenda.

**RESOLVED** – that the list be received.

## **8. DISTRICT COUNCIL ELECTIONS – 5<sup>TH</sup> MAY 2016**

A report on the outcome of these elections had been circulated with the Council agenda.

**RESOLVED** – that the report be received.

## **9. COMMITTEE MEMBERSHIP 2016/17**

The Council was required to determine its Committees for 2016/17 in accordance with the Local Government and Housing Act 1989. A list of proposed Committees (including membership details) was circulated for this purpose.

\*\*\* **RESOLVED** - that the Committees be constituted in accordance with Appendix 'A' to these minutes.

## **10. TIMETABLE OF MEETINGS FOR 2016/17**

\*\*\* **RESOLVED** – that the timetable of meetings for 2016/17, attached at Appendix 'B' to these minutes, be adopted.

## **11. APPOINTMENTS TO OUTSIDE BODIES 2016/17**

\*\*\* **RESOLVED** – that the appointments to outside bodies, attached at Appendix 'C' to these minutes, be agreed.

## **12. ANNUAL POLICY STATEMENT**

In accordance with Standing Order No 6 (2), Councillor Fisher, in his capacity as Leader of the Administration, made a Policy Statement covering the next Municipal Year.

Councillor Pursehouse responded as the Leader of the Liberal Democrat Group.

Rising: 9.00 p.m.

**COMMITTEES 2016/17**

**COMMUNITY SERVICES – 10**

- Conservatives - Councillors Blake-Thomas, Cannon, Childs, Connolly, Duck, Elias, Steer and Thorn.
- Liberal Democrats - Councillors Jones and Lee.

**HOUSING – 10**

- Conservatives - Councillors Childs, Fitzgerald, Manley, Parker, Vickers, Wates, Weightman and Young.
- Liberal Democrat - Councillor Morrow.
- Independent - Councillor Allen.

**LICENSING - 10**

- Conservatives - Councillors Mrs. Bradbury, Cooley, Dunbar, Harwood, Parker, Perkins and Thorn.
- Liberal Democrats - Councillors Botten and Warner.
- Independent - Councillor Allen.

**OVERVIEW & SCRUTINY - 6**

- Conservatives - Councillors Compton, Cooley, Duck, Elias and Perkins.
- Liberal Democrat - Councillor Jones.

**PLANNING – 10**

- Conservatives - Councillors Black, Bond, Dunbar, Fitzgerald, Harwood, Lockwood, Stead and Weightman.
- Liberal Democrats - Councillors Caudle and Morrow.

**PLANNING POLICY – 10**

- Conservative - Councillors Black, Bond, Harwood, Jecks, Pannett, Steeds and Vickers.
- Liberal Democrats - Councillors Botten and Caudle.
- Oxted & Limpsfield Residents' Group - Councillor Wren.

**RESOURCES – 10**

- Conservatives - Councillors Ainsworth, Compton, Cooley, Cooper, Stead, Steer, Wates and Webster.
- Liberal Democrats - Councillors Pursehouse and Warner.

**STANDARDS – 7 (including a designated 'Independent Person' and two co-opted Parish Councillors)**

- Conservatives - Councillors Parker, Perkins and Webster.
- Liberal Democrat - Councillor Pursehouse.

Co-opted Members (non-voting):

Shaun Mundy, Independent Person (until the end of the 2019/20 Municipal Year)

The two Parish Councillor positions are vacant.

**TDC TIMETABLE OF MEETINGS 2016/17**

<b>MAY 2016</b>	<b>JUNE 2016</b>	<b>JULY 2016</b>	<b>AUGUST 2016</b>	<b>SEPT 2016</b>	<b>OCT 2016</b>	<b>NOV 2016</b>	<b>DEC 2016</b>
1S	1W	1F	1M	1T P	1S	1T O&S	1T H
2M <b>BH</b>	2T P	2S	2T	2F	2S	2W	2F
3T	3F	3S	3W	3S	3M	3T R	3S
4W	4S	4M	4T	4S	4T	4F	4S
5T TDC Elections	5S	5T R*	5F	5M	5W	5S	5M
6F	6M	6W	6S	6T CS	6T	6S	6T
7S	7T R	7T	7S	7W	7F	7M	7W
8S	8W	8F	8M	8T H	8S	8T	8T CS
9M	9T CS	9S	9T	9F	9S	9W	9F
10T	10F	10S	10W	10S	10M	10T	10S
11W	11S	11M	11T	11S	11T	11F	11S
12T	12S	12T	12F	12M	12W	12S	12M
13F	13M	13W	13S	13T	13T R	13S	13T PP
14S	14T	14T	14S	14W	14F	14M	14W
15S	15W	15F	15M	15T PP	15S	15T	15T P
16M	16T H	16S	16T	16F	16S	16W	16F
17T	17F	17S	17W	17S	17M	17T C	17S
18W	18S	18M	18T	18S	18T	18F	18S
19T	19S	19T	19F	19M	19W	19S	19M
20F	20M	20W	20S	20T	20T	20S	20T
21S	21T	21T C	21S	21W	21F	21M	21W
22S	22W	22F	22M	22T	22S	22T	22T
23M	23T	23S	23T	23F	23S	23W	23F
24T	24F	24S	24W	24S	24M	24T P	24S
25W	25S	25M	25T	25S	25T	25F	25S
26T AC	26S	26T O&S	26F	26M	26W	26S	26M <b>BH</b>
27F	27M	27W	27S	27T R	27T P	27S	27T <b>BH</b>
28S	28T PP	28T P	28S	28W O&S	28F	28M	28W
29S	29W	29F	29M <b>BH</b>	29T P	29S	29T	29T
30M <b>BH</b>	30T P	30S	30T	30F	30S	30W	30F
31T		31S	31W		31M		31S

\*the 5<sup>th</sup> July Resources Committee was subsequently re-scheduled to the 11<sup>th</sup> July

JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017
1S	1W	1W	1S	1M <b>BH</b>
2M <b>BH</b>	2T	2T CS	2S	2T
3T	3F	3F	3M	3W
4W	4S	4S	4T	4T SCC Elections
5T	5S	5S	5W	5F
6F	6M	6M	6T P	6S
7S	7T R	7T H	7F	7S
8S	8W	8W	8S	8M
9M	9T P	9T P	9S	9T
10T	10F	10F	10M	10W
11W	11S	11S	11T O&S	11T
12T P	12S	12S	12W	12F
13F	13M	13M	13T	13S
14S	14T	14T	14F <b>BH</b>	14S
15S	15W	15W	15S	15M
16M CS	16T	16T PP	16S	16T
17T H	17F	17F	17M <b>BH</b>	17W
18W PP	18S	18S	18T	18T
19T R	19S	19S	19W	19F
20F	20M	20M	20T C	20S
21S	21T	21T	21F	21S
22S	22W	22W	22S	22M
23M	23T C	23T R	23S	23T
24T	24F	24F	24M	24W
25W	25S	25S	25T	25T
26T	26S	26S	26W	26F
27F	27M	27M	27T P	27S
28S	28T	28T	28F	28S
29S		29W	29S	29M <b>BH</b>
30M		30T	30S	30T
31T O&S		31F		31W

**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 (

## NOTES

1. Resources Committee – additional meetings, if required, on 7<sup>th</sup> June and 13<sup>th</sup> October 2016. The main purpose of the 27<sup>th</sup> September meeting is to consider the Final Accounts for 2015/16 (which must be approved before the end of that month); other business could be transferred to the new 13<sup>th</sup> October slot.
2. O&S Committees in late July 2016, early November 2016 and late January 2017 to enable consideration of performance monitoring for the full Quarters 1,2 and 3 respectively. The O&S on 11<sup>th</sup> April 2017 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 2016 (Wednesday, 28<sup>th</sup>) to consider the 'ISA 260' audit of the Council's accounts.
3. The 'budget meetings' of the four Policy Committees in January 2017 will begin with Community Services (Monday, 16<sup>th</sup>) and end with Resources (Thursday, 19<sup>th</sup>).
4. Resources and Council meetings in February 2017 to consider final budgets and Council Tax levels for 2017/18.
5. Irregular Planning Committee cycles:
  - 5 weeks between the 28<sup>th</sup> April 2016 (last meeting of the 15/16 Municipal Year) and 2<sup>nd</sup> June ;
  - 5 weeks between the 28<sup>th</sup> July and 1<sup>st</sup> September 2016 meetings due to the August recess;
  - 3 weeks between the 24<sup>th</sup> Nov and 15<sup>th</sup> Dec 2016 meetings due to Christmas;
  - 3 weeks between the 6<sup>th</sup> April and 27<sup>th</sup> April 2017. The latter meeting is as late as possible in the 16/17 Municipal Year to avoid an excessively lengthy gap before the first meeting of 17/18.
6. Additional meetings can, of course, be arranged as and when necessary should it not prove practicable to deal with the business concerned within the confines of the above timetable.



**APPOINTMENTS TO OUTSIDE BODIES**

Unless otherwise stated, appointments are until the 31st May 2017 and representatives / trustees are Councillors or Honorary Aldermen

**Category 2(i) of the Outside Bodies protocol:** 'to represent the Council on joint local authority bodies /consortia'

	<b>BODY</b>	<b>REPRESENTATIVES</b>
1	BIGGIN HILL AIRPORT CONSULTATIVE COMMITTEE	Jecks Substitute: Allen
2	COAST TO CAPITAL LOCAL ECONOMIC PARTNERSHIP FORUM	Fisher Substitute: Elias
3	COUNTRYSIDE MANAGEMENT BOARD	Cooley
4	DOWNLANDS PARTNERSHIP LIAISON GROUP	Pursehouse
5	EAST SURREY COMMUNITY SAFETY PARTNERSHIP	Mrs. Connolly
6	GATWICK AIRPORT CONSULTATIVE COMMITTEE	Harwood Substitute: Mrs Steeds
7	GATWICK AIRPORT JOINT LOCAL AUTHORITY MEETING	Harwood Substitute: Mrs Steeds
8	HIGH WEALD AONB	Mrs. Lockwood
9	LOCAL GOVERNMENT ASSOCIATION – ASSEMBLY	Fisher Substitute: Elias
10	REDHILL AERODROME CONSULTATIVE COMMITTEE	Mrs. Vickers Substitute: Elias
11	SOUTH EAST EMPLOYERS' ASSOCIATION	Webster Substitute: Stead
12	SOUTH EAST ENGLAND COUNCILS	Fisher Substitute: Elias
13	SURREY ENERGY AND SUSTAINABILITY PARTNERSHIP	Bond
14	SURREY COUNTY PLAYING FIELDS ASSOCIATION	Cannon
15	SURREY HILLS AONB PARTNERSHIP	Mrs. Dunbar and Jones
16	SURREY LEADERS' GROUP	Fisher Substitute: Elias
17	SURREY MUSEUMS CONSULTATIVE COMMITTEE	Mrs. Connolly

	BODY	REPRESENTATIVES
18	SURREY POLICE & CRIME PANEL	Harwood
19	SURREY RURAL PARTNERSHIP	Pannett
20	SURREY WASTE PARTNERSHIP	Childs
21	TANDRIDGE HEALTH AND WELL BEING BOARD	Mrs. Thorn (Chairman) Botten (Vice-Chairman)
22	THAMESLINK CONSORTIUM	Harwood

**Category 2(ii) of the Outside Bodies protocol:** ‘ to represent the Council by attending meetings of external bodies in a purely advisory capacity to observe proceedings; and/or facilitate information exchange whilst promoting the interests of the Council as opposed to the body’

	BODY	REPRESENTATIVES
23	ADVISORY COMMITTEE OF THE TANDRIDGE CARE AND REPAIR AGENCY	Mrs. Parker
24	AGE CONCERN (OXTED & LIMPSFIELD)	Mrs. Parker
25	BLANCHMANS FARM NATURE RESERVE COMMITTEE	Mrs. Steer
26	BLINDLEY HEATH LIAISON GROUP	Mrs. Thorn
27	CITIZENS ADVICE BUREAUX Caterham & Warlingham	Mrs. Steer and Stead
28	CITIZENS ADVICE BUREAUX Oxted	Compton and Weightman
29	DE STAFFORD SPORTS CENTRE JOINT LIAISON COMMITTEE	Mrs. Bradbury, Mrs. Connolly and Mrs Warner
30	DOUGLAS BRUNTON CENTRE STEERING COMMITTEE	Manley, Stead and Mrs. Webster
31	EAST SURREY DIAL-A-RIDE	Manley
32	EAST SURREY MUSEUM	Mrs. Connolly and Stead
33	HURST GREEN COMMUNITY ASSOCIATION	Ainsworth and Compton
34	LIMPSFIELD COMMON ADVISORY COMMITTEE	Mrs. Dunbar
35	LINGFIELD COMMUNITY WILDLIFE AREA MANAGEMENT COMMITTEE	Perkins
36	LINGFIELD & DORMANSLAND DISTRICT COMMUNITY CARE ASSOCIATION	Perkins

	BODY	REPRESENTATIVES
	<b>SPORTS ASSOCIATIONS:</b>	
37	Bletchingley	Black
38	Felbridge	Harwood
39	Holland	Compton
40	Lingfield	Perkins
41	Smallfield	Bond
42	South Godstone	Childs
43	Warlingham (Club)	Morrow
44	TANDRIDGE ACCESS GROUP	Perkins and Wates
45	TANDRIDGE VOLUNTARY SERVICE COUNCIL	Mrs Connolly

**Category 2(iii) of the Outside Bodies protocol:** ‘ as executive members of external bodies (e.g. a director/ trustee/ voting member of a Management Committee) with an obligation to act in the best interests of the body concerned whilst conducting its business’.

	BODY	REPRESENTATIVES
46	Caterham Community Association	Duck
47	Caterham Community Partnership	Duck
48	Mrs. Henrietta Frances Le Personne Benevolent Trust for the Benefit of Old Women Folk in the Parish of Caterham	Nominee still sought to fill a position on the Trust until 31st May 2020
49	Warlingham Church Hall	Cooley

**Other Tandridge bodies:**

	BODY	REPRESENTATIVES
50	Staffing: Tandridge Joint Consultative Meeting	Allen, Black, Elias, Fisher, Pannett, Pursehouse and Mrs. Webster.

**Nominations being sought by the Surrey Leaders' Group:**

(Actual appointments will be determined by the Surrey Leaders' Group in June)

	<b>Body / Description</b>	<b>Nominations 2016/17</b>
51	<p><b>SCC Wellbeing and Health Scrutiny Board (formerly Health Scrutiny Select Committee)</b></p> <p>This Board performs a statutory function looking at the work of the Clinical Commissioning Groups (CCGs) and National Health Service (NHS) provider trusts. It acts as a 'critical friend' by suggesting ways that health related services might be improved.</p> <p>It also looks at the way the health service interacts with our social care services, the voluntary sector, independent providers and other council services to jointly provide better health services to meet the diverse needs of Surrey residents and improve their well-being. It is a scrutiny committee of the County Council.</p> <p>Daytime meetings at County Hall.</p>	Botten
52	<p><b>Surrey and Borders NHS Trust</b></p> <p>This Trust provides health and social care services for people with mental health illness, drug and alcohol addictions and learning disabilities across Surrey and North East Hampshire. It employs over 3,000 people working across 100+ sites and serves 1.3 million people of all ages.</p> <p>Daytime meetings at various locations throughout the Trust's catchment area</p>	Mrs. Webster